TRAVEL TIPS

This travel section is geared toward business traveling. Therefore, suggestions are made for a one or two day, overnight trip, and focuses on the second interview. When making arrangements for any kind of travel, I would strongly suggest that you utilize the services of a good travel agent. Once you obtain a travel agent, they will find the best rates for you, know your preference for seating and time of day for travel, etc. It should be noted that these services are free!

Planning
When you receive your invitation letter, lake out your planner and see if you can identify at least three different dates which will be conducive to your academic schedule. Try to arrange an arrival time that will give you enough time to arrive the day or night before so you can get a feel for the city. This is especially important if you are visiting an unfamiliar city. Obviously if you are on a tight schedule, you will not be able to do this. Try to find out how long it will take you to get to your appointment at least ten to fifteen minutes early, in traffic. If it is within walking distance, make a dry run. But remember it will take much longer during peak rush hour time. If you arrive in the city and would like to have dinner, feel free to do so, just be sure to keep the receipts.

Expenses
More than likely, you have been told by the organization that they will pay for your airline ticket, hotel and related expenses. When arranging for your airline ticket, ask the company for a prepaid ticket so that you may pick it up at the airport with proper identification. Inquire about the hotel arrangements. Many companies will also handle this for you, or at least suggest the best hotel. Avoid putting these expenses on your credit card.

You will have to pay in advance for some travel-related expenses. Figure out a budget and make arrangements with the inviting organization for repayment. You will be reimbursed for all "legitimate" expenses, but you need to find out "WHEN"? It could be the day of the travel, two weeks later, next pay period, next month etc. If you are going to need a cash reimbursement on the day of the visit, you must make these arrangements prior to your date of travel. Many students are reimbursed at the end of the day with a check. If you are counting on using any part of this reimbursement that day, a check is of no use to you. Make your arrangements in advance!

Legitimate expenses reimbursable by the visited company are simply travel related expenses such as cab fares to and from airport; tips; and reasonable meals for yourself. They do NOT include: long distance phone calls (Not even collect calls made from your room because there is still a charge for them. Make any-long distance calls for the lobby phone.); movies in the room (Be advised that even if you pay for the movie in your room, the name of the movie will appear on the bill that goes to the visiting company.); dry cleaning and toiletries; meals either in the room or the restaurant for anyone other than yourself (There is no problem with ordering room service.); and entertainment. It should be noted that all receipts should be kept very neatly and presented together clipped to your expense report. (Demonstrates good organizational skills!)

What to Pack and What to Wear?
If you have plenty of time to change after your arrival in your designated city, then it is permissible for you to travel in business casual. If you are going on a one night trip, I strongly suggest that you do not check your bag, but carry on the flight with you. In fact, I strongly suggest you never check your suit and essentials you will need for the interview. What would you do if they get lost? In your carry on luggage you will need: a business suit (navy if you have it); a white shirt, black socks, and at least two ties (review "Dressing for the
Interview" - Chapter 3); underwear; dress shoes (polished); toiletries (comb & brush, tooth paste & brush); battery operated alarm clock; headache and upset stomach remedies, cold medicines, etc.; depending on the time of year a rain coat or top coat; and always a folding umbrella- NEVER PACK TRAVELERS CHECKS, YOUR TICKET, OR CASH!

INTERNATIONAL TRAVEL TIPS

Jet Lag: Jet lag will be easier to fight if you attempt to sleep as soon as possible on the plane ride. That way, you will feel like it's morning when you arrive even though your body clock is set to night time.

Passport: Have a copy made and keep it in a different place from your original. Passports are costly and very time consuming to replace if lost or stolen. (To some thieves, a passport is more valuable than cash or credit cards; so be attentive.) Note: The police can stop you and ask you to produce identification for no reason at all. One is required to always have identification. (The photocopy of the passport is acceptable.) (Passports are obtained through the U.S. Post Office. You will need to present a copy of your birth certificate, a photo I.D., and pay $60.00. Passports are valid for ten (10) years.)

Safety: As in any large city, one should be on guard against pickpockets. However, walking around the city at night and/or using public transportation is not considered as dangerous as it might be in large American cities.

Meals: American fast food restaurants are usually everywhere, but I strongly urge you to try something native to the country. Check to see if the tip is included in the bill. In some countries like Greece and Morocco, you are charged for table set up whether you use it or not. Remember to wash your hands before and after your meal. Be sure to check to see if you may drink the tap water. If you cannot, that means be careful in the shower, brush your teeth with bottled water, and disinfect your hands before putting them in or around your mouth.

Weather: Expect and be prepared for rain (and be happy if you get none!).

Phones: Be sure you know the access number for your credit card. The majority of public phones do not accept coins. Most post offices have phones for international calls if you do not have a card. Do not make calls from your rooms. The hotel will charge you with a connection fee in addition to what the call may cost. Check with the hotel desk for amounts.

DO NOT PACK TRAVELERS CHECKS, CASH, YOUR PASSPORT, OR YOUR TICKET AT ANY TIME!!!

EVALUATING JOB OFFERS

There are several factors to consider when evaluating a job offer. Obviously, the monetary factors are important. But in addition, you must consider the total quality of life the job offers. Reviewing Chapter 2, Winning at Self-Discovery, will be of great benefit to you here. The on-site visit is the perfect opportunity to assess the total package. Please note these factors when deciding on your job:

* Salary (consider local, state, & federal taxes) * Bonus or commission plans
* Profit-sharing, stock purchase plans * Benefits relevant to your lifestyle and needs
* Company car * Overtime pay
* Work schedule- number of hours/weekends "Travel requirements
* Geographic climate * Social life for singles/couples
* Commute to work * Availability & cost of suitable housing
* Cultural & recreational activities * Proximity to family and friends
* Proximity to academic institutions * Proximity to shopping/services
* Any other considerations identified during your self-discovery exercises!