



TRAVEL NOTES



Travel & Tour Designer

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travel @ ease

Are you prepared?



Choosing a destination

- Does the destination offer value for money
- Health & safety restrictions
- Do you require a VISA
- What is the climate & language spoken
- Which airlines fly to the destination
- Contact details of the Embassy or Consulate of South Africa

Accommodation

- Type of accommodation available
- Does the hotel have a child policy
- Does the hotel cater for the physically challenged
- Method of payment (is a deposit required)
- Does the hotel cater for your dietary

Transportation

- Is the transfer to and from the hotel included in the package
- Chauffer drivers can be expensive but shop around for a good deal (book a local tour)
- Self-drive (car hire) you require:
 - *Valid international driving license
 - *Credit card (seldom rented on a cash basis)
 - *Valid passport

Purchasing of tickets

- Various methods of payment
- Are airport/fuel and war taxes included in the price quoted
- Route of travel: connecting times to other destinations or airlines
- Restrictions on the ticket purchased especially discounted tickets
- Is insurance included, if not, how do you obtain extra insurance

Foreign Exchange Rate

- Where are you able to purchase foreign exchange
- Which documents do you require in order to do the transaction
- When is best to purchase it
- Best method of payment
- Safety of purchasing travelers cheques instead of cash

Luggage

- Purchase the most durable and best quality luggage you can afford
- Check guarantees and warranties
- Best way of packing is to roll your clothes
- Include a change of clothes in your hand/overnight luggage in case your bags go astray
- Pack medication in your hand/overnight luggage (tightly sealed) – ensure you have valid Drs. Letter and/or prescriptions
- Do not over pack your bags (excess weight will be charged per kilo)

Passport

- Vosso passport required
- At least 2 blank pages in passport
- Make sure passport is in a good state (no broken pages)
- *When and where do you collect the passport

VISA

- Most visa's are obtainable directly from embassies or consulates
- Certain embassies and consulates do not issue visas (check with travel agent)
- Special requirements and procedures are required to obtain a visa. All embassies and consulates differ
- Check the validity of the visa so you don't overstay in a country and pay penalties

Check in

- All airlines have a specific check in policy – check airlines
- You need your ticket, luggage and passport (if you are crossing borders)
- Once check in is complete, the only document needed now is your boarding pass and passport (if you are crossing borders)
- Boarding gates close 20 minutes before departure