



Before You Depart

Don't forget important travel documents like **your driver's license, passport, travel insurance and health insurance cards**. Also have your personal car insurance contact information or credit card's insurance information if you are renting a vehicle and using your personal insurance for coverage. If you are traveling internationally, take along a **copy of your passport page** or take a picture of it on your phone in the event your passport is lost or stolen. Leaving a copy with a family member/friend or with us is recommended as well. It can be faxed to you if necessary.

Leave **contact information** for your family/friends in the event of an emergency.

Call your credit card company and advise when and where you will be traveling so your credit card use is not denied. Credit card companies are allowed to charge up to 3% for international transactions. Confirm the rate with your credit card. Keep phone information for your credit cards/banks in the event your credit cards are lost or stolen. **Some credit cards with the new chip now require you to use your four digit pin when traveling in a foreign country. Make sure you have this number before leaving home.**

Check with your bank to see if your debit card can be used at your destination along with any associated costs and the maximum amount you are allowed to withdraw per day. If you use your debit card with at your hotel or gas station, a hold up to \$500 or more may be put on your debit card.

If you plan to **rent a vehicle**, check with your insurance company to see if you are covered and who to contact while traveling if you have an accident. Also, your credit card company may cover damage to vehicles you are renting. Confirm your coverage and if it is primary or secondary coverage as well as who to contact in the event of an accident. Car rental companies will expect you to pay for damages immediately, and you must handle the claim with your insurance company or credit card company when you return home. If you damage a rental, car rental companies are allowed to charge you for days their vehicle is being repaired and unable to be rented.

Travel with **small bills for tipping**, i.e. transportation/taxi, concierge, housekeeping. Some countries accept U.S. dollars, however, your change will be given in local currency.

Frequent Flyer Reward Programs

Please give us your frequent flyer numbers when you make your reservation. Airlines do not automatically put your number into your reservation. You will need to give the airline this information each time you fly.

Check-in Online

It is imperative to check-in online within 24 hours of departure of your flights. You can print your boarding passes if you wish or receive them at the airport. If flights are overbooked, some airlines will deny boarding based on when their customers check-in.

Check-in time for domestic flights vary with the airport, and you should check-in at the recommended time. Most airports require you to check-in either 90 or 120 minutes prior to departure of your flights within the United States. You must check-in 3 hours prior to departure of international flights.

Passengers may bring to the checkpoint:

Travel-size toiletries (**3 ounces or less**) that fit comfortably in ONE quart-size, clear plastic, zip-top bag.

Prescription liquid medications, baby formula and diabetic glucose treatments in excess of 3 ounces if these items are declared to Transportation Security Officers at the security checkpoint. **At no time should you check your medications.**

Going through Security

If you have a pacemaker, artificial hip, knee or other body part, you should advise the transportation security officer before the screening process. Avoid wearing clothing, jewelry, and accessories that contain metal as they may set off the metal detector alarm.

Climate

You will want to consider temperatures when you are packing. We advise checking your destination's weather forecast a few days prior to your trip.

Sun Protection

As inviting as the sun may be, we highly advise protecting your skin at all times with **sunscreen**. The last thing you want is a sunburn to ruin your vacation. Biodegradable sunblock is required on many snorkeling excursions. Regular oil or cream based products contribute to the pollution of natural water sources and cause irreparable damage to coral and marine life.

Insect Repellent

Insects love tropical destinations as much as we all do. We highly recommend **bringing insect repellent towelettes or spray**.

First Aid Kit

Pack your **aspirin and other items for your first aid kit**. Take along the over-the-counter medicines you regularly take as you may not find them at your destination or they may cost more. Pack a small sewing kit and glass repair kit as well.

Traveling With Medications

Keep your **medications** in their original containers or travel with a list of your prescribed medications (which you can obtain from your pharmacy or physician). Take along only the quantity of medication required while you are traveling plus a few extra days in the event your return travel plans are delayed. **Medications should be stored in your carry-on** and not your checked bag in the event your checked bag is lost.

