

# 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