



Global Guidance & Travel Checklist

(Many items on the list could be listed in all three columns.)

Pre-Departure

- Travel Agents, Corporate and Online Services
 - Fees
 - Secrets to purchasing travel
 - Seat selection (SeatGuru.com)
 - Policy
- Hotel ratings, displayed cost, and fees
- Currency and conversion
 - Use of credit cards and fees
 - International fees
 - Exchange kiosks and banks
 - Hidden charges in conversion
 - Notifying credit card companies
 - Tipping in taxis, hotels, and restaurants
- Weather, seasons, and the environment (+ / -)
 - Humidity, rain, heat, sun, snow/ice
 - Temperature
 - Threats
 - Safety procedures
- Packing requirements for women/men
- Baggage weight limits
 - Fees for baggage – domestic vs. international
 - Carry-on limits
 - Travel fluid policy
- Passport requirements
 - Securing a visa and timing
 - Procedure for entrance into a country
 - Procedure for leaving a country
- Framework for male/female behaviors
 - Cultural awareness of differences
 - Proper and improper activities
- Food and beverage challenges
 - On planes
 - In restaurants, hotels, open spaces
 - Areas of concern
 - Manners depending on situation
 - Water challenges
- Medical information
 - Insurance (travel specific or within policy)
 - Shots
 - Diseases
 - Travel advisory
 - Medicines to bring and on location
- Discount and travel cards
 - Rail, boat, ferry, bus, subway
- Computer usage and Internet access
- Basic awareness of heritage, religion
- Economy and social class
 - Poverty, class system, wealth
- Government, police, and military
- Business and traditional customs
 - Gifts
 - Seating

In Transit

- Airports and travel
 - Frequent flier sign-up
 - Upgrade lists
 - Alliances between airlines
 - Lounges (business and first class)
 - Showers
 - What's free/what's not
 - Credit-card access
 - Specialty-card access
 - Coach, business, and first-class offerings
 - Leg room in exit row
 - In-flight entertainment options
 - Secrets to booking shorter flights
 - Security checkpoints
 - Traffic timetables
 - Taxi/bus usage
 - Hailing a cab, bus
 - Paying for cab, bus
 - Official vs. unofficial
 - Light rail/rail/boat (Venice)
 - Electrical power and converters
 - Delays
 - Reading/movies
 - Pod sleeping facilities
- Passport
 - Frequent-visitor benefits
 - Visas while traveling (personal and business)
 - When to carry your passport
 - Fast access cards (APEC, Global Entry)
- What's expected in downtime
 - Drinking and eating expectations
- Major holidays travel advisories
- Car rentals and procedures
- Hotel recommendations
 - Safety recommendations
 - Pricing and fees
- Credit-card holds and final payment
- Jet lag
 - Pills and medications
 - Drinking on plane
 - Impact of travel on others in group
- Cultural and behavioral
 - Eye contact
 - Asking questions
 - Eating with or without utensils
- Drinking water
 - Bottled or tap
 - Food preparation in restaurants with water
 - Airplane and ship meals using water
- Earplugs/systems
 - Noise-cancelling headsets
- Lost luggage

On the Ground

- Emergency numbers
- In-transit services for travel changes
- Traveling in groups or individually
- Political precautions
 - Demonstrations, riots
- Baggage and personal belongings
 - Security with hotel
 - Safes
 - Storage of luggage
- VAT and tipping expectations
 - Taxis, restaurants, hotels, guides
- Language
 - Different definitions in different cultures
 - Languages spoken (primary language)
 - Securing translators
 - English spoken or not
- Telephone and data
 - GSM, CDMA, quad-band
 - Roaming fees
 - Data fees
 - Access to data plans
 - E-mail, texting, video conferencing
- Touring and travel guides
- Finding alternative accommodations
- Currency conversion in transit
- In-country representation
 - Consulate, embassy
- Electrical plugs and converters (multiuse)
- Access to over-the-counter drugs
- Local and regional news
 - Television
 - Newspapers
- Medical emergencies
 - Hospitals
 - Evacuations
 - Using insurance
- Shopping
 - Negotiations
 - Bargains
 - Safety
- Drinking water
 - Bottled or tap
 - Used to prepare food in restaurants, planes, ships, trains
- People you might meet
 - Street, airport, cities/towns
- Local transportation fees
 - Cab and cab colors
- Nightlife and entertainment
 - Safe areas, scams, drug use, rape
- Police, military (Rights and privileges)
- Private security

