Volume 2

50 Travel Tips

In 30 Minutes!
The battery on my device is low.

“Excuse me, may I reach under your center seat?”

Many airplanes have an outlet available under the center seat of a 3 seat row.
How can I determine the best (most comfortable) coach seat on my flight?

Seatguru.com

Submitted by SeatGuru User on 2016/09/30
This is an awful plane in Economy because it has no personal entertainment for an 8 hour flight -- in 2016. Buyer beware.
Did you order room service?

The detailed receipt (required for Penn reimbursement) is usually under the tray or under the plate.
Put your credit card phone numbers in your contact list.

If your wallet disappears, you can cancel/suspend your credit cards quickly.

You do not need your credit card number when you call them. They can use your personal info to identify you.
TSA Tip: Be Flexible and Listen

TSA continues to make changes to the screening process. Recently individuals have been asked to remove reading material and food items from their carry-ons bags for inspection. Also, any electronics bigger than a cell phone must be removed and put flat in one of the bins.

Put all your reading material/paper in a plastic grocery bag before putting it in your carryon.
Attending a conference: Should you use a conference link to reserve a hotel room?

Maybe Yes...Maybe No
Check out pricing for that hotel in Concur.
It might be less expensive for the same hotel.

You can always return to the conference registration page at a later time to reserve your hotel room.
I know I’m going to lose this business card before I get back to the office.

Take a picture of it with your phone.
Taking photos

• If you have an inkling you should be taking photos of something, take them.

• If you have an inking that you should not be taking photos of something, don’t take them.
U.S. Ground Transportation:
Do not get into a taxi that does not have a meter or one that the driver says has a broken meter.

These cabs are rarely licensed and may cost you more than you have in your wallet!
Budget minder: Try booking airfare Tuesday afternoons

Often an airline will announce a sale on Monday, and by Tuesday afternoon, most other airlines will bring their prices down to match that sale.
TSA TIP: 311

Know the 3-1-1 rule for liquids in carry-ons

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<td># of ounces allowed in each bottle or tube</td>
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<td>One quart plastic bag for the liquids</td>
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<td>One bag per passenger</td>
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Did you know there is a Penn TEM guide for first-time flyers? Perfect for high school students coming to Penn for programs and others who have never flown before. Contact Penn Travel Services for a copy.

(Editable to suit your program)
Sanitize the Airline Tray Table

Use an antibacterial wipe – twice!
Charge everything the night before you travel

You never know if you will be able to find an available outlet when you need one.

Extra Tip: Carry a portable charger
Paying for someone else’s meal?

Write the name of your guest on the detailed receipt when you are signing the credit card receipt.

End result - two required items in one place:
1. Name of the individual
2. Itemized meal receipt
How to get a great hotel room

Tip #1

When you arrive at a hotel check in desk, be personable, smile and say:

“It has been a very long day. I’m so looking forward to that wonderful room you have waiting for me.” Then...stay quiet.

A smile goes a long way to getting that better room, away from the noisy elevator and the vending machines.
How to get a great hotel room

Tip #2

At check in ask for a room with a great view.
(No, you don’t want an upgrade...you just don’t want to look over the alley with the garbage cans.)

Most “view” rooms are kept in tip-top condition.
Hotel Room Not Ready?

Situation 1
If you arrive prior to posted check-in time, check in, leave your bags at the desk and ask them to call you or text you when your room is ready.

Situation 2
If you are arriving after posted check-in time, check in, leave your bags at the desk and ask them where it is best for you to wait for your room. If they think it will be longer than 15 minutes, they may comp you something at their café or bar.
NEW: More Flight Info in Concur Travel

Click the button on the right to View Fares

The Fare Option list will show different types of tickets for the same flight, # of free bags and whether the ticket is refundable.
Is it safe to rate my Uber/Lyft driver?
Do they know it was me?

Ratings are anonymous and both companies take them seriously. At no time does the driver know how a specific individual rated them.

Use these ratings to ensure that the pool of drivers live up to a good experience for all riders.
Does the Uber/Lyft driver know that I tipped if I added a tip using the app after my ride?

Tipping through the app is anonymous. At no time does the driver know which riders tipped them.

Note: All tips go directly to the driver – even if done via the app.
Does the Uber/Lyft driver know my phone number?

No. They hit a button and it dials the number in your profile. At no time is your phone number visible to them.

And, the number you see when you are calling them is also a masked number. It is an Uber supplied number that patches to their phone.
Don’t like the price being quoted for an Uber ride due to surge pricing?

Close the app entirely. Wait a minute or two. Open the app and try again.

Your new request may get a lower price if surge pricing has subsided.
Checked in at the airport, and your flight gets cancelled.

Look for a self-service kiosk. Often the airline will have already rebooked you on a new flight. Enter your info or scan your current boarding pass. The machine will print out your new boarding pass.

If the wait for your new flight is long, they may also print out a food voucher.
Speaking at a conference?

Email your presentation to yourself before leaving work.

If your computer stops functioning, or your thumb drive disappears, you can always forward your email to the conference host and have them load it to a local machine.
Do you book travel for someone else in your school/center?

**Important first step:**
Make sure their Concur profile is fully populated with proper name, travel approver, cell phone number, emergency contact, TSA required info of birthdate and gender, frequency programs, and credit cards.

