



LOMA LINDA UNIVERSITY

Global Health Institute

## **THINGS TO DO BEFORE YOUR TRIP**

<b>AT WORK</b>	<b>AT HOME</b>
<input type="checkbox"/> Set “out of office” automatic email reply	<input type="checkbox"/> Set home alarm and sprinkler systems
<input type="checkbox"/> Pack applicable work related resources/books/ materials	<input type="checkbox"/> Hold mail at the post office via Internet
<input type="checkbox"/> Leave beeper with assistant	<input type="checkbox"/> Hold newspaper at least 2 days in advance
<b>PACKING</b>	<input type="checkbox"/> Water house plants
<input type="checkbox"/> Customize your packing list	<input type="checkbox"/> Tell neighbor/family dates of trip
<input type="checkbox"/> Make sure luggage and hand carry bags meet airline requirements – weight, size, and TSA restrictions for hand-carry bags and contents	<input type="checkbox"/> Arrange for someone to come to your home daily to pick up any advertising flyers, packages, mail, etc. left outside your home
<input type="checkbox"/> Weigh luggage	<b>FINANCES</b>
<input type="checkbox"/> Make manifests of contents of your luggage	<input type="checkbox"/> Pay all bills due or set automatic bill pay, to avoid late charges
<b>MISC.</b>	<input type="checkbox"/> Get cash/travelers checks
<input type="checkbox"/> Read up on the culture and country history of where you are going	<input type="checkbox"/> Notify credit card companies of countries where you will travel and dates
<input type="checkbox"/> Verify you have international insurance	<input type="checkbox"/> Make copies of passport and credit cards
<input type="checkbox"/> If you have a global cell phone, notify cell phone company of countries you will travel to and dates – make sure you can roam globally	

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