Smart Traveler Tips

- Travel light – so that you can move from place to place without tiring
- Carry travel documents and medication with you, not in luggage.
- Medications should be kept in original containers with labels.
- If you wear glasses, be sure to bring an extra pair with you.
- Place identification on each piece of luggage. Also put your business card inside.
- Do not dress to impress with expensive jewelry or clothing that could attract attention.
- Carry a minimal amount of cash with you. Use a credit card whenever possible.
- Bring frequent flyer miles and points numbers for airlines, hotels and car rentals.
- Empty your wallet of unnecessary cards before traveling.
- Leave a copy of your itinerary with family, friend or co-worker.

At the Airport

- Stay especially alert and watch your bags and laptop computer carefully at all times.
- Don’t let anyone but uniformed airline personnel handle your bags.
- Carry your purse close to your body, or your wallet in an inside front pocket.
- Keep a separate record of the contents of checked luggage. And keep anything of value in a carry-on that stays with you.
- Avoid displaying expensive cameras, jewelry, and luggage that might draw attention. Your aim should be to blend in with the crowd.
- Be at your departure gate at least 30 minutes before take-off. Be aware of announcements made regarding gate changes and delays.

At the Hotel

- Your hotel room number should be written down, not spoken by hotel front desk staff.
- Keep hotel doors and windows locked. Use the deadbolt.
- Learn the location of fire exits.
- Use room safe for valuables – jewelry, cash, laptop.
- Always verify who is at your door. If an unexpected visitor claims to be a hotel employee, call the front desk to be sure.
- Don’t display room keys in public or leave them on restaurant tables or fitness room tables where they can be easily stolen.
- If you lose the plastic key card to your room, insist on a new keyed card.

Heads Up: Crime can be random, but there’s a lot you can do to limit your chances of becoming a victim. Often simply being aware of the threat of crime—and alert to what you can do to prevent it—will go a long way to making your business trip both safe and successful.