



Pre-Travel Checklist – Please review prior to your departure

Travel Tip #1 ~ Important Documents {Do not leave home without them}

- Passport** (Be sure to check the Expiration date) Passport should be valid more than 6 months past date of re-entry to USA.
- Passport CARD is NOT acceptable.**
- Bring a *COPY* of your passport for (Offsite travels).
- Resort /Hotel E-documents & Airline & Train Itinerary documents.
- Bring your Travel Ins. Documents. (If Applicable)
- Medication ~ (*Keep in your carry-on bag*) Do not pack medication in your checked luggage, just in case you need it.
- You will need to convert money to Euros. You can order them through your bank or exchange at the airport. Bring plenty of small \$bills/cash for shopping/tipping etc. (Optional). Recommended amount to exchange is \$400.00 prior to departure.
- Note: ATM's will give you money in that country's currency.
- Tipping in Europe: Tips are included, however, it is always at your discretion and appreciated to leave a small something for Driver, tour operator and servers. It's not a percentage you calculate in Europe, just what you feel is that extra little thank you. 3 to 5 Euros a good example for a Driver etc..
- Tipping on Cruises: Gratuities are expected to be about \$12 dollars per day.
 - Tipping in Seoul Korea: **Korea** is basically a no-tip culture. Cab drivers don't expect any reward for their services and it's pretty much the same for staff in local restaurants as well as hotels. Even porters and bellboys don't expect a tip.
 - **Hotel Staff:** A small token of gratitude (like American coin or candy)
 - **Taxi Drivers:** Allow them to keep the small change by rounding off to nearest whole amount.
 - **Tour Operators:** The only exception is that you will be expected to tip your independent guide and driver at the end of a tour.

- Contact your bank for international credit card use; Call each card issuer of the cards you will be using while abroad, let them know where you will be and the dates, otherwise your CC company can put a fraud hold if you did not notify them. Check with your card issuers on foreign transaction fees in advance. Most gas stations in Europe only accept cards with microchips, please request one from your bank if they have them. Otherwise, use cash. Most other CC's are accepted for regular purchases.
- Contact your cell phone provider for international calls. If you have TMobile, your phone and GPS and all APPS will work everywhere in Europe at no extra cost for texting, data roaming. Calls back to US are .20 cents a minute. AT&T has an international plan available at a fee. If you have Verizon, there is no international plan available and your phone will not work except through an apps that uses Wifi. Or download Whatsapp, Viber or Skype on your phone for texting over Wifi. Prior to leaving please have a means of communicating from abroad with family in states and your travel agent.

Airport Security: Tips on getting through security quickly. Wear shoes you can slip on an off easily. Clear liquids up to 3 oz are allowed in carry on but must be placed in clear bag and taken out of your carry on prior to entering security. Cell phones should be placed in your purse or carry on bag and please have nothing in your pockets. Laptops must be taken out of laptop bag and placed in security bin by itself. No metal nail files or anything that can be construed as a sharp object or weapon.

- International flights: Most airlines require check-in 3 hours prior to departure. Please make sure you arrive at the airport on time to avoid any boarding issues.
- Baggage weight: Most airlines allow bags up to 50 LBS (23 Kilos) for international flights. Please check your individual carrier website for exact requirements. If your suitcase is overweight you will incur a fee. Any bag over 70lbs (32 Kilos) can be refused even for a fee. FAA has gotten very strict about this due to overweighing a plane can cause mechanical problems. This can also cause physical problems for Baggage handlers as well as yourselves.
- Try to travel light and avoid oversized / overweight suitcases. Most airlines will charge more for these bags. Most Trains in Europe do not have room for oversized bags even in small luggage area. Also keep in mind taxi's (Smaller vehicles in Europe) and renting a car, most will only fit 3 suitcases and 1 carry on with 3 to 4 passengers.
- Safety: Please register your trip with the US State Department so they know where you will be in case of an emergency. You can do this at <https://step.state.gov/step/pages/common/citizenship.aspx> Also know where the US Embassy is located in the area you will be visiting. Once enrolled in smart traveler program with State department, this allows the US Embassies abroad to know what Americans are traveling and to where. With this program you will also get updates on travel advisories and emergencies.

- Be aware of your surroundings. Avoid large condensed crowds. Purchase train, tour tickets ahead of time to avoid waiting in long lines. If at all possible, have private transfers to and from airports and rail stations.

Travel Tips #2 ~ Things to bring (Optional)

- Personal first aid kit (Benadryl, Neosporin, Tums or Pepto, Pain relievers etc.)
- Avoid wearing flashy jewelry & flashing big bills
- SPF or Suntan Oil.
- Sun glasses
- Insulated cup
- Water shoes

Travel Tips #3 ~ Airport Information/Checklist

- Be sure to check your required Airport "arrival" times for Check-In 24hrs in advance for any changes.
- Check the Do's & Don'ts at security check points for your airline and luggage/carry on allowance.
- Be prepared for filling out Immigration and/or Customs forms on your flight (bring a pen and have your passport & airline ticket in reach).
- After landing, immigrations/customs and you have received your luggage be sure to have your transfer documents handy. If taking a taxi please proceed to airport area marked Taxis.

Travel Tip #4 ~ Hotel Info.

- Upon arrival at the resort be sure to have your resort itinerary handy.
- Check-In: 4pm ~ in most cases, if your room is not ready when you arrive they will hold your luggage and give you access to the resort until your room is ready.
- Ask front desk at check in for local area map or subway map so you know how to get from point A to point B easily.
- Check-In Policy: Most hotels require a credit card or cash deposit upon check-in for incidentals; this will place a hold on the required funds.
- Check-Out Policy: 11am ~ There can be an additional fee if you checkout beyond 12:00 pm unless you reserved a late checkout in advance.
- Be sure to Use the safe in your room for passport & valuables, or better yet leave valuables at home.

Advisories: If leaving the resort / hotel alone please let someone know your plans; if possible plan excursions with licensed tour operators (Usually in the lobby area of the hotel). And take up any issues and get names when booking your excursions while you're there it makes resolving problems easier.

Be careful and aware about your surroundings.