Traveling with Your CPAP

Most airlines will allow you one carry-on per person and one additional personal item (such as a purse or briefcase). Check with your airline to confirm the items you are allowed to carry on. Some airlines consider a **CPAP machine** as your personal item. Consider taking an extension cord to use with your CPAP machine at your destination or on cruise ships. At no time should you check your CPAP machine.

Help Prevent Ear Pain

Ask older children to swallow, open their jaw or yawn at least four times during take off and landing. Twizzlers pull and peel licorice, gum, other chewy candy as well as liquids are good to help prevent ear pain. Smaller children can be offered a small straw to blow through or a colorful pinwheel to blow. Wake up your sleeping child or baby during take-off and landings as the pain can be worse if they are allowed to sleep. Give your baby a bottle during take off and landing.

Pack Snacks To Go

Tuck **portable, nonperishable foods** in your backpack, purse or tote when traveling. Low-fat granola bars, trail mix, nuts, dried fruits, cereal, string cheese, grapes and frozen edamame travel well. Keep in mind that you may be asked to not eat nuts on a flight if a fellow passenger has a severe allergy. Countries have If you are traveling internationally, you will need to check for food restrictions on your flight.

Passengers may bring to the checkpoint:

Travel-size toiletries (**3 ounces or less**) that fit comfortably in ONE quart-size, clear plastic, zip-top bag.

Prescription liquid medications, baby formula and diabetic glucose treatments in excess of 3 ounces if these items are declared to Transportation Security Officers at the security checkpoint. At no time should you check your medications.

Carry-on Luggage

Whenever possible **travel with only carry-on luggage**. By using only carry-on luggage, you do not risk having checked luggage lost or stolen. Check with your airline for carry-on and checked luggage fees and dimensions/weight.

Do not check valuable items. Keep valuable items with you including medication, car keys, identification, passports, credit card, laptop computers, electronics and electronic files. Items of high value or importance should be kept in a carry-on bag, preferably one that is small enough to stow under a seat. Your airline may insist on checking larger carry-on bags (if the overhead bins become filled) or charge you for large carry-on bags.

Most airlines will allow you **one carry-on per person and one additional personal** item (such as a purse or briefcase). Check with your airline to confirm the items you are allowed to carry on (and any fees). Some airlines consider a CPAP machine as your personal item. You may also want to take an extension cord to use in your room due to location of outlets. At no time should you check your CPAP machine.

Pack necessary **chargers** for electronics devices that you'll be taking along.

Pack a small pouch with **commonly** needed items including bandages and a small sewing kit. Take along the over-the-counter medicines you regularly take as you may not find them at your destination.

Don't pack hazardous goods. There are quite a number of items or materials, some of them not so obvious, that may pose a risk if taken on an aircraft. For a complete list of prohibited items, go to **tsa.gov**.

Put your **contact information** inside and outside of every bag. In addition to this information, you should also put a copy of your itinerary inside every bag to make it easier for the airline to reunite you if you are separated from your luggage. Do this with your carry-on bag in case you are forced to check that bag at the last minute. For personal security reasons, you may want to use an address other than your home address.

Prepare to deal with a lost bag. Pack key items in your carry-on bag like a change of clothes and essential items for a business meeting so you can continue your trip if your checked bags are lost or delayed.

And beyond the checkpoint:

Beverages and other items purchased in the secure boarding area may be brought onto the aircraft.

Check www.tsa.gov or contact your air carrier for more specific information.

Checked Luggage

Pack only half of what you think you'll need. Most people tend to over-pack. Most airlines charge for checked luggage (\$25 each direction for first checked suitcase and \$35 each direction for second checked suitcase on many airlines). Maximum weight is 50 lbs and maximum size is 62" (length + width + height) for many airlines. You will be charged an additional fee for an overweight bag. **Reconfirm restrictions and charges with your airline** for checked and carry-on luggage. Airlines charge an additional fee for overweight luggage.

