



International Travel Tips & Checklist

Prepare Your Travel Documents

- ✚ Make sure your passport is valid for 6 months past your return date (this is required by many countries)
- ✚ Make two photocopies of all your credit cards and your driver's license and passport. Keep a copy at home. Take a copy with you and carry separate from the originals.
- ✚ Get all your booking documents organized for the trip.
- ✚ Print out the information from your country on what to do if your passport is lost or stolen: US State Department (Lost and Stolen U.S. Passports Abroad)
- ✚ Make copies of your passports, itineraries, along with the numbers to call in case your credit card is lost or stolen (see below)

Itinerary

- ✚ Ensure you always take a copy of the trip's itinerary. This will allow you to have all the important information you need in one place. Be sure to carry this with you at all times (do not put in checked luggage).

Reconfirm Everything Before Leaving

- ✚ Confirm all travel arrangements at least one week in advance.
- ✚ Confirm with the airline 72hrs in advance for any special request such as seating and meals.
- ✚ Group travel confirmations will be done for you.

Using Credit Card Overseas

- ✚ Check with your credit card company for any transactions fees charges that will incur if you use your credit card. You may want to take the card that does not charge a fee (AMEX, Capitol One).
- ✚ Many US banks allow you to order currency online and have it shipped via FedEx.

At The Airport:

- ✚ Confirm your flight 24-hours in advance
- ✚ Out of state travelers arrive at the departure airport 4-6 hours in advance if you are traveling on a group flight. In state travelers, arrive 3 hours prior to departure.
- ✚ Passport and visa for check-in as needed

- ✚ Proof of immunization (if required by the country that you are visiting)
- ✚ Ensure your checked luggage and carry-ons are properly tagged with the address of your final destination.
- ✚ Be prepared for routine inspections are different airports.

What to Expect Upon Arrival?

- ✚ Have your passport ready to clear immigration and custom.
- ✚ Claim luggage at baggage claim.
- ✚ If have you have items to declare, please do so.
- ✚ We will be met by our private pick-up for hotel transfer.
- ✚ Please stay together as a group.

The Knows Before Your Journey

Hotels

Be prepared for differences and do not expect hotels to be the same as home. Single rooms in a most European hotels are often smaller than USA hotels. In most European countries, including a continental breakfast is the norm, consisting of tea/coffee, rolls and butter, jam/marmalade; some may include an assortment of cheese and crackers. All is depending on hotel brand.

Hotel Check Out

- ✚ Check room thoroughly prior to checkout including drawers, closets and the bathroom.
- ✚ If you incur any additional charges you will be responsible.

Recommended Tips

- ✚ Restaurants 10-15% if not included on the check.
- ✚ Tour director or coach drivers \$2.00 pp per day.
- ✚ Local guides \$2.00 pp.

Passport Precaution and Safety

Take your passport with you at all times. Make a photocopy of your passport and store in your suitcase. Ensure a family member has a copy of your passport that can be emailed in the events its lost or stolen. Hotels may request and hold your passport overnight to comply with local regulations. Not all hotels will require your passport.

Packing Tips

- ✚ Medication should be in your carry-ons.
- ✚ Keep all copies of prescriptions, tickets.
- ✚ Pack a pair of comfortable, broken-in shoes for daytime walking and in general for comfort.
- ✚ Some tours require walking and standing for long periods.
- ✚ Washcloths are not standard in most hotels in Europe.
- ✚ Leave expensive jewelry at home; cosmetic jewelry rocks with everything.
- ✚ Do not take all your credit cards.
- ✚ Make your insurance card, driver's license, contact information and ATM card is always with you.

Lastly

- ✚ Be aware of your surroundings at all times

Important Links for International Travelers

✚ Check with the Transportation Authority for carryon items regulations
<http://www.tsa.gov/traveler-information> -

✚ Health concerns for international travel
<http://www.cdc.gov/travel/page/survival-guide.htm>-

✚ Tips for Traveling Abroad
http://travel.state.gov/travel/tips/tips_1232.html -

✚ State Department travel warnings
http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html -

✚ Center for Disease Control list of vaccinations needed by country.
<http://www.cdc.gov/travel/page/vaccinations.htm> -

Have a safe trip.

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