



**FOX Travel an American Express Representative**

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**TRAVEL TIME TABLE GUIDE for our trip to:** \_\_\_\_\_

**Travel dates:** \_\_\_\_\_

**Book your tour or cruise adventure      Date: \_\_\_\_\_      CF# \_\_\_\_\_**

\_\_\_\_\_ Travel insurance covering a total value of: \$ \_\_\_\_\_      Air    Cruise    Tour    Hotels

**12 Months Prior**

- \_\_\_\_\_ Check with airlines on availability for frequent flyer tickets.....coach or business class.
- \_\_\_\_\_ Make flight reservations as soon as possible to lock in rate and get preferred seat assignments.
- \_\_\_\_\_ For cruises. Arrange any pre or post cruise hotel stays
- \_\_\_\_\_ Line up babysitter if needed

**6 Months Prior**

- \_\_\_\_\_ Confirm passport valid 6 months past the return date of your trip.
- \_\_\_\_\_ Confirm need for Visa to country you are visiting. If you are on a cruise, confirm if the ship has blanket Visa for all passengers or not.
- \_\_\_\_\_ Confirm the need for any inoculations required or suggested
- \_\_\_\_\_ If cruising, see if you can order your shore excursions

**3 Months Prior**

- \_\_\_\_\_ Check your prescriptions to make sure you have what you need for the trip.
- \_\_\_\_\_ Make kennel reservations for pet(s) or arrangements with friend or loved one
- \_\_\_\_\_ Confirm Baby sitter arrangements

Notes: \_\_\_\_\_  
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## 2 weeks prior

- \_\_\_\_\_ Notify charge card company you will be going out of town and charges will appear on your account from XYZ country(ies)
- \_\_\_\_\_ Check with your cell phone company if you have international service from the country (ies) you will be visiting. Confirm your phone system compatibility with country (ies) you are visiting.
- \_\_\_\_\_ Order your GPS phone
- \_\_\_\_\_ Decide if you want to purchase some foreign currency or a travel funds card and in what denominations
- \_\_\_\_\_ Confirm the need for a converter on board ship or at various hotels.
- \_\_\_\_\_ Check with air carrier for better seating that may have opened up.
- \_\_\_\_\_ Confirm Internet access from various hotels or ship. Internet Café's are very popular throughout the world very inexpensively while in port or in town.
- \_\_\_\_\_ Confirm baggage limits for packing planning.  
.....Note some International carriers may have different baggage limits than US carriers or your frequent flyer carrier. Typically, for International travel you can have two 50lb bags plus one carry-on per person. Some frequent flyer programs allow for more weight. ie: CO 70 lbs per bag, limit 2
- \_\_\_\_\_ Alert your security department that you will be out of town
- \_\_\_\_\_ Make arrangements for someone to have access to your home in case of emergency.
- \_\_\_\_\_ Make salon appointments
- \_\_\_\_\_ Arrange for limo transfer to the airport if you are not having a friend or family member drop you or you are not driving and parking your car.

## Week of Departure:

- \_\_\_\_\_ Make copies of passports and charge cards (front & back for contact info) you plan to take with you. Copies can be placed in carry-on and one checked bag in a non-obvious place.
- \_\_\_\_\_ Make copies of ALL of your documents for a backup set to originals and another set for loved ones at home. Documents should have contact info for family members to get in touch with you.
- \_\_\_\_\_ Drop off the "Hold your mail" order
- \_\_\_\_\_ Order Stop Chronicle paper delivery
- \_\_\_\_\_ Depending on length of trip, contact someone to pick up weekly papers; have access to watering lawn and picking up any door flyers or items left at your front door.
- \_\_\_\_\_ Arrange to have plants watered while gone or remember to put outside

**Day Before Departure:**

- \_\_\_\_\_ Contact Airline for any schedule change that may have occurred in your record  
                  If a frequent flyer member with air carrier, check in on line 24 hours prior to departure.
- \_\_\_\_\_ Spare batteries for phone or laptop chargers
- \_\_\_\_\_ Spare expandable duffel for souvenirs and packing re-arrangements

**Day of Departure:**

- \_\_\_\_\_ Shut off A/C or heat system
- \_\_\_\_\_ Shut off computers
- \_\_\_\_\_ Confirm timing set for lights while gone
- \_\_\_\_\_ Double check all doors locked – especially back/side doors
- \_\_\_\_\_ Watch garage door being shut

**Before leaving your house, make a verbal check for items you MUST HAVE WITH YOU:**

- \_\_\_\_\_ Call airline to confirm what terminal and gate you are departing from and that your flight is on time
- \_\_\_\_\_ Airline Tickets or itinerary
- \_\_\_\_\_ Passports with visas if required
- \_\_\_\_\_ Car or transfer vouchers,
- \_\_\_\_\_ Hotel confirmation (s)
- \_\_\_\_\_ Cruise ticket
- \_\_\_\_\_ Insurance certificate
- \_\_\_\_\_ Money or Travel funds card & \$1.00 bills
- \_\_\_\_\_ Parking discount coupon
- \_\_\_\_\_ Take a 1 Quart plastic ziplock baggie
- \_\_\_\_\_ Count your baggage and make sure all bags are labeled inside and outside
- \_\_\_\_\_ Batteries and/or battery chargers as needed for phone and laptop for carryon
- \_\_\_\_\_ Wear easy-on, easy-off shoes for the check-in process

**At check-in:**

- \_\_\_\_\_ Confirm frequent flyer number in record
- \_\_\_\_\_ Check for waitlist opportunities base on frequent flyer status
- \_\_\_\_\_ Check to see – again – if more favorable seating is available
- \_\_\_\_\_ Re-count your baggage to make sure all bags are there and labeled

MISCELLANEOUS NOTES: \_\_\_\_\_  
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