

TRIP DEPARTURE NOTES

AIRLINE TICKETS:

- If we have made airline reservations for you, your tickets, or a voucher for them, are enclosed, along with the most recent itinerary. ***Please use this itinerary as the most recent flight information, NOT what is printed on your tickets!*** It is the passenger's responsibility to call the departure airline directly to reconfirm their departure flights from the United States, and check for any last minute schedule changes.
- If we have **NOT** made airline reservations for you, please be certain that you have sent us a copy of your most updated flight schedule, so that we can properly arrange for your airport transfers.
- If we are providing your airport transfers during your trip, those on-going flights will be reconfirmed by our local staff.
- If we are **NOT** providing airport transfers for you during your trip, you must reconfirm your own on-going flights. Failure to do this (at least 72 hours prior to departure) can result in your space being cancelled! (Airlines in Latin America are very serious about this!). This applies to domestic **and** international flights.

SEAT ASSIGNMENTS, MILEAGE NUMBERS AND MEAL SERVICE:

- Seat assignments have been assigned where possible based on your requests. Occasionally, the type of seat you prefer may not be available in advance and we will confirm you the next best alternative. It is usually possible to make seat changes when checking in for your flight at the ticket counter, as the airlines hold several rows of seats that they allow to be confirmed *only* at the airport.
- Mileage numbers have been added if you have provided us with those. Please be certain to carry your mileage card with you, and verify with the airlines at check-in that they have the correct information. To enroll in a mileage program, you should call the appropriate airline's toll-free number for assistance.
- Most US airlines do not provide meal service on domestic flights, or some of their shorter international ones—but may offer food for purchase on some routes. Generally no special meals (vegetarian, etc) are offered on their international routes. Please plan accordingly!

AIRPORT CHECK-IN:

- 2 to 3 hours in advance is the minimum required check-in for most international flights. If you are changing planes to depart the US, your first flight is considered your international departure, and you need to observe the int'l check-in rule for this flight. Be sure to contact your airlines (via their website or by phone) for updated requirements, special advice for holidays, etc.

AIRPORT TRANSFERS:

- Please look for a representative from our local office, who will be hold a sign with your name on it (and/or our company name, Latin American Escapes) as you exit the airport (train or bus). He/she will assist you with your bags, transfer you to your appropriate destination, and answer any questions you may have. If you change

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your flights, and do not notify our office at least 72 hours in advance, we will not be able to change your transfer arrangements. Unused transfers are *not* refundable.

- Please attach the enclosed **baggage tags** to your luggage so our local representative can easily identify you as a Latin American Escapes client.

VOUCHERS FOR SERVICES AND HOTELS:

- Your final documents include travel vouchers from Latin American Escapes to the company and/or hotel handling your trip. These may or may not be required by our local office, but we prefer to provide all of our clients with these vouchers. In some cases, you may find your vouchers made out to different companies. Please make sure that only the appropriate vouchers are taken! An additional set of vouchers, marked "copy" has been included for you to keep in the event that the original ones are required.
- **Exact departure times for all tours and transfers will be reconfirmed to you by our local office during your stay.**

EMERGENCY CONTACTS:

- A list of emergency contact information is provided with your final itinerary. There may be portions of your trip where you are unreachable by telephone, in which case, the number for our local country office should be used. **Please be sure to leave this information with anyone that may need to reach you in an emergency situation. Our office is not authorized to discuss your personal travel plans with anyone (including your airline itinerary), nor will we release this contact information.**

LAST MINUTE REMINDERS:

- Be should carry a photocopy of the first 2 pages of your passport, 2 extra passport photos, another photo ID, and a photocopy of your airline tickets. These are invaluable if your passport or tickets need to be replaced (Carry these separately from your passport)
- **Baggage limits/international:** Most international airlines allow 2 pieces of luggage to be checked through, and one carry-on that can fit under the seat in front of you. Weight allowances vary by airlines, but currently most limit each checked piece to 50 lbs per piece, and will charge you additional if any of your bags are heavier. We suggest you visit the website of your international airlines for the most up-to-date information.
- **Baggage limits/domestic:** Many local airlines have their own weight limits, as low as 30 lbs in Costa Rica and 44 lbs to Galapagos. Please see your country trip guide for specifics in these areas. For most other destinations, as long as you have an international ticket, the local airlines should honor the limits associated with those tickets. In some cases of extremely over weight bags the local carriers may charge a small fee to transport them, and will collect it from you directly at the ticket counter.
- Do not pack any airline tickets, trip documents or contact information, travel insurance info, cash, travelers checks or credit cards, important medications, or valuables. Keep these in a safe place in your carry-on luggage at all times.

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IMPORTANT-You should check directly with your airline regarding any current restrictions to carry-on items.

- Be sure to identify your luggage with your name, address and telephone number on both the outside, *and* inside. You should also place a copy of your travel itinerary & contact information inside your suitcase—on top & easily visible.
- Please check your country trip guide (blue sheet sent with your confirmation materials) for current information on country departure taxes, and in some cases arrival fees. ***Note that these amounts are payable in cash only!*** Be sure to double check with your local guide regarding the current fee for your departure tax, and set aside that amount to be used when you check-in for your return flights.