

TRAVEL CHECKLIST

PROGRAM/TRAVEL WEEK _____

DATE _____

Paperwork:

Date Submitted: _____

- ☐ Check Requests
- ☐ Travel Authorization

Transportation:

- ☐ Car
 - Rental _____
 - School Vehicle _____
- ☐ Plane
 - Departure: _____
 - Return: _____

Reservation/Confirmation #: _____

Carrier/Flight # _____

Hotel(s):

Hotel(s) _____ Date(s) _____ Confirmation number(s): _____

Packing List:

- ☐ Itinerary (leave copy with office)
- ☐ Functional Travel Case, Boards
- ☐ Nametag
- ☐ Materials (catalogs, v.books, apps, road pieces, visit broch., fin. aid info, acad/department pieces)
- ☐ Accident Procedures/Contact Info
- ☐ Table cloths (clean, unwrinkled)
- ☐ Pens
- Notes on quantities: _____

☐ Extra supplies: rubber bands, paper clips, blank paper/notepad

☐ Business cards

☐ Mailing materials?

Ship date: _____

Ship to: _____

- ☐ Personal suitcase
- ☐ Cell phone, charger
- ☐ CD's, postcards, stamps
- ☐ Credit card(s)/cash
- ☐ Maps, area information (don't rely on mapquest)
- ☐ Umbrella, sunglasses
- ☐ Emergency numbers—home and school

Travel Communication:

Date mailed: _____

☐ Program RSVP

☐ Private Visit Confirmation(s)

High School: _____ Address: _____ Phone: _____

counselor name: _____ e-mail: _____

☐ Postcards/E-mails to prospects date mailed: _____

BEFORE YOU LEAVE:

- ☐ Obtain list(s) of enrolled students
- ☐ Confirm reservations
- ☐ Set out of office message for email, voicemail
- ☐ Leave itinerary with office, family/friends
- ☐ Arrange for newspaper/mail pick up, bill payment, etc.

AFTER YOU RETURN:

- ☐ Follow up immediately with any requests
- ☐ Enter cards in computer system
- ☐ Send cards/postcards, etc. to students
- ☐ Send thank you to private visit hosts
- ☐ Complete reimbursement paperwork
- ☐ Complete prog. eval./make travel notes
- ☐ Unpack unused materials

Cheaptickets.com
Comparisontravel.com
Expedia.com
Orbitz.com
Priceline.com
Travelocity.com

AIRLINES

| | | |
|-------------------|---|-------------------------------|
| American Airlines | http://www.aa.com/ | 817-967-2000 |
| America West | http://www.americawest.com/default.asp | 800-327-7810 |
| Delta | http://www.delta.com | 800-221-1212 |
| Northwest | http://www.nwa.com/ | 800-225-2525 |
| Southwest | http://www.southwest.com/ | 800-I-FLY-SWA® (800-435-9792) |
| United | http://www.united.com/ | 877-228-1327 |
| USAirways | http://www.usairways.com | 800-943-5436 |

RENTAL CARS

| | | |
|------------|---|----------------------------|
| Alamo | http://www.alamo.com/ | 800-GOALAMO (800-462-5266) |
| Avis | https://www.avis.com | 800-230-4898 |
| Budget | https://rent.drivebudget.com/Home.jsp | 800-527-0700 |
| Dollar | http://www.dollar.com | 800-800-3665 |
| Enterprise | http://www.enterprise.com | 800-261-7331 |
| Hertz | http://www.hertz.com | 800-654-3131 |
| National | http://www.nationalcar.com/ | 800-CAR-RENT® |
| Thrifty | http://www.thrifty.com/ | 800-THRIFTY |

HOTELS

| | | |
|-----------------|---|--------------|
| Choice Hotels | http://www.choicehotels.com | 877-424-6423 |
| Hampton Inn | http://hamptoninn.hilton.com | 800-HAMPTON |
| Hawthorn Suites | http://www.hawthorn.com/ | 800-527-1133 |
| Hilton | http://www.hilton.com | 800-HILTONS |
| Holiday Inn | http://www.ihotelsgroup.com | 866-655-4669 |
| La Quinta Inn | http://www.lq.com | 866-725-1661 |

