50 Travel Tips

In 30 Minutes!
Check taxi fares online, from point A to point B, when in unfamiliar places.

(or ask a bellman)

And, feel comfortable requesting an estimate from the driver before getting into the cab.
AIR: Know the difference between a “non-stop” and a “direct flight”.

A direct flight might still stop to let off and pick up passengers. You may choose to stay on the plane, or elect to wander the airport if the layover is long.
Bring ear plugs
(in your carry-on)

They muffle the sounds of crying babies or loud talkers on planes and trains. Also very helpful in hotels with paper thin walls.
Dress to blend in.

At airports
While walking around unfamiliar cities
Don’t become a target.
Consider the messaging on your t-shirt, sweatshirt, etc.

Is it appropriate? Might it offend?
Insist that hotel staff write down your assigned room number so that others cannot see or hear it.

You don’t know who may be in the lobby and overhear your room number.
Do not put your home address on luggage tags – don’t advertise you will be out of town.

Use your work address, email or phone number.
Border Control agents do not enjoy sarcasm.

Neither does the TSA.
Pack Duct Tape in every suitcase.

Take a 2 foot strip and wrap it around a pencil and put in a pocket in your suitcase.
Pack a spare change of clothes in your carry-on.

It will help you survive inevitable delays due to weather or mechanical issues . . . or missing luggage.
Leave your valuables at home.

Unfortunately there are pickpockets and hotel thieves in the most unsuspecting places.
Carry a sweater or sweatshirt year-round when traveling by air.

Airports are often cold and airplanes vary in temperature. It can even be rolled up and used as a pillow on the plane.
Avoid demonstrations and acts of civil disobedience (at home and abroad)

You don’t want to be mistaken as a participant, arrested or hurt.
Do not use the "Make up this room sign"

Call Housekeeping instead
Bring a tennis ball on a long flight.

Roll it under your feet or across your back to relieve stiffness.

(If you forget it on the plane, it’s cheap to replace.)
Always keep an energy bar in your carry-on bag.

If there is a winter blizzard or a massive string of delays, airport vendors could be sold out of food.
Use your smartphone

Take a picture of your airport parking space number. Same thing with hotel room numbers.
Never carry your wallet in your back pocket.

And . . . open purses may be in style but they are open invitations to pickpockets.
Pack a scarf

It can be handy for carrying stuff around, as an eye mask for sleeping, a makeshift towel, and even a sling.
TSA Security Screening Tip #1

Designate one pocket or section in your carry-on or purse that you always use to store your cell phone, keys and other items from your pockets, when going through Security.

Cell phones are often left behind in the bin.
Choose another security line: If you see (1) a family with small children, (2) a traveler who is behaving like they have not been to an airport in ten years, or (3) an oddly shaped piece of luggage.

All of these are potential delays!
TSA Security Screening Tip #3

Newest advisory

Arrive at the airport 3 hours before your domestic flight to ensure that exceptionally long security lines do not cause you to miss your flight.
Always notify your credit card company of travel outside the U.S.

Banks monitor card activity. A card will be blocked if they suspect potential fraudulent activity.

(Use the phone number on the back of your credit card.)
Know your PIN

If your credit card (Penn Travel Card or personal) is a Chip and PIN card, you may need to key in your PIN to complete the purchase.
Traveling with a Laptop?

Back it up entirely before traveling.
Picking up your rental car?

Take pictures of any dents and dings before leaving the car lot.

*Note:* Your pic is automatically date/time stamped on your phone.

(Rental insurance is included with domestic rentals of Enterprise, National, Budget and Avis when booked in Concur or via the link on the Penn TEM website.)
Consider room assignment in a hotel.

Light sleepers – request away from elevator, ice machine, rooftop bar and don’t overlook a busy street.