If you are traveling with a companion, **pack "half and half"** so that in the unfortunate case one of your suitcases is delayed, neither of you are completely without bare necessities.

Customize the look of your bag to make it easy to identify as many bags look alike. A luggage tag in a bright color or a ribbon will make identification while traveling easier. This will keep other passengers from picking it up by mistake.

Do not check valuable items. Keep valuable items (medication, car keys, identification, passports, credit cards, computers, electronics files, electronics, items of high value or importance) with you in your carry-on bag.

Pack with a color scheme in mind so that you can easily mix and match, and minimize on accessories and shoes. Try to pack easy-care fabrics (wrinkle-free, cotton-knit, etc.)

Pack toiletries in plastic bags in case they break or leak. Include a **few plastic bags for dirty or damp clothes**.

The last items you pack should be the first things you'll need when you arrive at your destination.

Pack an expandable bag that can be used to carry items home that you purchase on your trip.

Confirm your **airline tag on your checked luggage** is for the correct destination. Every piece of checked luggage should have a three-letter airport code that matches your destination airport. If you are unsure of the code, ask your travel agent, the ticket agent or skycap.

Make sure that you **keep the stub from your checked luggage**. This stub is a critical document that you will need if your luggage is lost by the airline or if you are trying to prove that you own a piece of luggage.

Immediately report the loss of checked luggage. If your checked bag does not arrive at your destination, immediately report the problem to the baggage agent on duty or to any other available representative from your airline. **You must do this PRIOR to leaving the airport.**

If your luggage is damaged, immediately advise the airline **before leaving the airport** to show proof of damage. Some airlines will not compensate you if leave the airport and then report the damage.

International Travel

If you are traveling internationally, you can **register with the US Embassy in your destination prior to travel**. Go to travel.state.gov and enroll at the Smart Traveler Enrollment Program/Embassy Location. If you enroll, the US Embassy can keep you up-to-date with important safety and security announcements.

Your **passport must be valid at least 6 months beyond your confirmed return date**. You must confirm this before you travel, or you will be denied boarding your flight.

It is **your responsibility to reconfirm and travel with proper documentation which will include a passport and perhaps a visa**. Reconfirm documentation for each country you will be visiting. If a visa is required, confirm the type of visa that you require—tourist, business, student, multiple entry, length of stay. Many countries require you to show proof of financial security such as a credit card when you are traveling as well as a round trip ticket. Go to travel.state.gov to confirm the requirements for the country you are traveling to. If you don't have proper documentation, you will be denied boarding your flight, and no refund will be given.

Some countries do not allow anyone into their country with a **criminal record** (including misdemeanors or alcohol-related driving offenses). You will need to check with the country you are visiting to determine whether you may be inadmissible and how to overcome this finding. Entry into a foreign country is solely determined by that country's border service and their laws.

Check with your **health coverage** to see if you are covered where you will be traveling. Some countries require travelers to provide proof of insurance when arriving or face denial of entry—forcing you to return home before your trip even starts.

Some countries require you to fill out a **tourist card** and present it when you go through Customs. If this is required, your airline will give you the form onboard your flight. You'll want to travel with a **pen** so you can complete this form along with smaller bills (\$1's, \$5's and \$10's) as exact change is required.

If you are traveling internationally, **travel with a copy of your passport page** in the event your passport is lost or stolen. Another option is to take a photo of your passport with your smartphone. Leaving a copy with a family member/friend or with us is recommended as well. It can be faxed to you if necessary.

The country you are traveling to may have **restrictions on bringing food into their country**. Some countries allow you to bring fresh fruit and vegetables as long as they are free from any signs of pests or disease and is for your personal use. You must check with your destination for any restrictions.

While in a foreign country, a U.S. citizen is subject to that **country's laws and regulations**, which sometimes differ significantly from those in the United States and may not afford the protections available to the individual under U.S. law.

Before you depart on your trip, carefully look over your travel documents to ensure you have all the necessary confirmations, itineraries, and government identification you need to travel.

Have a safe and enjoyable trip!