

## Travel Tips & Info

1. Everyone on the trip will receive a copy of the itinerary.
2. The Groups director will receive a complete tour notebook with all tour information (reservation numbers, contracts, special instructions, etc).
3. Everyone will be issued a card to carry with hotel contact information, contact numbers for your trip planner and contact numbers for your group leaders.
4. Badge case and lanyards may be purchased at office supplies to be worn by all participants to carry their info cards, IDs and copies of their medical release forms.
5. **Medical Release Forms** – Each person should carry a copy of their medical release form in their badge case or somewhere on their person at all times. This will insure that there will be no delay in medical treatment should the need arise. Be sure to also carry your medical coverage information with you. An extra copy of all medical release forms should be carried by a responsible party on the trip in case someone's is lost or damaged.
6. **Travel Documents** – Proper travel identification and documents are required for all air travel. You will need to show your photo ID at the ticket counter, security checkpoints and possibly when you board the plane. Keep your travel documents / tickets safe and secure during your entire trip.  
Requirements for Domestic Travel (US Only)
  - Unexpired state-issued photo drivers license OR
  - Unexpired state-issued photo identification card OR
  - Unexpired Passport OR
  - Employee ID issued by a Federal, State or local government agency OR
  - School issued Photo ID
7. **Luggage / Packing** – Each person is normally allowed one piece of checked luggage (sometimes 2) and one carryon bag. The maximum size per checked bag is 62 inches (length + width + height). The maximum weight is 50 pounds.

Use pieces of luggage that are lightweight, roomy and durable. Material and design should be able to keep contents dry in adverse weather. Do not over pack your luggage as it may cause your bag to rip apart or pop open during transport. Remove any old destination tags from your luggage. Make sure each piece of luggage has a sturdy ID tag on the outside. Place a card inside each piece of luggage with your name, address and telephone number in case the outside tag is lost. If you carry a list of all the items you are taking with you, you can check the list prior to returning home to make sure you have not forgotten anything. This also comes in handy for insurance and reimbursement should your luggage be lost or stolen.

If you wear prescription glasses / contacts it is advisable to carry an extra pair with you.

In the unlikely event that your checked baggage becomes lost or misrouted, it is a good idea to pack essential items in a carry-on bag. These items include: medications, change of clothes, personal care items, eyeglasses and car keys. Also, items such as cameras, jewelry, money, passports and other valuables should be packed in carry-on luggage or bags. Pack fragile items in your carry-on luggage.

Keep in mind that storage area is limited inside the airplane. Your carry-on items must fit under your seat or in an overhead bin. If any of your items are oversized, they will be taken and put in the cargo hold with the checked baggage.

It's best not to wear expensive jewelry as it can be lost, damaged or stolen, plus it can make you a target for thieves.

8. **Excess Baggage** – Excess weight or oversized luggage may be subject to an additional charges by the airlines (which can range from \$25 - \$100 each way) and is payable by the individual tour member at the time of check in.

Many airlines are now charging additional for a second checked bag (each way) and some are even charging for the first checked bag. Check with your airlines. These charges are not included in the price of your airline ticket and are payable by the individual tour member at the time of check in

9. **Souvenirs / Gifts** – If you plan on purchasing souvenirs and gifts be sure to leave enough room in your luggage to bring them home. You may wish to carry an extra expandable bag for these to carry on the plane rather than purchasing one at your destination which can be expensive.
10. **Airport Check In & Security** – Plan to arrive at the airport at least two hours before your scheduled departure time. Have your picture ID readily available and your luggage and / or instrument cases unlocked for security purposes. If you place locks on your luggage they will be removed by airport security. If you are concerned with your luggage or instrument case coming open during travel, place a removable strap around the bag or case. Your luggage is subject to search at any time.

Never leave any of your luggage or belongings unattended at any time. Do not accept packages from strangers.

You will be required to remove your shoes and any coats when passing through security. If you carry a computer it must be removed from its case. It is best not to wear excessive jewelry, large belt buckles, etc. which may set off security devices. You may be subject to a secondary search. Do not panic if this should happen as many times people are chosen at random for these searches. Be sure to be courteous and quiet when moving through security.

Visit the following web site for information on airline travel & security: [www.tsa.gov](http://www.tsa.gov). Information on how to pack carry on medications, liquids, etc is on this web site. Medications must be in their original, labeled containers.

