

Notes, Etc.

Vertical lines for notes.

### TRAVEL TIPS

#### CHECK-IN & RECONFIRMATION

Be sure to check in and reconfirm your on-going reservations at each destination in accordance with instructions from your travel agent. Time requirements vary for check-in and reconfirmation depending on whether your flight is domestic, international or intercontinental and also according to the plan under which you are traveling.

#### PICTURE I.D.

A government-issue picture I.D. will be required at check-in. Please make sure the name on your ticket matches the name on your I.D.

#### LUGGAGE IDENTIFICATION

Airlines have the right to refuse to check in baggage which is not identified as to ownership on the outside of each piece. A last name and OFFICE address should insure that no casual observer can be aware that you are away from your home address.

#### PROHIBITED ITEMS

The following items are NOT permitted in your carry-on baggage, but CAN be included in your checked baggage: metal scissors, pocket knives, loose razor blades which are not in a cartridge or safety razor, golf clubs, hockey and lacrosse sticks, pool cues, ski poles, baseball bats, BB guns, compressed air guns, martial arts weapons, and tools such as screwdrivers, saws, drills, hammers, pliers and wrenches. Please pack your baggage appropriately to avoid problems at security checkpoints.

#### DELIBERATE OVERBOOKING

Airline flights may be overbooked and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. In such a case, the person may be entitled to a compensatory payment. The rules for denied boarding compensation are available at all ticket counters.

#### EXCLUDED RESPONSIBILITY

Liquids and all fragile items such as cameras are carried at the risk of the passenger. Claims are not compensatory for damage to or by such articles when they are contained in checked baggage.

FLIGHT	GATE	SEAT



TRAVEL DOCUMENTS FOR

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**AGENCY  
NAME/LOGO**

**Address  
Phone / Fax  
Website**