

## TIPS AND HINTS FOR THE INFREQUENT TRAVELER

### BEFORE YOU LEAVE

- Call your Credit Card Company and bank to let them know that you will be traveling abroad. Otherwise, they may assume that your card has been stolen and freeze your account.
- Make copies of everything in your wallet and keep at home in case you lose some documents.
- Make sure you have ample time to get through security checks and customs on both ends of the journey.
- Check with your cell phone provider ahead of time to make sure your phone will work overseas. You may also want to see if your company offers a short-term international plan (Both AT&T and Verizon Wireless has one).
- Don't forget to check what plug converter you may need for your electronics!
- Learn a few words or phrases in the language of the country you're visiting.
- Pack enough business professional clothes to meet with the companies.
- Pack an extra copy of your passport.
- Pack your name badge and business cards.

### AT THE AIRPORT/ON THE PLANE

- Wear shoes without shoelaces. Due to security guidelines, you will have to remove your shoes and put them on the conveyer belt to go through X-ray. It's much easier when you don't have to fumble with laces.
- Remember the 3-1-1 rule for carry-on luggage. 3oz or smaller of liquid or gel, 1 quart-size clear plastic, zip-top bag holding the containers, 1 bag per traveler placed in the security bin. Put any other liquids in your checked luggage.
- Remember most major airlines now charge for a checked bag – make sure you have enough money on hand to have your bag checked if needed.
- Not sure what you are allowed to bring on a plane? Check out the TSA website at [www.tsa.gov](http://www.tsa.gov) for a list of permitted and prohibited items.
- Keep your boarding pass and passport within reach to make checkpoints quicker.
- Convert some cash into local currency when you arrive at the airport in your destinations – at least enough to pay the cab driver.
- Bring a card with the name and address of the hotel written in the country's language. You can give it to the taxi driver to make sure you end up at the right hotel!

### DURING THE TRIP

- **PAY ATTENTION DURING COMPANY PRESENTATIONS!!!** Can't stress this enough. The company representatives we visit take time out of their schedules to give us valuable information not only about their business, but also about their local economy. Be engaged and ask questions. Otherwise, they may not want to take the time next year.

- Be Flexible! The itinerary could change during the trip. This is not within our control – it depends on the availability of the site.
- Bring business cards and your UF name tag for each company visit.
- Bring comfortable shoes with you each day of the trip. You may end up doing a lot of walking.
- Be aware of and tolerant of cultural differences when traveling.
- Be open and willing to try new things! Try to take advantage of local foods and entertainment – when else will you have the chance?

#### AFTER THE TRIP

- Turn in your deliverables on time.
- Share your photos with your classmates!

**Have a safe trip!!**

**Tener un viaje seguro!!**

**Mít bezpečnou cestu!!**

**有一个安全之旅!!**