

# Travel Reminders and Tips

## Safety and Security

- Remove any and all prohibited items from carry-on and checked baggage. Visit [www.tsa.dot.gov](http://www.tsa.dot.gov) for a complete list, or click here for a handy brochure: <http://www.tsa.gov/assets/pdf/311-brochure.pdf>
- Consider placing articles in clear plastic bags inside your baggage to minimize handling or your personal items
- Consider wearing footwear that is easily removed to speed security check-in
- Have boarding pass and proper, approved identification easily available
- For international travel, do not outwardly display any nationality affiliations

## Time Savings

- Print boarding pass online at the specific airline website 12 to 48 hours in advance based on carriers rules and regulations
- Use airline check in kiosks for most major carriers – allows for check in, seat changes and baggage check at one convenient location and avoids check-in lines

## Cost Savings

- Verify you are receiving the lowest available rate at hotel upon check-in – rates can be adjusted due to hotel pre-booking levels
- Use electronic tickets – most carriers assess an additional \$20 - \$50 for issuance of paper tickets
- Be aware of baggage check-in limitations with size and weight – most carriers now charge excess baggage fees for additional weight and oversize baggage
- When booking travel, review flights that leave a few hours before and after your preferred time, as well as a day before and after your initial search date-there may be cost savings in flight schedules if your departure /return are flexible