Volume 3
Travel Tips
There is a secret for walking down the aisle of a plane while in the air.

There is a hidden handrail on planes – a small groove at the bottom of the overhead bins.
Aisle Seat – Magic Button!

Feel under the aisle side armrest, for a button near the hinge. Press it. The armrest will release to move up flush with the back of your seat.

Makes your seat less confining, and when you stand up at the end of your flight, simply lift the arm rest and slide out.

Note: The button was designed for quick exit during evacuations.
Hotel Mini Bar
If you pick it up, you pay for it!

Weight shift is the determining factor, even if you put it back down, it will record as having been consumed.
Passport number

Make a note of your passport number, take a photocopy with you or store it securely online.
TSA Tip: Powders

The newest hot item questioned when going through security are powder-like substances.

As of June 30, 2018, the Transportation Security Administration (TSA) will no longer allow powder-like substances over 12 oz. in their carry-on bags. If the powder cannot be cleared by security officials, the traveler will be required to dispose of it at the checkpoint or they will be prohibited from boarding the aircraft.
Plan to drive while abroad?

Carry your license with you – ensuring that it is current and valid.
Driving laws may be different than what you are used to, so check the rules before you go.

AAA has a good country by country guide for drivers.
Pack/carry an empty water bottle while traveling

Most airports, businesses and conferences now have fountains designed to fill up water bottles.
Excellent source for:

- Determining what items you may and may not bring with you on the plane or in your carry-on.
- Obtaining security checkpoint wait times reported by travelers in real time. (You can report your wait time as well, for others arriving at the airport.)
- Checking how historically busy an airport will be on your specific day and time of travel.
Money while Traveling

Take more than one type of payment method with you when traveling such as Credit Cards, Debit Cards and Cash.
Carry an extra all purpose device charger with you. A co-worker or new friend may have forgotten theirs.
Merging Frequency Programs

Marriott + Starwood + Ritz Carlton are all now Marriott Rewards

Instructions on merging all points will be posted in September on www.upenn.edu/penntravel
Know Your Airport Code

Learn the 3-letter airport code for your destination.

Check your bag tag before it is out of your sight to ensure that the airport code is correct.

PHL = Philadelphia PA    MCO = Orlando FL    SDF = Louisville KY

CDG – Paris (Charles de Gaulle)    PEK = Beijing China
Set your Out of Office

If you will be unavailable during certain hours – set your Out of Office with a helpful message. Let your recipients know that response may be delayed.

This will set realistic expectations for the recipients.
Suitcases with Lithium Battery Powerbanks – not allowed as checked bags

Luggage with built in power chargers can be brought on board with you as a carry-on, as long as you can prove the power bank can be removed.
Keep Your Routine – even during travel

Do you normally exercise every morning?
Make time for it during your business travel.

Do you read for 30 minutes each night before turning out the lights?
Bring your book with you and take that time.
Plan a Treat for Flight Delays

Download a movie or long-awaited season finale onto your iPad, computer or phone. Save it for a time when you are stuck in an airport.

It puts a positive spin on a frustrating situation.
REAL ID Update

Beginning Oct. 2020, Pennsylvanians will need a REAL ID compliant driver’s license, valid passport or military ID to board a domestic flight. PA expects to be ready to produce the enhanced drivers licenses in spring 2019.

There will be a one time fee of $30 (in addition to the current renewal fee) to obtain the REAL ID product.

NOTE: PA has an extension that allows the use of the current driver’s license through Oct 2018. They will continue to ask for extensions until the REAL ID product is ready for production.
American Airline Seats

If you need a seat (or a better seat) for an American Airline flight, send an email to easleyh@upenn.edu with the traveler’s name, confirmation code and type of seat requested (aisle, window, front, back).

You will not be moved into business or first class, but most probably you can be moved into Economy Comfort without any additional cost.
Always carry your Penn Travel Services Emergency Card with you when traveling.

Penn Travel Services has a new easier email address: travel@upenn.edu

If you’d like new emergency cards, contact us.