TRAVEL TIPS

- Become familiar with your institution's policies on travel expenses, credit card procedures, travel advances, receipt requirements, per diems, reimbursement procedures, calling card, cell phone, hotel phone use, laundry/dry cleaning reimbursement, etc. **BEFORE YOU BEGIN TRAVEL.**
- NEVER** charge personal expenses on the school credit card.
- Use common sense with expenditures, use of calling cards, cell phones, etc.
- Take care of yourself: eat healthy meals, not fast food all the time, and not at 10 p.m. Fruit is a great between program snack.
- Don't stay out all night (or even half the night!). A good night's sleep helps ensure that you are operating at 100% the next day.
- NEVER** show up to a fair with a hangover. Use moderation in all activities on the road. Your professional reputation is at stake.
- Use "alone" time after programs and at night to recuperate and prepare yourself for the next day—mentally and physically.
- When traveling (even on planes or in car travel) dress in a manner that would not leave you embarrassed if you ran into your president, a board of trustee member, or a prospective family.
- Remember that you **ARE** your institution while you are on the road. Take the responsibility seriously.
- Check in with your office daily so that they know how you're doing, and so that they can inform you of any program changes or other items that may have come up since your departure.
- Always try to see the counselor at some point during a private visit. Making a connection with a high school counselor can reap benefits for your school for years to come.
- Utilize information gathered by previous counselors who have traveled to the area you will be visiting (great places to stay, eat, visit).
- Pack lightly, not **EVERYTHING** you own, choose basic pieces that can go with a lot of things. A good rule of thumb is to lay out everything you think you'll need—then only pack **HALF**.
- Use plastic bags over business attire before packing to reduce wrinkles.
- Don't forget to take tennis shoes/workout attire. Working out is a great way to relieve the stress of travel, kill time, and work off all of those college fair cookies. It also helps keep up your stamina for a long travel season.
- Take your bathing suit. A swim is a great way to relax after a hard day of road warrior activities.
- Leave expensive jewelry and any unnecessary items at home.
- If you are flying, always keep a program's worth of materials in your carry on bag in case your luggage doesn't arrive with you.
- Always record confirmation numbers, guarantee rooms with a credit card for evening arrivals.

- Try to keep all receipts in one location.
- Make sure that you have all of your belongings (including CD's, receipts, etc.) with you before returning a rental car.
- Use travel sites such as Expedia, Cheaptickets.com, and Travelocity for the best rates on air fares.
- Evaluate economy of Saturday stays.
- Consider joining AAA for discounts.
- Join hotel membership programs (e.g. Marriott Rewards, Hilton Rewards, etc.).
- Look for hotels with continental breakfast to save money.
- At the hotel, set an alarm AND get a wake up call. Sometimes the alarm is broken, and the power goes off. Wake up calls are not fool-proof, either.
- Always check rooms carefully for all of your belongings before checking out.
- Keep mints, gum, and water in the car.
- Keep reading materials in the car, in case of early arrival or canceled programs.
- Properly tip waiters/waitresses, bellhops, and skycaps.
- Don't assume that because of bad weather, the school is closed or the program is canceled—always call to confirm.
- In case of emergency or sickness, notify your office immediately.
- Make sure you have a full tank of gas before beginning your day.
- Become familiar with your institution's procedures for accidents and insurance reporting.
- Enjoy yourself! Travel is one of the great perks of admissions work. Take the opportunity to explore new places, and visit local attractions.
- Remember that you are there to work, however, so NEVER skip programs.
- Befriend veteran counselors on the road. They usually know the most efficient ways of doing things (and the best places to eat, visit...).



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SAFETY TIPS

HOTEL:

- Select hotels with interior room access.
- Travel with other counselors when possible, carpool if you're all headed from the same hotel to the same program.
- At the hotel, request a room change if the clerk announces your room number aloud in front of others.
- Familiarize yourself with fire escape routes, stairs, and the number of rooms between yours and stairs.
- Always utilize deadbolt, **never** leave room open or ajar.
- Always leave a light on.
- Always use peep hole; never let anyone into your room without verifying identity, call office to verify if unsure.
- Use the hotel safe for any valuables that you might have.

GENERAL

Before departure, evaluate contents of wallet/purse. Carry only those items needed for travel. Record contents, credit card numbers, and phone numbers separately in case of loss/theft.

Keep credit cards/cash with you.

Always use business address/phone when making arrangements and on luggage tags.

At your hotel, unload luggage first if you must park in a remote location. Try to keep one hand free at all times.

Keep your cell phone with you, (but not "on" at programs).

Always stay alert and tuned into surroundings; communicate the message that you're calm and confident, walk purposefully, make eye contact.

CAR:

Educate yourself on traffic problems/issues in a new city.

Lost or car problems, park at a convenience store, restaurant, or other public place to ask for directions or assistance.

If you have vehicular failure, don't panic—remain calm. Call *HP or 911 if an emergency. Stay in your vehicle with the doors locked.

Parking Garages: consider access, security, lighting, etc. always park in well-lit areas, even if it means walking a little further.

Familiarize yourself with your rental car company's policies/contacts in case of an accident.

In case of an accident...always get police report, remain in car.

Always follow the speed limit—even if you're late for a program...speeding tickets are not approved expenditures!

Place maps within easy reach of driver's seat.