



YOUR *Personal Travel* Checklist

DEPARTURE DATE

RETURN DATE

DESTINATION

NOTES



PERSONAL TRAVEL CHECKLIST

Documents & Legal

- ID / Passport (valid & not expiring within 6 months)
- Copies of all documents (printed + cloud backup)
- Travel tickets (flight/bus/train)
- Accommodation confirmations
- Travel insurance documents
- Medical aid card
- Driver's license
- Visa(s) if required
- Unabridged birth certificate (for minors – SA requirement)
- Parental consent affidavit (if travelling with children)

Communication & Safety

- Emergency contact list (printed + saved)
- Phone fully charged
- Power bank
- Charging cables
- International roaming/data activated
- Share itinerary with trusted person
- Copies of documents shared with family

Health & Medical

- All medication packed (extra supply)
- Doctor's letter for medication
- Medicine clearance for flights (if required)
- First aid kit
- Medical history summary
- Allergies listed
- Emergency medical cover confirmed

Home & Pet Care

- Pet care arranged (feeding/boarding)
- Pet medical records accessible
- House sitter / neighbour check-ins
- Alarm system set
- Lights timers set
- Deliveries paused



PERSONAL AFFAIRS

- FAMILY KNOWS WHERE DOCUMENTS ARE STORED
- FUNERAL POLICY DETAILS ACCESSIBLE
- INSURANCE POLICIES ACCESSIBLE
- WILL / WISHES KNOWN
- EMERGENCY INSTRUCTIONS SHARED

LOCAL TRAVEL (SOUTH AFRICA)

VEHICLE & ROAD SAFETY

- VEHICLE SERVICED
- TYRES CHECKED (INCLUDING SPARE)
- JACK & TOOLS AVAILABLE
- FUEL TANK FILLED
- PETROL CARD / BANK CARD READY
- ROADSIDE ASSISTANCE NUMBER SAVED
- VEHICLE INSURANCE VALID
- EMERGENCY TRIANGLE
- REFLECTIVE VEST

TRAVEL PLANNING

- ROUTE PLANNED
- ALTERNATIVE ROUTE PLANNED
- TRAFFIC CHECKED
- WEATHER CHECKED
- TOLL FEES / E-TAGS READY

ACCOMMODATION

- BOOKING CONFIRMATIONS
- CHECK-IN TIME CONFIRMED
- CONTACT DETAILS SAVED



INTERNATIONAL TRAVEL

TRAVEL DOCUMENTATION

- PASSPORT VALID (6+ MONTHS)
- VISA APPROVED
- RETURN TICKET
- TRAVEL INSURANCE (INTERNATIONAL + REPATRIATION)
- PRINTED + DIGITAL BACKUPS OF ALL DOCUMENTS

FLIGHT PREPARATION

- CHECK-IN COMPLETED (ONLINE IF POSSIBLE)
- BOARDING PASSES DOWNLOADED
- BAGGAGE ALLOWANCE CONFIRMED
- LIQUIDS PACKED CORRECTLY
- ARRIVAL TIME AT AIRPORT PLANNED

HEALTH & COMPLIANCE

- VACCINATION CERTIFICATES (IF REQUIRED)
- MEDICATION DECLARED (COUNTRY-SPECIFIC RULES)

MONEY & BANKING

- FOREIGN CURRENCY OBTAINED
- CARDS ENABLED FOR INTERNATIONAL USE
- BANK NOTIFIED OF TRAVEL
- BACKUP CARD AVAILABLE

SAFETY & EMERGENCY

- EMBASSY DETAILS SAVED
- LOCAL EMERGENCY NUMBERS SAVED
- REPATRIATION PROCESS UNDERSTOOD
- EMERGENCY ASSISTANCE PROVIDER CONTACTS

PACKING ESSENTIALS

- WEATHER-APPROPRIATE CLOTHING
- TRAVEL ADAPTERS
- TOILETRIES
- COPIES OF ITINERARY IN LUGGAGE



TRIOS TIP

PREPARATION ENSURES YOUR FAMILY CAN ACT QUICKLY IF AN EMERGENCY OCCURS WHILE YOU ARE AWAY. BECAUSE CARE DOESN'T STOP WHEN YOU TRAVEL... IT TRAVELS WITH YOU.

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ADDITIONAL TRAVEL NOTES
