

FOREIGN TRAVEL CHECKLIST

90-120 DAYS OUT

1. STATE DEPARTMENT: Check the state department website for travel requirements.
<https://travel.state.gov/content/travel/en/international-travel.html>
 - Visa Requirements
 - Vaccine Requirements
 - Country and Embassy Information
2. PASSPORT: Get or update your passport so that it will be valid through your travel dates. Some countries may require the passport to be valid for 6 months beyond travel dates.
3. VISA: Apply for a visa if the destination country requires one.
4. RESERVATIONS: Book tickets, lodging, and rental cars 3-4 months out for the best rates.
 - Buy plane tickets (3-4 months out)
 - Book lodging (3-4 months out)
 - Develop transportation plan and book cars if needed (3 months out)

30-90 DAYS OUT

5. RESEARCH COUNTRY: Study culture, history, and travel information. Learn basic phrases in the local language. Prepare a travel brief for your team.
 - Culture & Etiquette: <https://www.commisceo-global.com/resources/country-guides>
 - History: <https://www.cia.gov/the-world-factbook/countries/>
 - Travel: <https://www.lonelyplanet.com/places>
 - Language: <https://www.dliflc.edu/elearning/>
6. MEDICAL: Consider getting traveler's health insurance. You might also need to plan to get vaccines and/or medication for your travel.
<https://travel.state.gov/content/travel/en/international-travel/before-you-go/your-health-abroad.html>

1-30 DAYS OUT

7. FINANCIAL PLANNING: Research local currency exchange rates and options. Contact bank to get traveler's checks and/or set travel notices for cards you plan to use.
8. CHECK LOCAL NEWS: Check the local news to be aware of any potential concerns. Check and prepare for the temperature and weather conditions.
 - Weather: <https://www.wunderground.com>
 - Local News