



At Least 3 Months Prior To Departure

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| <input type="checkbox"/> | <p>Passports</p> <p>Ensure you hold a current passport that is valid for a minimum of six months from your date of departure and will continue to be valid for the entire duration of your trip. It is also advised that you leave a copy of your passport and travel documents with a friend or family member at home and email yourself a copy as well. You should also register with the Department of Foreign Affairs and Trade before travel so that you may be contacted in case of emergency.</p> |
| <input type="checkbox"/> | <p>Visas (ask me if you are unsure)</p> <p>Find out all you need to know about entering foreign countries including which countries require a visa, what the entry requirements are of your chosen destination and how to go about obtaining the correct visas and documentation including the time limits for doing so.</p> |
| <input type="checkbox"/> | <p>Vaccinations</p> <p>Some holiday destinations are home to more exotic things than their cocktails and foreign travellers not used to these can be more susceptible to their side effects. It's important to check with your local GP regarding the health requirements for all the destinations included in your trip.</p> |

Two Weeks Prior to Departure

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| <input type="checkbox"/> | <p>Travel Insurance (get a quote here)</p> <p>The Australian Government's Smart Traveller, travel advisory and consular assistance service advises all Australian travellers to take out travel insurance for overseas travel. QBE Insurance (Australia) Limited offers a range of travel insurance policies to suit your needs so you'll never be caught out.</p> |
| <input type="checkbox"/> | <p>Foreign Currency</p> <p>Most major tourist areas overseas provide facilities for exchanging currency to the local tender however, if you intend to use your credit card or access your bank account whilst overseas you should notify your financial service provider to confirm the ways in which you can access your funds.</p> |
| <input type="checkbox"/> | <p>Frequent flyer program</p> <p>If you are a member of a frequent flyer program, please let me know and I will add this number to your airfare booking to ensure you get your points added so you gain the benefits. This needs to be done prior to your travel date. Alternatively you can let the check-in staff know and they can add it to your booking information.</p> |
| <input type="checkbox"/> | <p>Seat & Meal Preferences</p> <p>Please let me know if you have a seat or meal preference to ensure you comfortable on your flight. Most airlines now charge for a seat preference that is around \$30.00 per person per segment.</p> |
| <input type="checkbox"/> | <p>Medications</p> <p>Ensure you have enough medication for the duration of your trip, especially if you are unsure of its availability overseas. It is recommended that you safely store all of your medications in your carry-on and obtain a letter from your treating physician stating your required medication and condition. It is also recommended to keep medication in original packaging.</p> |



One Week Prior to Departure

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| <input type="checkbox"/> | <p>Baggage</p> <p>Depending on the carrier you're flying with, your departure city and the destination that you're flying to, different size and weight restrictions apply. Check that your carry-on luggage and checked baggage meet the limitations of your airline including any Dangerous Goods or items to declare. Make sure you check the weather for your destination.</p> <p>First Class – 40kg per person Business Class – 30kg per person Economy Class – 20kg per person</p> <p>*For travel to/from/via America, the free baggage allowance is 2 pieces at 23kg each per person</p> |
| <input type="checkbox"/> | <p>Customs and Quarantine (check the need to know before you go on my website)</p> <p>Australia restricts the entry of certain goods into the country therefore it is important to check these restrictions and ensure you don't attract a fine. It's also worth becoming informed about Duty Free limitations in order to maximise your purchase amounts and avoid any penalties.</p> |

Day before Departure

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| <input type="checkbox"/> | <p>Check you have all of your documents</p> <p>Ensure you have your passports, printed E-tickets, emergency contact number for your travel insurance company and all of your documents. Email them to yourself just in case you need to reprint them while overseas.</p> |
| <input type="checkbox"/> | <p>Check if you are able to check-in online</p> <p>Some airlines will allow you to check-in online up to 24hrs prior to your flight and select your seats at this time. Depending on the airport you sometimes can go to the online check-in counter to drop your bags.</p> |

Day of Departure

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| <input type="checkbox"/> | <p>Arrive on time</p> <p>International check-in times are 2 to 2 ½ hours prior to your scheduled flight departure time.</p> |
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