

TRAVEL CHECKLIST

We have compiled this checklist in the hope that it helps you to prepare for your holiday in such a way that you can be relaxed before you even start, knowing you haven't forgotten anything important.

Hopefully, you won't have concerns like, "Did we turn cancel the papers or turn off the gas?" Some things need to be checked well in advance as sorting them out can be a lengthy process. The items below are some of the things you may wish to check. On the following two pages are more detailed lists of things to remember with a suggested timescale.

Arrange your **holiday insurance** as soon as or, preferably, before any part of your holiday is booked. Buying through travel agents, tour operators or airlines is usually more expensive than buying direct from an insurance company. Wherever you buy your insurance we recommend that you read the policy terms and conditions before making any payment.

Many household buildings and contents insurance policies have an option to add travel insurance. This can often be the cheapest option as there is no need to issue a completely new policy with the costs which that involves. You will need to contact your insurer



- Make sure that any **credit cards** you plan to take are not due to expire while you are away.
- Apply for a **European Health Insurance Card (EHIC)**. This provides the equivalent of NHS emergency healthcare in any EU country and Switzerland. You can apply online, by phone or by post. Whichever method you choose, you will need to provide *for everyone for whom you are applying*:
 - Full name
 - Date of birth
 - NHS or National Insurance (NI) number.
- Check that your **Passport** is not due to expire in the near future. Some countries require passports to be valid for three months after the end of your visit. If you have to renew at short notice it's much more expensive than a routine [Passport renewal](#).
- Make sure all the details on your **Driving licence** are correct - if you have moved make sure your new address is shown. It's possible in many cases to [do this online](#). Some countries [but not Greece] require that you carry an International Driving Permit (IDP) to drive a private motor vehicle. International Driving Permits can be obtained from the AA, RAC or Green Flag.
- Consider keeping copies of **essential travel documents**, details of valuables etc., at a secure online storage facility. In case of loss, theft or emergency you will have access 24/7 to all these details for police reports, insurance claims, issue of temporary travel documents etc. An example of such a facility is [MyOnlineSafe](#).

If you are planning to book airport parking do so as soon as possible. Prices inevitably rise the closer to departure date that you book. Early booking can save as much as 60% and, in any case, is always cheaper than paying the gate price on arrival.

An airport hotel is also worth considering, especially if you have an early departure or late arrival time. There are some very good deals available, several of which which include parking, making for a very economical and convenient service.



Please bear in mind that the lists cannot be exhaustive as different people will have different requirements. However, we believe that the essential items have been included.

Three Weeks Before Departure

- Find out if you or any of your party need a Visa for travel. [Currently not required in Greece for EU citizens].
- Ensure that you and your family all have EHIC - [European Health Insurance Cards](#). Check that all details are correct.
- Find out if [vaccinations or medications](#) are required and make any necessary arrangements.
- Confirm details of travel arrangements to and from your departure airport.

Two Weeks Before Departure

- Ensure that everyone travelling has all necessary clothes, shoes and other required items.
- Order your foreign currency and travellers' cheques.

Tip



The [Post Office](#) usually gives excellent exchange rates and does not charge commission.

- For holiday tips, read a guide book about the area you are visiting.
- Visit the [British Foreign and Commonwealth Office](#) web site for travel advice about the country you are visiting; such things as local laws and customs

One Week Before Departure

- Ensure that you have received all tickets and paperwork from your travel company or check that you have printed copies of confirmations of Internet bookings [e-tickets, etc].
- Upload copies of your tickets, Passports, driving licences, visas, insurance details, bank card details and contact numbers, British Consulate details and itineraries to a secure online facility such as [MyOnlineSafe](#)
- If any prescription medication is being taken abroad, ensure you have documentation for the medication and sufficient supplies for your holiday. [Government guidance here](#).

Tip



If you react badly to mosquito bites we recommend using an insect repellent. Many types and brands are widely available in Crete from pharmacies, supermarkets and shops selling tourist items.

- Confirm any petcare, house-sitting or childcare arrangements.
- Cancel newspaper or milk deliveries for the duration of your holiday.

- Contact your bank and / or credit card companies to let them know there will be an unusual pattern of expenditure during your holiday. If they know when and where this will happen they are less likely to block your card for security reasons.

Three Days Before Departure

- Check the [UK airport cabin baggage restrictions](#) for a guide to what is permitted. Confirm luggage weights and sizes with your airline, especially hand baggage, as airlines' limits may be lower than official allowances.
- If driving from home to the airport, plan your route ensuring that you have all contact details for the airport hotel/car park you are using and the airline you are flying with.
- Leave house keys and all contact details with a trusted relative, friend or neighbour. Ask them to move mail if it will be visible from outside the house.
- If you have a house alarm, ensure that your chosen key holder has details of your alarm company.

One Day Before Departure

- Pack hand luggage ("things to pack" guide on next page).
- Prepare snacks for the journey.
- If driving to the airport fill the car with petrol, check tyre pressure, oil levels, etc.
- Re-confirm flights with the airline.

Departure Day

- Check the Internet or teletext for flight delays. Links to UK airport web sites can be found [here](#).
- Put all tickets, visas, foreign currency and passports safely in a travel belt and keep everything on you at all times.
- Ensure that all electrical appliances are unplugged.
- Lock all windows and doors
- In winter, turn water off at the mains. If pipes freeze and burst this will limit the amount of water entering the house.
- In summer, turn off the gas at the meter. [In winter you may want to leave the central heating on the anti-frost setting].

Hand luggage

- All Passport (and Visas)
- Tickets
- Itinerary
- Money
- Credit Cards and ID (Driving Licences)
- Jewellery, camera, laptop etc.
- Medicines (if prescription take documentation)
- Travel sweets
- Books or magazines
- Sweatshirt or jumper
- Change of underwear

Main luggage

- Clothes
- Jacket(s)
- Toiletries
- Swim wear, goggles etc.

For children

- Child travel sickness medicine
- Activity books and magazines
- Pencils or crayons
- Sweets, snacks and drinks
- Change of clothes
- Jumper
- Favourite toy
- Blanket

For babies

- Passport
- Baby wipes
- Changing mat and nappies
- Nappy cream
- Several changes of clothes
- Baby food
- Bottles of milk
- Soothers
- Favourite comforter
- Blanket