

Best Practices for Monterey (MIIS) Travel – **Travel Tips**

Packing and Airport Protocols:

Do NOT carry prohibited items to the airport – see <http://www.tsa.gov/> ==>”for travelers”=>”air travel”=>”prohibited items” OR “travel assistant” for a list and for other suggestions to speed your check in, screening and passage to your departure gate.

ALL liquids must be in containers of no more than 3.4 oz and must be placed in a clear 1-gallon freezer bag for screening – one bag per traveler. This means shampoos, cosmetics, etc. and precludes carrying those bottled waters thru the screening barrier!

Carry on baggage is limited to **one** carry-on bag + **one** personal item which includes backpacks, laptops, purses, briefcases, cameras. Remember 1+1.

Arrive at the airport one hour before scheduled domestic flight departure; two hours before international flights.

Have a valid photo ID available for check-in.

ID and boarding pass(es) are required to gain access through security screening to the departure gate.

- **Boarding Passes:** Available from: The airline ticket counter; curbside check-in; your airline’s self-service kiosk in the airport lobby (if available); your airline’s website.

Place laptop, shoes and coat in bins prior to security screening. Be sure your laptop is clearly labeled as this is one of the items most often forgotten in the process of security screening.

Hotels

Reservations made through travel agent should be guaranteed for “late arrival”.

Note that cancellation policies vary by hotel; please check your itinerary for specific requirements and, if you need to cancel your reservation, please call your travel agent for assistance.

If you cancel a reservation yourself, **be sure** to obtain a cancellation number and the name of the individual assisting you to avoid difficulty if you are later billed as a “no show”.

Request any upgrades for your travel at the time of check-in.

Confirm any special requirements you may have for your accommodations at the time of check in.