

Quest

e-newsletter

Information, insight and inspiration for your quest

SPECIAL TRAVEL EDITION
June 2002
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This issue

Travel Tips:

- Air and Road Travel
- Baggage
- Lodging

Travel Tips

What you should know before you go

Whether you're planning a business trip, a summer vacation or a weekend getaway, you'll want to read this special travel edition of *Quest*. It's full of travel ideas and tips – some from my own “live and learn” experiences and some I picked up from my “road warrior” colleagues.

You'll find information on the new guidelines for air travelers, tips on making hotel reservations, and time-saving ideas for packing. You'll discover where to find road construction hot spots on the web and how to download travel information to your handheld organizer using free software. You'll learn where you can get “Airport Guides” on more than 50 airports worldwide, how to protect your laptop when traveling and so much more.

Each time I travel, I discover something new that can make my next trip even better. I hope you feel the same after reading this month's special travel issue.

What to Pack

If you plan to travel by plane, review the new Transportation Security Administration (TSA) guidelines. For a complete list, visit www.tsa.dot.gov and click Traveler Tips. For a quick snapshot of what's prohibited and permitted, see [Figure 1](#) on page 2.

Other important items to carry when you travel include:

Government-issued Photo Identification – such as a driver's license or a passport. When traveling by plane, check the name on the ticket and your ID. If you've had a recent name change, you might consider taking documents showing the change (e.g. marriage certificate or court order).

The Basics – Consider creating a checklist of all the things you need to carry on your trip. I've created a list on the computer including subheadings for each category (e.g. Toiletries, Beauty, Fashions, RX/Food, Misc.). I keep this list packed in my carry-on bag. It speeds up the packing process and helps to reduce the number of items forgotten at home or left behind in hotel rooms. I also keep my toiletry bag stocked and packed at all times. This has proven to be a big timesaver.

Weather-related Items – Sunglasses, umbrella, all-weather coat, etc. You will want to check the weather forecast for the locations on your travel route and your final destination. Some sources for weather information include The Weather Channel television network (on the web at www.weather.com) and the National Weather Service web site at www.nws.noaa.gov.

Travel Clock – Having your own clock will serve as the perfect backup for the hotel alarm clock or a wake-up call. It's also easier to set since you're familiar with it. If you travel frequently across time zones, consider an Atomic alarm clock. This radio-signal controlled clock automatically sets itself to the U.S. Atomic Clock, so you always have the correct time. Visit www.sharperimage.com or www.usatomicclock.com for more details.

Carry-on Bag – Be selective about what you pack in your carry-on. I reserve this bag for items critical to my trip (e.g. important business documents, presentation materials/notes, medicine, toiletries and a change of clothes). When traveling for business by plane, I always wear a suit in case I get separated from my checked baggage.



Cash – Having a supply of one-dollar bills can come in handy during your trip (e.g. taxi, shuttle bus, meal tips, room service, vending machines).

Laptop – With more rigorous airport security measures in place, laptops are subject to additional inspection at checkpoints, including removing the laptop from its case and turning it on. Under these conditions, you risk equipment being damaged. Plus, theft is a concern anytime you travel with a laptop. Consider leaving the laptop at the office and using a handheld (e.g. Palm or Visor) with a portable keyboard, or loading software on your PC that allows you to access your PC using a web browser. Check out www.gotomypc.com or www.laplink.com for more details on how you can remotely access your computer files and applications from any Internet-connected computer.

Comforts of Home – Traveling can drain your energy. Recharge your battery and relax by enjoying a few comforts from home. Consider packing a scented candle, air freshener, tea bags or your favorite music CD. Also consider packing a nightlight. An unfamiliar hotel room can be difficult to navigate in the dark.

<u>AIR TRAVEL</u>	
Prohibited and Permitted Items	
<i>(From the TSA as of May 29, 2002)</i>	
Prohibited	Permitted
Razor blades (not in a cartridge)	Nail clippers with nail files attached
Straight razors	Safety razors (including disposable razors)
Pen knives	Eyelash curlers
Mace	Tweezers

Figure 1— For a complete list, visit the Transportation Security Administration (TSA) web site at www.tsa.dot.gov. Also check with your airline for additional restrictions.

Baggage

- When traveling by plane, consult your airline for baggage restrictions and limitations (size, weight and number of bags allowed). According to the Transportation Security Administration (TSA), travelers are limited to one carry-on bag and one personal bag (e.g. briefcase or purse) on an aircraft. Visit the TSA web site at www.tsa.dot.gov for a complete list of traveler tips and guidelines.
- Remember to remove old claim check tags from bags.
- Fasten ID tags to your bags. I also tuck my business card in my bags and coat pocket. Because many bags look alike, attach something unique to your bags (e.g. a neon sticker on your ID tag or your business card laminated).
- Document the manufacturer, style and any distinguishing features of your baggage. This information will come in handy if you need to report your baggage lost.
- Consider taking an extra bag with you or allocating space in your suitcase for items you plan to carry back from your trip (e.g. gifts, business materials, souvenirs). You can also ship these items directly to your home or office.

