

BEFORE YOU GO

- **Research basic information about your destination.**
- **Leave a copy of your itinerary with a trusted family member or friend.**
- **If you are driving, make sure your vehicle is in good working order.**
- **Get copies of maps of your destination to locate routes, attractions, and essential services.**
- **Consider the use of UA Fleet Services vehicles, which are well maintained and include roadside assistance. Recent models with the current generation of safety features are recommended.**

INTERNATIONAL TRAVEL TIPS

- You need a current, valid passport if you are traveling anywhere outside of the U.S. If you don't have a current, valid passport, visit the U.S. State Department's Web site to apply for or renew your passport.**
- In addition to a passport, you may also need a visa to visit some countries. Check with either the U.S. State Department's Web site or your host country or countries' tourism or foreign affairs Web sites.**
- Plan to drive in another country? Check to see if your driver's license is valid abroad. You may also need an International Driving Permit or a translation of your U.S. driver's license.**
- Find the local U.S. consulate or embassy's address and phone number.**
- Research basic information about the country or countries you plan to visit to help you become familiar with local laws and customs. Also, check with the U.S. State Department to see if there are any warnings or advisories for special considerations for the country or countries you plan to visit.**
- Become familiar with some basic words and phrases in the language of the country or countries you plan to visit.**
- Register with the U.S. State Department to make it easier for the U.S. government to help you in an emergency abroad.**
- Make photocopies of your passport, airline tickets and visa. Carry one set of copies in a safe place and leave another set of copies at home with a trusted family member or friend.**
- Your health and accident insurance may not be valid outside of the U.S. Check with your insurance provider to see if you need additional travel health/accident insurance.**

- Some countries have restrictions on things you can bring with you or take home with you.
- There may be restrictions on bringing certain things back to the U.S. with you. Check with U.S. Customs and Border Protection for more details.
- Do you plan to use your mobile phone while visiting other countries? If so, check with your service provider to insure that your plan offers coverage in the areas you plan to visit.
- Plan for the possibility that your phone will be damaged, lost or stolen. Write down names and telephone numbers of your important contacts and keep this information in a safe place separate from your phone.

GETTING PACKED

- If you need any prescription medication, bring enough to last you the duration of your trip and keep it in the container provided by your pharmacy as confirmation that the prescription is valid. Also, if you wear glasses or contacts, bring an extra pair.
- Don't pack or bring any prohibited items, such as weapons, sharp objects, or dangerous substances.
- Limit the amount of cash or credit cards to what is necessary.
- Don't pack or bring valuables.
- Make sure your baggage is labeled with your name and phone number, and use a luggage tag.
- Remember the rules for what you can carry on and what needs to be checked when flying. Visit the Transportation Security Administration web site to learn more about these rules.

AT THE AIRPORT AND IN THE AIR

- Never leave your baggage unattended.
- Don't let anyone other than airport staff members handle your luggage.
- Don't accept any packages from strangers.
- Report any suspicious activities.
- Follow all safety and security rules and instructions.

ON THE ROAD

- Plan your route in advance and use maps or web-based mapping programs to determine the best route.
- Don't drink and drive, and don't ride with anyone who has been drinking.
- Don't drive if you feel drowsy. Take a break every 3-4 hours and share driving responsibilities on longer trips.
- Don't use cell phones or other electronic devices while driving.
- Be aware of road conditions and your surroundings. Check weather, road condition and traffic websites prior to your departure.
- Park in well-lit and well-traveled areas.
- Keep your car's doors locked and all valuables and luggage out of sight.
- If you are having car trouble, only accept help from police or other authorized personnel.

IN YOUR HOTEL

- Seek Hotels/Motels with room access via interior hallways and with controlled access during the evening hours.
- Keep your hotel room door locked at all times and use deadbolts or other added hardware as an added measure of protection.
- Ask visitors to meet you in the lobby or other public spaces in your hotel.
- Use the hotel safe to store valuables.
- Don't get into an elevator alone with suspicious strangers.
- Ask hotel staff about safety and security policies if you are unsure.

OUT AND ABOUT

- Pay attention to your surroundings.
- Don't take more cash or credit cards than you need.
- Don't accept rides from strangers.
- Avoid large crowds, demonstrations, or public confrontations.
- Keep a low profile.
- Don't have too much alcohol to drink and stay with your travel group. Do not leave anyone behind.
- Stay in well-lit and well-traveled places.
- Don't "flash" your cash or other valuables.
- Don't discuss travel plans with strangers.
- Find the location of the nearest police station, hospital and other safe places.

- Report any suspicious activities to the police.
- If you are robbed, don't resist.