

## Traveling checklist – for short, interstate journeys

Documents to make traveling easy!			
	Item	Comments	Tick
1.	Flights ticket/print out	Take all relevant documents along with a destination telephone contact number.	
2.	Driver's license	Check expiry date.	
3.	Car hire print out/relevant documents	Know where you pick up the car. Also have telephone number.	
4.	Accommodation print out/relevant documents	And know exact address, along with telephone number.	
Money & stuff			
5.	Address book		
6.	Credit Cards	Check expiry. Know your PIN.	
7.	Cash		
8.	Eftpos cards	Check expiry. Know your PIN.	
9.	Medical	Medicines & alerts	
Accessories			
10.	Business card holder		
11.	Good pen		
12.	Spare ink cartridges		
13.	Money clip		
14.	Cufflinks		
15.	Sunglasses		
16.	Pocket book		
17.	Watch		
18.	Belt		
19.	Briefcase		
20.	Spare contact lenses/glasses		
Clothing			
21.	Clothes you'll wear on the plane	Set out the night before	
22.	Underwear		
23.	Socks		
24.	1 pr trousers per day		
25.	1 fresh shirt per day + 1 extra		
26.	Sports jacket		
27.	Suit		
28.	Shoes		

Fitness			
29.	Sandshoes		
30.	Swimming goggles		
31.	Bathers		
32.	Running shorts		
33.	White socks		
34.	T Shirt		
Technical equipment			
35.	Dictaphone		
36.	Spare tape		
37.	Spare batteries		
38.	Laptop		
39.	Laptop power cord		
40.	Mouse		
41.	3 ½ inch floppy disks		
42.	Files on the laptop		
43.	Mobile phone		
44.	Mobile phone charger		
Toiletries			
45.	Toothbrush & toothpaste		
46.	Face washer		
47.	Comb		
48.	Contact lens cleaner & container		
49.	Shampoo		
50.	Deodorant		
51.	Razor & shaving cream		
52.	Sanitary products		
53.	Make up		