Reserving a Hotel Room

- Consider the type of room and hotel services you need (e.g. smoking, non-smoking, single or double capacity, double or single bed, in-room Internet dial-up access, business center support).
- Remember to ask about discounts (e.g. AAA, Entertainment Book, Military, etc.).
- Ask about early check-in and late check-out (availability, times and cost).
- Review the details of your reservation (e.g. date of arrival, departure date, rate). Also get your confirmation and cancellation numbers.
- Inquire about airport shuttle service and transportation options.
- Ask about the location of the room and if your sleep could be disturbed (e.g. ice and vending machines, elevators, a banquet room full of party goers, high school students on the same floor enjoying a field trip).

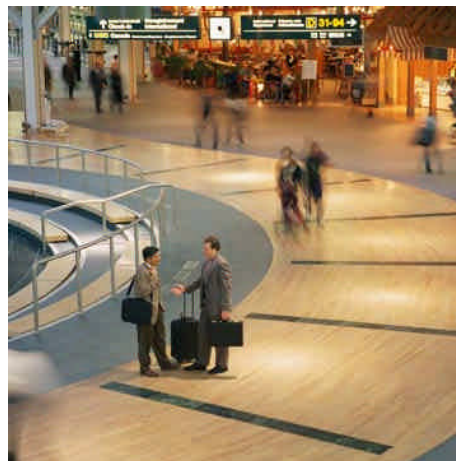
Traveling by Plane

Be aware of the updated guidelines for air travelers. Contact your airline and review the Transportation Security Administration (TSA) guidelines by visiting www.tsa.dot.gov and clicking Traveler Tips. You will find information about check-in, screener checkpoints, and a detailed list of permitted and prohibited items. Also see “What to Pack” and “Baggage” in this issue of *Quest*.

Check your flight status before you leave for the airport. Call your airline, the airport, or go online to a travel site like www.expedia.com.

Carry a list of important telephone numbers with you. This list should include the airport, your travel agent, your hotel or final destination, and the toll-free number of the airline. This last telephone number will definitely come in handy if your flight is delayed or cancelled. While waiting in line at the ticket counter to schedule another flight, call the airline. Chances are good you'll book a flight before you reach the airport ticket counter.

Become familiar with the various airports you'll be using. On the Expedia.com web site, you can find helpful “Airport Guides” that describe in detail the facilities and services of more than 50 airports worldwide. These guides include information on the terminals, places to eat and relax, ground transportation, services for business travelers and important telephone numbers. Visit www.expedia.com/daily/airports/default.asp.



Traveling by Car

Plot your route. The Internet is full of travel web sites; one of my favorite sites for driving directions is www.mapquest.com. You'll find maps, detailed directions, and lodging options along the route. You can also reverse the route and get directions for the return trip. If you're a handheld organizer user, you can download driving directions to your handheld device using AvantGo's free software. To install AvantGo, visit <https://ami.avantgo.com/setup/download.html>.

Consider becoming an American Automobile Association (AAA) member. AAA membership includes emergency road service, lodging and dining discounts, Triptik for travelers and much more. The Triptik includes a map of your route and details on construction areas you'll encounter. Triptik is now available on the Internet for AAA members. For more information about AAA, visit www.aaa.com.

(Continued on page 4)

Check out the Federal Highway Administration web site.

The site (www.fhwa.dot.gov/trafficinfo) includes a variety of web links including:

- AAA RouteMaster Construction Hot Spots North America
- Rand McNally Construction Information for North America



Fill a laundry basket with things you'll want easy access to while in the car. This might include: snacks, water, paper towels, audiotapes/CDs, your maps, list of important telephone numbers, and recycled grocery bags for trash. Other items that are good to have handy - a cellular telephone and cash, including coins.

I hope you've gleaned some useful ideas that will make your future travels even more enjoyable and safe. Remember, a well-informed traveler is a happy traveler.

Additional Resources on the Web

Trip.com – This site is a comprehensive travel planning resource, geared towards customization and personalization, enabling travelers to plan the ideal trip. In addition to airline tickets, rental cars, hotel and resort accommodations, you'll find also find last-minute vacation packages at www.trip.com.

Condè Nast Traveler On-Line – This site is for those who love to travel. Learn travel secrets from well-respected writers and avid travelers. To find out more about this site and the beautiful travel magazine by the same name, visit www.cntraveller.co.uk.

Concierge.com – This site is the on-line "travel-planning" division of *Condè Nast Traveler* magazine. Plan your vacation and learn about the newest trends, including new hotels and hip restaurants. My favorite feature on the site is the Travelog. It's a great way to share travel advice and your favorite memories. You can create your own Travelog online, including pictures. Or you can browse the Travelogs of others and get ideas for your next vacation. To learn and see more, visit www.concierge.com.



Jennifer is a professional speaker, author and president of CommuniQuest, Inc. Through her seminars and keynotes, she delivers fresh insight and proven techniques on how to work smarter and live a more satisfying life. For more information on her workplace strategies and inspirational programs, visit www.communiquest.com or call 1-888-866-0821.

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