**CHECKLIST FOR MEDICAL TRIP**

**(revised 5-13-17)**

**FINANCIAL**

\_\_\_ Get Cash for Trip – No Ripped or Torn Bills

\_\_\_ Flag Credit Cards for International Travel by Calling Credit Card Company

\_\_\_ List Credit Card Information in Case Cards are Lost or Stolen

**Type Name on Card Number Expire CVC Credit Card Phone #**

**PERSONAL**

\_\_\_ Leave a Trip Itinerary with Someone

\_\_\_ Leave Contact Phone Numbers with Someone

\_\_\_ Copy Passport and Leave with Someone

\_\_\_ Copy Passport and Take it with You

\_\_\_ Enroll in US State Department Smart Traveler Enrollment Program (STEP)

Username:

Password:

\_\_\_ Leave Valuable Jewelry at Home

\_\_\_ Pack Pepto Bismol or Imodium Tablets

\_\_\_ Pack Nametags if Provided by Team Leader

\_\_\_ Backup your Computer if you are Taking it with You

\_\_\_ Stop Mail Delivery

\_\_\_ Stop Newspaper Delivery

**CHECKED LUGGAGE/CLOTHING**

\_\_\_ Letter of Invitation from Hosting Organization for Each Suitcase and Supporting Information.

\_\_\_ Tags for Luggage to Identify Suitcase

\_\_\_ At least 3 Pairs of Scrubs

\_\_\_ Inventory if Taking Medical Equipment and Supplies

**CARRY-ON**

\_\_\_ Passport

\_\_\_ Letter of Invitation Hosting Organization for Each Suitcase and Documents

\_\_\_ Personal Medications, if any

\_\_\_ Toilet Paper (Remember, it May NOT be Provided)

\_\_\_ Hand Sanitizer