

International Traveler's Guidelines and Check List

International travel usually requires a **passport**.

Most countries also require a **visa** and possibly even a **work permit** if you will be conducting company business for an extended period of time. Visas, which allow you to enter and leave these countries, usually consist of special notations and stamps which are added to your passport by government officials. To avoid problems with necessary travel documentation check with your Travel Agent well in advance of your planned departure date. Allow at least two weeks to obtain visas.

You should get involved in selecting your route (including stops enroute) and carriers. You should communicate with the destination office regarding your arrival information and letting them know of any assistance you need with lodging and transportation arrangements. Verbal communications should be followed up via fax or electronic mail.

Many countries require **immunizations** for entry into the country; therefore, you should carry your immunization book with you. Check with your doctor well in advance of your planned departure.

Take the office and home phone numbers of family members, supervisor, co-workers and friends with you.

Please direct any suggested improvements for this guide to Lelan Callaway email LelanCallaway@hotmail.com

Getting Ready

- 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.
- Check Travel Warnings & Consular Information at http://travel.state.gov/travel_warnings.html or <http://www.state.gov>
- Health issues
<http://www.cdc.gov/travel/index.htm> or <http://www.tripprep.com/>
- Check destination weather at <http://www.weather.com/weather/int>

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.
- Pornographic magazines.

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

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 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.

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- 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 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, including enroute 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.