

## Travel Tips for Family Members

### Family members need to get clear details about how you are going to travel:



When should you leave? When will you return home?



How will you travel? If by air, train, or bus, how do you get your ticket?



How early do you need to arrive at the airport, train station, or bus terminal?



What can you carry with you and what should you be ready to have the carrier handle?



What is the name, address, and phone number of the hotel where you will be staying?



What is the name, address, phone number and e-mail address for the person and or organization sponsoring the trip?



How are you supposed to get from the airport or train station to the hotel?



What is the confirmation number for your reservation?



Most hotels require a credit card on arrival for what they call incidentals (any extra expenses charged to your room, like dry cleaning or movies).



What are you supposed to do if you don't have a credit card?

### What expenses will your system of care cover?



The National Federation recommends that you visit the government website at [www.gsa.gov](http://www.gsa.gov) to find the per diems rate per your individual state. If you do not have access to a computer please ask someone within your system of care community.



Family members should expect to receive a **cash advance**, prior to travel, including:

1. **Child care expenses** for while you are away (unless you are traveling as part your paid employment or receiving a consultant's fee for your work);
2. **Ground transportation & parking** expenses; and
3. **Meals** during travel and on site.



Ask if you need to save receipts or otherwise track money you spend.



If by chance you do not own or have access to a cell phone, your program should provide you with **long distant access** for at least one call home per day. *Be sure to understand the process for paying for these calls prior to travel.* Sometimes a pre-paid calling card will be provided. **Please note** that in most hotels using a hotel phone using a pre-paid card there is a fee attached so use a hotel pay phone instead.

**What procedure should you follow if you have to cancel your travel at the last minute? Leave a copy of all your travel itinerary, hotel information, etc. at home** in case someone needs to get in touch with you. When you arrive at the hotel, ask the front desk to be sure your name is on your room so your family can be connected to the room if they call you.