

Travel Document Checklist

Traveller: _____ Trip: _____ Dates: _____

Which documents a trip needs depends on where you are going, your nationality, how you travel and who travels with you. Only the authority or the carrier concerned can tell you that. This sheet records what you hold, when it expires and where it is - it does not say what anyone requires.

Document	Have it	Number / reference	Valid until	Copy	Where it is
Passport	☐			☐	
National ID card	☐			☐	
Visa or entry permit	☐			☐	
Travel insurance policy	☐			☐	
Health / vaccination record	☐			☐	
Driving licence & permit	☐			☐	
Flight tickets / boarding passes	☐			☐	
Train, bus & ferry tickets	☐			☐	
Accommodation bookings	☐			☐	
Car hire voucher	☐			☐	
Paperwork for a child travelling	☐			☐	
Pet travel paperwork	☐			☐	
Bank & payment cards	☐			☐	
Cash and spare cards	☐			☐	
Emergency contact list	☐			☐	
Copies of all of the above	☐			☐	
	☐			☐	
	☐			☐	

Keep the copies apart from the originals: one set in another bag, one with someone at home, one in your email or cloud drive.

Where the copies are, and who else has them