Do not pack valuables in your check through luggage.

11. **Dress** – Be sure to take appropriate dress for the expected weather at your destination. Be sure to wear comfortable shoes as you will probably be doing a lot of walking. It is advisable to bring a small collapsible umbrella.
12. **Valuables** – Do not leave valuables in your hotel room or on the bus. If you plan on taking an iPod or similar device, camera, computer, etc. you must plan on carrying it with you everywhere you go. Safeguard your cell phone at all time.
13. **Safety** – Please pay close attention to your safety and security while on any trip. Keep your identification, airline tickets and any other valuables in a safe place. Keep photocopies of your identification, credit cards and travelers check numbers and any other important personal documentation in a separate part of your luggage.

While in your hotel room keep the door locked and chained. Never open your hotel room door to a stranger. Refuse any unexpected deliveries to your room. Read the fire safety instructions on the back of your room door and know where the fire exits are located. In case of fire, NEVER get in an elevator. NEVER give out your room number or phone number to strangers. Do not enter your room if you find it unlocked upon returning or if someone you do not know is following you down the hallway.

Avoid handbags, fanny packs, back packs and outside pockets that are easy targets for thieves and pickpockets. Inside pockets and a sturdy shoulder bag are somewhat safer.

You will most likely be on crowded city streets. Be careful of traffic and watch your step when moving on and off curbs, entering or leaving monuments or buildings, etc. DO NOT go off by yourself or alone. Stay in groups and with your assigned chaperone.

Be particularly careful at ATM machines, stations, airports, or any public place especially when withdrawing money. Do not hang purses on your chair in any restaurant. Keep your purse on your lap or on the floor between your feet.

Check each time you leave an airplane, bus, restaurant, shop, taxi or restroom to make sure you have all your belonging with you.

14. **Cash / Credit Cards** – You will need to carry some cash to cover your lunches, snacks, etc. If you do not have a credit card, it is best to carry a prepaid Visa, MC, AmEx or a bank debit card. You can use one of these to make purchases or obtain cash if needed.
15. **Incidental Charges** – The hotel property is required to turn off room phones to outside calls (only room to room should be available) and pay-per-view movies. Room service cannot be charged to a room. These services can only be turned back on or reinstated by an adult with a credit card guarantee. If for some reason you do add any incidental charges to your room, you will be required to pay these charges prior to check out.

16. **Hotel** – Those occupying a room will be responsible for any damages or missing items.

Check-In – Your rooms have been pre-assigned. If changes in assignment need to be made, please be patient while this is being done. Please enter your rooms in a quiet and orderly fashion so as not to disturb other guests not with your group. Check rooms immediately for any damage or missing items (towels, iron, etc) and report it to a chaperone or your director immediately. If they are not available, report it to the front desk. Normally you will be leaving the hotel early and returning late, so please be considerate of other guests who may be sleeping.

Check-Out – Check your room carefully before departing to be certain you have left nothing behind. Check closets, drawers, under beds, and bathrooms. Make sure to turn all room keys to your director or to the front desk.

17. **Breakfast** – Will normally be served buffet style. Your starting breakfast time each day is listed on your itinerary. Normally the hotel will assign a banquet room for your group breakfast. Please check with your director and/or assigned chaperones for that information. You have been allotted ample time to eat and return to your room to refresh prior to departure from the hotel.
18. **Dinners** – Normally dinners have been prearranged. Many times your group has preordered your meals. Pre-paid dinners have had the total, plus tax, plus tip included and there is not need to leave additional gratuities.
19. **Lunches** – Most of the time the group will have lunch on their own at a predetermined spot. Normally this will be a food court or an area with numerous restaurants / fast food places. Please plan on having the funds to cover this expense. If a lunch is included in your tour it will state as such on your itinerary.
20. **Motor Coaches** – Your departure times from the hotel each morning are listed on your itinerary unless changed by your director. Please plan on arriving a little early. Arriving late will hold up departure time and can be embarrassing if everyone is waiting for “you”. During the day make sure you are at the allotted place and time to meet coaches after an activity.

Make sure to take everything you will need for the day’s activities as you may not be returning to the hotel until late in the evening.

21. **Travel Insurance** – Your group leader will be given information regarding supplemental medical insurance and trip insurance prior to your trip. This expense is not included in your trip cost and must be paid by each individual.