

## 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
- 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
- Commercial invoice for laptop computers, etc. — check with the destination office on this

## Items To Leave At Home

- Your itinerary with a family member or close 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, letter opener 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. Pennsylvania)
- 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 or VISA/MasterCard)
- Airline frequent travel cards

## Travel Medical Insurance

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

## Other Items To Take With You

- Prescription medicines in clearly labeled containers
- Small first aid kit
- Card listing allergies and medical conditions
- International prepaid phone card
- 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)
- Flashlight, smoke alarm, door stop, etc.
- Family pictures (this may reduce homesickness)
- Photos - black and white passport size — approx. 4. You may need a photo to obtain passes, permits, etc.

## Before Departure & At The Airport

- Count your cash before leaving in an inconspicuous location
- 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
- Stay away from windows, trash bins, etc.
- 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 doormat if necessary
- Don't leave your key at the desk
- Always put valuables in the security boxes

## While Traveling About

- Always stay sober, 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 the “wrong” parts of town are and stay away
- 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

\*Source: Tripresource.com