

Whether preparing for a business trip or a holiday our handy guide can help ensure you have left nothing to chance.

Documents and papers

- Flight reservations confirmed
- Checked on possible vaccinations
- Got the tickets
- Photocopies of documents (packed separately from originals) or emailed to an internet e-mail account
- Form E111 (for travel in the EU)
- Credit cards/travellers' cheques/currency
- Checked destination with the Foreign and Commonwealth Office (FCO)
- Passport/visa has not expired
- Driving licence
- Travel insurance
- Destination or your home address written on outbound luggage labels

House and pets

- Have told a neighbour you'll be away
- If your car is alarmed, leave spare keys with a neighbour
- Throw/give away any fresh food
- For long periods of travel, have the post office hold your mail
- Unplug electrical appliances, except freezer and fridge
- Arrange cattery/kennels, feeders or walkers for pets
- Leavespare keys/contact number with someone you trust
- Get plants watered
- Lock windows and doors
- Set timers, to make your house appear occupied
- Be discreet about going away to reduce the risk of burglars

Hand luggage

- Camera, mobile phone,
- Medication
- Essential replacements in case your hold luggage does not arrive at your destination
- Support socks/leg exerciser for long flights
- Glasses, spare contact lenses if required
- Small amount of cash for when you arrive
- Book, Magazines, Newspapers
- Moisturiser and bottled water
- Sweets for take-off, to help stop your ears popping

General packing

- PDA, iPod with chargers and travel adaptors
- Suntan lotion and after-sun
- Phrasebook/guidebook
- Travel plugs/adaptors
- First-aid kit
- Toiletries