

Travel Safety

Tips for successful and safe
business travel

Three Types of Safety

- Physical safety
- Property safety
- Psychological safety

Pre-trip Preparation

- Make travel reservations through Navigant
- Leave copy of itinerary with family member or co-worker
- Keep all travel documents in one place

Packing

- Leave valuables at home
- Empty wallet of unnecessary credit cards
- Pack lightly or use bigger suitcase
- Bring a small flashlight
- Do not lock suitcases

Clearing Airport Security

- Print boarding pass in advance
- Minimize luggage
- Bring laptop computer only if absolutely necessary
- Wear easy-off shoes
- Don't carry large amounts of change or keys
- Be aware of underwire bras and body piercings
- Have a sense of humor, but don't make jokes about security

On the Aircraft

- Put heavy luggage under seat rather than overhead
- Listen to flight attendants' safety advisory
- Identify two nearest exits
- Avoid heavy alcohol consumption

Leaving the Airport

- Move with calm confidence
- Use only clearly designated taxis and shuttles or reputable car rental companies
- Keep close tabs on your luggage on hotel shuttle buses

In the Rental Car

- Mapquest driving directions prior to departure
- Become thoroughly familiar with car before leaving the lot
- Place luggage and other items in trunk, if necessary

At the Hotel

- Avoid hotels with exterior corridors
- Request rooms on 2nd – 4th floors
- Be discreet about room number and location
- Maintain credit card and identity security
- Use bellhop or a buddy to ensure room is empty
- Locate nearest fire escapes
- Use deadbolt locks at all times

At the Hotel

- Be careful about ordering room service or pizza delivery
- Use in-room safe for valuables
- Keep coat, shoes, purse, flashlight, and room key together in one place for quick escape

At Your Destination

- Shield credit cards from view during transactions
- Use hand or body to block view of calling card and ATM transactions
- Divide your money – take only what you'll need out of hotel safe

At Your Destination

- Be very aware of pickpocket scams
 - The Pickpocket Duo
 - The Purse Cutter
 - Children as thieves

International Travel

- Take copies of all travel documents and keep them separate from originals
- Keep phone numbers for hotel and American Embassy with you at all times
- Keep prescription drugs in original containers and carry copy of prescription
- Learn key basic phrases in foreign language prior to arrival

International Travel

- Maintain a low profile – avoid being obviously American
- Avoid being near large demonstrations
- Stay in “American” hotels and areas – or not?

Travel safely!

Be successful!

Have fun!

Questions?