

PRE-DEPARTURE CHECKLIST

COTA
INSURANCE



USE OUR PRE-DEPARTURE CHECKLIST AND MAKE SURE YOU ARE FULLY ORGANISED FOR YOUR NEXT TRIP!

TRAVEL PREPARATIONS

- Ensure your passport is valid for at least 6 months after your trip.
- Make sure you have any vaccinations required for your travel destination(s).
- Ensure you have all the applicable visas for your travel destination(s).
- Make sure you have travel insurance.
- Organise a variety of ways of accessing your money overseas, such as debit and credit cards, traveller's cheques and cash.
- Check with your bank if your ATM card will work overseas, be aware of the fees and advise them that you will be travelling.
- Make several photocopies of important travel documents and pack separately from originals, i.e. passports, travel itineraries, important contacts, visas and travel insurance.
- Provide family members and friends a copy of your itinerary and your contact details.
- Sort medication for trip. Check if your medication is legal and available at your destination(s). Take enough of your prescribed medicines to last the whole trip and carry copies of your prescription(s) and a letter from your doctor.
- Contact your phone company to see what the charges and options are for using your phone in overseas locations.
- Check travel advice for your destination(s) at www.smartraveller.gov.au/destinations
- Subscribe with smart traveller to get travel updates for your destination(s) at www.smartraveller.gov.au/consular-services/subscribe
- If you have a disability, contact your airline to find out about any assistance.

AT HOME

- Organise a house sitter.
- Organise a pet sitter.
- Ask a friend or neighbour to collect your mail, put out your bins and water your plants.
- If going away for an extended holiday, get your mail held or re-directed.
- Set up any home security that is needed, i.e. lights and radio on timers.
- Check your smoke alarms are working.
- Give a family member or friend a spare house key for emergency access.
- Pay any bills that are due while you're away.
- Mow the lawns, tidy and weed the garden.
- Clean and tidy, so that you come home to a nice clean home.
- Do the laundry, so you don't have to come home to extra washing.
- Make and freeze a healthy meal for your first night back at home.

LAST MINUTE

- Eat, freeze or giveaway any perishable food.
- Empty inside bins (including compost).
- Empty dishwasher and do any dishes.
- Turn off water to fridges with ice/water facilities.
- Water indoor plants.
- Turn off power points that won't be used, to minimise stand-by power usage while away.
- Turn off hot water systems.

cota.com.au

1300 1300 50