

Travel Checklist

This is a ready-made checklist template for you to keep organized and track all the tasks one-by-one. You can use the Status column to checkmark your completed tasks.

Category	Item Name	Priority	Assignee	Statu
Planning	Book flights	High		
lanning	Reserve accommodations	High		
lanning	Arrange airport transportation	Medium		
lanning	Research destination activities	Medium		
lanning	Create a travel itinerary	Medium		
ocumentation	Check passport validity	High		
ocumentation	Obtain necessary visas	High		
ocumentation	Print travel insurance	Medium		
ocumentation	Photocopy important documents	Medium		
ocumentation	Print tickets and reservations	Medium		
acking	Pack clothing	High		
Packing	Pack toiletries	Medium		
acking	Pack electronics and chargers	Medium		
Packing	Pack travel-sized liquids	Medium		
acking	Pack travel guidebooks	Low		
lealth and Safety	Pack medications	High		
lealth and Safety	Pack first aid kit	Medium		
	Purchase travel insurance	Medium		
lealth and Safety				
ealth and Safety	Check vaccinations	Medium		
lealth and Safety	Pack face masks and sanitizer	Medium		
loney	Notify bank of travel plans	Medium		
Money	Exchange currency	Medium		
Noney	Carry emergency cash	Medium		
Money	Pack credit cards	High		
Viscellaneous	Arrange pet care	Medium		
Viscellaneous	Set out-of-office email	Low		
Aiscellaneous	Pack snacks for journey	Medium		
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