The top floors of a hotel have the best views, but are also the most steps from safety in a fire.
Items most frequently left behind in hotel rooms

<table>
<thead>
<tr>
<th>What</th>
<th>Where</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell Phone Chargers</td>
<td>Wall outlet behind bed or in a random outlet</td>
</tr>
<tr>
<td>Toiletries</td>
<td>Under the sink, in the shower, in night stand</td>
</tr>
<tr>
<td>Car and House Keys</td>
<td>In night stand or clothing drawer</td>
</tr>
<tr>
<td>Clothing</td>
<td>Hung behind bathroom doors</td>
</tr>
</tbody>
</table>
Frequency Clubs reward you for free!

Sign up with hotels, airlines, rental car agencies. Access more perks and upgrades.

(Load them into your Concur profile.)
Important Docs – Tip #1

Always pack an extra copy of your ID documents when traveling.

This includes your passport, drivers license, health insurance card, important phone numbers.

Mine are in my suitcase, rolled inside a pair of crazy socks that I never wear.
Important Docs – Tip #2

Always leave a copy of your ID documents and full itinerary with a trusted family member or close friend at home.

Also, give a co-worker your complete itinerary (flights, trains, hotels) of your travels.
TIP #31

Treat airline gate staff with respect and patience.

They didn’t cause the plane’s mechanical difficulties or a delay/cancellation due to weather.

(A smile will serve you well.)
Stash cash in a few different places.

If you lose your wallet, your credit card stops working or you have no access to an ATM, you’ll be glad you did.

Some favorite spots – sew some behind a patch inside your suitcase, stow in a pair of socks or inside a book.
TIP #33

Carry Phone and Electronic Chargers with you.

Use airport time to recharge.
TIP #34

Arrange for voice and internet access before you go.

Saves time and may even save you some money.
If traveling internationally...

Take appropriate electrical plug adapters
https://www.voltagevalet.com/elec_guide.html
http://www.worldstandards.eu/electricity/plug-voltage-by-country

Or check a light bulb
Use a zippered pouch for your receipts, and keep it in your suitcase or laptop bag.

Do not keep receipts in your wallet where they can fall out when you reach in for cash.
Review your hotel bill before checking out.

It is easier to question extra fees while still there, rather than after you return home.

Often extra fees can be removed with a smile - resort fee, safety deposit box fee, workout facility usage fee.
NONE of these belong in your checked baggage.

Your valuable items: passport, driver’s license, medication, credit cards, money, cell phone, camera, laptops, Kindles, iPad, tablet.

Stow these items in the carry-on bag that remains at your seat on the airplane.
Reconfirm your flight times twice.

• 16-24 hours before departure when you check in online
• A couple of hours before leaving for the airport
If you can’t afford to lose it (financially or emotionally)

Don’t pack it
Don’t put your suitcase on the hotel bed or upholstered furniture.

Use luggage rack, desk or a wooden/metal chair.
If you forgot something, check with the front desk before running to the drugstore.

Most housekeeping departments carry toothbrushes, combs, sewing kits, shower caps and disposable razors that they will give you free of charge.
If your flight gets cancelled –
Do not stand in the 50-person line at the service counter.

Call World Travel for rebooking assistance. Every person the service counter rebooks ahead of you means one less seat on that flight you want.
Snap a picture of your checked bag, with a close-up of the airline’s bag tag.

It is far easier to show a picture of the bag to the baggage office, than describe it, if yours is missing.
Planes grounded, no rental car, internet doesn’t work.

Stay calm and think creatively for work-arounds.
Flying out of a small regional airport?

Even though Security might not open until 30 minutes before your flight, get there early enough for checking in, dropping off bags and getting through security. Staffing at the desk could be just one person – needing to handle everyone taking that flight.
Visas

Do I need one?
How long does it take?
What information is necessary?

http://cibtvisas.com/portal?login=upenn
You may be denied boarding an international flight if your passport

- Will expire less than six months from the date of your return trip
- Has less than 2 - 4 blank pages
Turbulence on the plane

Consider it like potholes on a city street.

Not nearly as scary now, is it?
You will inevitably forget something.

Accept this reality, and pray it is not your presentation, passport or traveling companion.
Always carry your Penn Travel Services Emergency Card with you when traveling.

Available from travel@exchange.upenn.edu