CHECKLIST FOR MEDICAL TRIP
(revised 11-5-18)

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Name on Card</th>
<th>Number</th>
<th>Expire</th>
<th>CVC</th>
<th>Credit Card Phone #</th>
</tr>
</thead>
</table>

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
___ 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)
___ At least 3 Pairs of Scrubs
___ Hand Sanitizer