

To complete your travel checklist please review the following:

Getting Ready

- **Passport** with required **visas** (passport should be valid for at least six months from start of trip). Get all visas in advance.
- Get all immunizations brought up-to-date in advance.
- Send fax/telex to destination office advising them of arrival information and requesting their assistance with lodging and transportation arrangements.
- Advise your family and co-workers **NOT** to discuss your travel plans with strangers.

Items To Leave At Home

- Your itinerary with spouse or friend.
- Copy of your passport (photo and visa pages) and other travel documents.
- Unneeded credit cards.
- I.D. and membership cards (i.e. office cardkey).
- Expensive and religious jewelry.
- Penknife or anything that looks like a weapon.
- Company logo items.

Travel Documents To Take With You

- **Passport** with required **visas** (passport should be valid for at least six months from start of trip).
- Visas for entry into countries to be visited, including those which you will transit.
- Health book (record of immunizations).
- Airline tickets (many countries require round trip ticket for entry).
- Drivers license - State (i.e. Indiana).
- Drivers license - International (available from AAA).
- Camera or photo permit, where required.
- Fax, telex or letter stating that your visa will be available upon arrival for countries who do not issue visas outside their country. (ie UAE, Oman, etc.).
- Alien registration card (green card) or valid visa for re-entry into the USA - non-US citizens.
- Traveler checks (exchange for local currency as needed at a bank).
- Major international credit cards (ie. American Express, Diners, and VISA/MasterCard)
- Airline frequent travel cards.
- Telephone numbers at destinations and addresses in countries to be visited - may be needed for landing cards.
- Copy of your passport (photo and visa pages) and other travel documents.

Travel Medical Insurance

- If you are traveling overseas or away from your home country, purchase medical insurance for your trip
- Travel Medical Insurance is very inexpensive and can be a nice item to have in case of emergencies.

Other Items To Take With You

- Prescription medicines in clearly labeled containers.
- Small first aid kit.
- Card listing allergies and medical conditions.
- Plain, nondescript luggage.
- Business cards (pack in checked luggage).
- Foreign language/English pocket dictionary.
- Alarm clock, battery or wind-up.
- Adapters for electrical items (most overseas locations have 220 volts, 50 Hz electricity.)
- Personal appliances (hair dryer, etc.) - 220 volts.
- Flashlight, smoke alarm, door stop, etc.
- Family pictures (this may reduce homesickness).
- Photos - black and white passport size - approx. 20. You may need a photo to obtain passes, permits, etc.

Before Departure and At The Airport

- Count your cash in an inconspicuous place before leaving.
- Get export papers from US Customs for computers, video cameras, etc. to make US Customs clearance easier when you return.
- Check in early and go through security immediately.
- Never agree to watch someone's luggage.
- Report unattended bags and packages.
- Note the location of exits.
- Move away from disturbances.
- Take care of personal needs before boarding since long delays and waits are common.

On The Plane

- Select a seat near an exit, if open seating is allowed.
- Check around for luggage left by previous passengers.
- Put your carry on bags in overhead rack or under the seat in front of you.
- Count rows and note paths to exits.

Arrival At Destination

- Reconfirm your future flights - local office may be able to assist.
- Exchange a small amount of US dollars for local currency at the airport for taxi, tips, etc. You will usually get a better exchange rate at a bank.

- Know who will meet you and ask them to be inconspicuous.
- Register with consulate if staying several days.
- Know your route from airport to lodging.
- Request room above ground floor but not too high.
- Check for exits and emergency instructions.
- Plan your escape in case of fire.
- Be sure your phone works -- call the desk.
- Check the door locks - use doorstop if necessary.
- Don't leave your key at the desk.
- Always put valuables in the security boxes.

When Traveling About

- Always stay alert and inconspicuous.
- Stay alert and aware of your surroundings.
- Keep phone numbers of local contacts with you.
- Keep your money out of sight - never count it in public.
- Find out where, & avoid the "wrong" parts of town.
- Find out the location of the police stations and get phone numbers.
- Avoid disturbances - go the other way, immediately.
- Learn to operate the telephones the first day.
- Always carry your passport, leave copy in security box -- unless local customs require otherwise.
- Don't stop to investigate accidents.
- If accosted try to stay calm, watch for escape.
- If being followed go directly to the police, hotel, or office.

When Driving

- Drive **defensively** - not aggressively.
- Always keep windows up and doors locked.
- Keep valuables and belongings out of sight.
- Know your route, plan it ahead of time, and vary your routes.
- Be suspicious of "accidents".
- If attacked try to crouch down and drive away.
- Keep the gas tank full at all times.
- Watch for tampering with your auto - easier to spot on a dirty auto.
- Avoid driving or renting expensive automobiles.

General Comments and Hints

- Always remember that you are a guest in another's country.
- Obey all laws of the country you are in - no drugs - no smuggling.
- Baggage - Most airlines allow two bags (max. 70 pounds each -- some size restrictions apply) for direct travel to and from the USA.
- Check bags to your final destination.
- Know what you are hand carrying for someone else.
- Cash - Many countries require that you declare all of the cash (sometimes traveler checks as well) which you are bringing into the country.

- Count your cash before leaving in an inconspicuous location.
- Keep your currency forms with you.
- Never discuss financial matters in public.
- Travel Documents - Check all travel documents before leaving to ensure that they are valid for the duration of your trip, including extensions.
- Airline Tickets - Check your airline tickets to ensure that routing is as planned and that you know ALL of your stops.
- Packing Hints - The clothing you pack should always be appropriate for the climate and activities on your itinerary. The normal attire in many overseas office is fairly casual; however, you may need a suit for visits to government offices. In general, pack
 - Clothing that is wrinkle-resistant, drip-dry and comfortable.
 - Comfortable walking shoes.
 - Versatile styles that can go from casual to dressy.
 - Toiletries in unbreakable plastic bottles.
 - Include soap and washcloth.
 - Pack in your carry-on bag
 - An all-weather coat - Europe can be cool anytime of the year.
 - A supply of any medication and extra pair of prescription glasses or contacts lenses.
 - A change of clothing.
 - Duplicate suitcase keys.
- Familiarize yourself with the currency and exchange laws of the countries you plan to visit.
- Tape your name, address, and passport number inside your suitcases.
- Take a pocket calculator for converting currency, etc.
- Take prescription slips for any necessary medication and eyeglasses.
- Carry a small notebook with your camera to record where photos were taken. Most countries prohibit photographing military and governmental facilities.
- Keep sales receipts handy for customs.
- Get someone to write your hotel address in the local language and keep it with you.
- Avoid ice cubes wherever you're advised not to drink the water.
- Avoid raw vegetables wherever you're in doubt.
- Most visas are valid for 30 to 90 days from issue - check validity with your schedule.
- Many airports require payment of an airport exit tax - be sure you have the correct amount in the correct currency.
- Many hotel porters require a "verification of payment" slip before they will carry your bags out of the hotel. Ask for this slip from the cashier when you check out.