A huge time-saver with every reservation/ticket booked in the future.
Are you an expense delegate that has problems getting all the receipts you need for an expense report?

Walk the traveler through the steps of verifying their email address in their Concur profile. Then, show them how to email receipts right from their smart phones while they are traveling.

Driving? Tolls?

- Take a few minutes before a trip and go to Mapquest, Google Maps, AAA or other website to determine if there will be tolls on your trip.

- Be prepared with cash or an EZPass, or you may have to find a new way to get to your destination.
What are Starbucks and McDonalds good for – besides a Frappachino and a Big Mac?

Free WiFi
Need to remember your parking spot number, hotel room number or the street address of a meeting?

Use a phone app such as OneNote or Evernote to quickly record it. It’s like a “sticky note” easily accessible as long as you have your phone.
Electricity goes out in Hotel Room?

Grab your phone and a bottle of water.

Step 1: Turn on your phone’s flashlight, and lay your phone down.

Step 2: Take a full water bottle and stand it on top of the light coming from your phone.
Hungry after a long day of traveling?

Instead of room service look to delivery services such as GrubHub or UberEats. You can stay in the comfort of your room, get some local food, and perhaps save some money over ordering room service.
Need another USB port in your hotel room to charge a device?

Check the side or bottom of the TV.
Public WiFi is rarely secure.

Even when using a hotel WiFi connection:
- check that the site address starts with https://
- use VPN, if available
- enable your computer’s firewall
- disable file sharing on your computer

Never enter credit card numbers and expiration dates when using an unsecure WiFi.
Avoid the last flight of the night or a connection late in the evening.

If anything happens earlier in the day to the schedule of that plane, you may be rescheduled to a flight the next day... and stranded for the night.
Book the earliest flight in a day (that will meet your travel needs).

If your original flight is cancelled or delayed, it makes rebooking on a later flight a real possibility.
Monitor the weather 24 hours before traveling.

Might your flight be affected by incoming storm or a storm occurring at your destination?

Are you packing the right clothes?
My credit card was denied!!!

Call the number on the back of the card.

It could be on security hold for potential fraud.
OR
You may be over your credit limit.

Once you know the reason, work to resolve the issue.
Check in with the office

When traveling on University business, be aware of the news. If there was a tsunami, act of terrorism, or other alarming incident in your current location, let your office know that you are OK.
Question: Why am I so exhausted after a day of air travel?
Answer: You didn’t move!

Airports are supporting health and wellness through exercise facilities – often at no cost. Take advantage of your wait time by getting in some exercise. Even if the airport does not have equipment, walking between terminals is great for you. Don’t take those moving sidewalks. Get some cardio!
Do not pay a taxi driver up front to wait for you.

The driver may drive away with your money, and your luggage (if it was in the trunk).
Beware “Basic Economy” Airfare
(not to be confused with Economy or Coach Fares)

You can save a few dollars but...

- You do not receive a seat assignment until boarding.
- You are the last to board the plane.
- You will not be allowed to use the overhead bins – even if they are empty.
- Your ticket does not allow any changes and has no value if not used.
Renting a Car for University related travel?

Requirement:
Take the Fundamentals of Driver Safety Course in Knowledge Link (required once every three years).
Traveler Self Service - EVERYWHERE

At airport kiosk: Log in and print out your baggage tags. Attach tags and drop your bag at the belt.

If you are not using a passport, an agent will verify your identity before you put your bag on the belt.

If you have a passport, some airlines are using facial recognition kiosks to “verify” it is you. No need to see an agent.
Traveler Self Service – EVERYWHERE

**HOTEL KEYS**

- Download the hotel app
- Check In online and choose your room
- Select digital key in the app
- Unlock, unpack and unwind
My hotel sent me a link to check in prior to arrival.

GOOD IDEA!
It puts you on a list ahead of others for available rooms, allows you to verify or change the credit card being used, and at times may even offer you a special amenity for doing self check-in.
Penn Travel Card

Only use it for Penn related travel expenses – such as lodging, meals, rental cars, taxis, trains, airline baggage fees, etc.

IMPORTANT: Requires timely submittal of expense reports!

Best practice – Submit expense report within 30 days of transaction date so we can pay the credit card on your behalf before it will incur any late payment fees.
Use Concur to book Hotels and Rental Cars Worldwide

The rates are competitive, often even cheaper than other sources, and there is no service fee to do this.

IMPORTANT:
A credit card is required - from your Concur profile or you can manually key a cc number in at the time of booking.
What travel expenses can be direct billed to the University?

Airline tickets – ONLY
Using Concur or World Travel
Let us help you

Penn can provide the best support if we know your location while traveling on University business.

Book all domestic flights using Concur (or with a World Travel agent)

Book simple international flights in Concur. Use a World Travel agent for more difficult itineraries.

Register all international trips in GAR before traveling

Global Activities Registry (GAR)
Keep a credit card in your Concur profile

Amtrak, Hotels and Rental Cars all require credit card numbers to book a reservation.
Do not miss your outbound flight!

Your entire ticket, including your flight home, will be cancelled by the airline.

If you are going to miss your outbound flight due to change in plans, traffic, or an emergency, call World Travel
(Only if you booked in Concur or with World Travel directly).
Always carry your Penn Travel Services Emergency Card with you when traveling.

Available from travel@exchange.upenn.edu