

TRAVELING SAFE:

- Crime is a potential hazard anywhere in the world. Don't attract attention. Older and more affluent-looking travelers will attract more attention – consider dressing down.
- Theft is apt to occur where large numbers of people congregate – at airports, tourist attractions, etc. Be aware.
- Be careful with how/where you carry money and valuables, and carry as little as possible with you. Do not pack valuable documents in your luggage, carry these with you.
- Inventory your credit card numbers, and know where to call in case they're lost or stolen.
- Don't leave your luggage/belongings unattended.
- Don't leave luggage/valuables in a rental vehicle, unless locked in a concealed trunk.
- Men should beware of relying on the safety of their wallet in their back pocket.
- Women should carry handbags with the flap turned toward them against the hip, or in front of them. Keep one hand on handbags at all times.
- Carry valuables in different places, so that if you are robbed, you increase the chance of not losing everything.
- If traveling with a passport, keep a photocopy elsewhere.
- Keep prescription medication in original containers, clearly labeled (to avoid suspicion of having illegal substances)
- Travel with lockable luggage, and pack a spare lock/key

MAXIMIZING THE BENEFITS OF VACATIONING

Let go of your need to control: Those returning home relaxed and refreshed are persons who are flexible during their travels, and are open to whatever might come.

Accept change: Change is part of life, and things don't always go according to plan. Likewise, it's the unexpected that often makes the most memorable vacations. Accept change or the unexpected with a positive outlook rather than a negative one.

Go with the flow: Relax your expectations – you're on vacation. Part of the positive attributes of a vacation is not living according to the same daily routine you otherwise maintain.

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E-mail: tsionline@travelstoreusa.com
www.travelstoreusa.com

For weekend appointment requests
please call the appropriate branch directly.



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Traveler's Checklist

We hope you find this checklist and information useful to help you prepare for your upcoming trip.



Travel Documents and Tickets:

- Photo I.D.
- Visa
- Health insurance I.D.
- Airline tickets
- Passport (birth certificate)
- Vaccination certificate(s)
- Travel insurance I.D.
- Reservation confirmations

Money Matters:

- Credit card(s)
- Traveler's checks
- Cash (\$bills for tipping)
- Calculator(\$exchange)

Miscellaneous:

- Binoculars
- Guidebook(s), map(s)
- Extra batteries
- Umbrella
- Eye glasses
- Resealable plastic bags
- Small flashlight
- Business cards
- Reading material
- Swiss army knife
- Spot remover
- Camera, film
- Travel alarm clock
- Preaddressed mail labels
- Electric converter/adaptor
- Phone/address list
- Sunglasses
- Light backpack/waistpack
- Luggage locks
- Postage stamps
- Dirty laundry bag
- Packing tape/strong string
- Sports/workout gear
- Trip diary, pen, notebook

For Your Flying Comfort:

- Bottled water
- Reading material
- Eye drops/ear plugs
- Inflatable neck rest
- Contact lens supplies
- Heavy socks for comfort

If you need to sleep, 1 – 5 milligrams of Melatonin can help and recalibrate your circadian rhythm.

Health Aids/Feeling Good:

- First Aid Kit
- Vitamins
- Sun block
- Contact lens supplies
- Aspirin/acetaminophen
- Anti-diarrheal
- Birth control items
- Kleenex
- Feminine hygiene
- Hand wipe packets
- Foot spray/powder
- Eye drops/ear plugs
- Portable CD player/discs
- Chapstick
- Medications/Rx's
- Mosquito repellent
- Moleskin, inner soles
- Non-drowsy decongestant
- Analgesic for burns & bites
- Antibiotic ointment
- Sweetener substitute
- Gum, mints, hard candies
- Laundry soap
- Constipation aids
- Toilet paper (for overseas)

Toiletries:

- Shampoo/conditioner
- Deodorant
- Combs/brushes
- Cosmetics/hygiene gear
- Lotions
- Nail file/tweezers
- Hair spray
- Tooth brush/paste
- Razor/shaving items
- Hair dryer (if needed)
- Special soap

Clothing:

- Dress shoes
- Sandals/thongs
- Sport socks
- Thermals
- Dress shirts/blouses
- Sweaters/turtlenecks
- Jackets (dress/casual)
- Dress slacks/belts
- Jewelry/watch
- Neckties/scarves
- Tee shirts
- Gloves/hats/caps
- Coat/windbreaker
- Sport shoes/boots
- Slippers/thongs
- Dress socks/hose
- Underwear/lingerie
- Casual shirts/tops
- Sleepwear
- Suits
- Casual pants/shorts
- Cuff links/accessories
- Swimwear/cover-up
- Purses
- Belts
- Exercise gear

- *Minimize colors and take things to mix and match*
- *Take clothes to wear as layers: add or strip as needed*
- *For tropics or desert, take lightweight natural fabrics*
- *For cooler climates, take woolens and silks*

Extras for Kids:

- Special medications
- Pre-packaged snacks
- Crayons/coloring book
- Disposable camera
- Blank paper/diary
- books/magazines
- gum, candy
- games, toys
- portable tape/CD player

additional items for infants:

- Folding stroller
- Bottles/nipples/pacifier
- Favorite blanket
- Formula/juices/snacks/food
- Can opener
- Disposable diapers
- Moist cleansing wipes
- Bibs
- Baby powder/lotion

BEFORE LEAVING HOME:

- Newspaper and mail arrangements
- Arrange for trashcans to be put out and put back
- Set telephone answering machine
- Make arrangements for watering plants
- Set any automatic timers for lights, radio, etc.
- Discard of any food that might spoil
- Leave a set of keys and your itinerary with someone
- Pay bills that are due
- Make any arrangements for pets
- Lock windows and doors
- Turn off all appliances and faucets
- Photocopy important documents and prescriptions
- Take photo of luggage (if lost, photos can be helpful)
- MAKE SURE YOU HAVE TRAVEL INSURANCE** to protect your travel investment! If you don't, please contact your **travelstore** agent for details.

HOTEL TIPS:

Call ahead: Call to reconfirm your room a day or two prior and advise your approximate arrival time. Request an early check-in when making reservations, should you require it.

Call to cancel: In case you may have to cancel, be aware of the advance notice required to avoid penalties. The norm is 48 hours prior to arrival.

Upgrading: Consider upgrading to business-floor rooms, often well-worth the additional cost and convenience, with services like breakfast, cocktail hour, fax and newspaper services, waived phone fees.

Laptops: if you need to use it, get or send e-mail or faxes, make sure your room has two phone lines and a data jack. (Bring an extension cord.)

Fitness: If using the hotel's fitness center, find out whether the hotel's is on-site, free to guests, and is open late.

VEHICLE RENTAL TIPS:

Ask for a non-smoking vehicle if you are a non-smoker. Likewise, non-smoking vehicles are usually the newer models in the fleet.

Call ahead: Reconfirm your reservation.

Insurance: Don't purchase the optional coverage if using a credit card that already provides these services.

*For specifics on travel medications and vaccinations, contact
The Travel Medicine Center at
310.888.1834*