



AffordableTours.com 

Within 24 Hours Of Confirmation

Complete your booking authorization - Upon receipt of your booking confirmation email, make sure to complete the online authorization form to prevent any delays or minimize expense in the event a change is required. Simply click on "ACCESS MY BOOKING" from any of the confirmation, payment, authorization or Summary emails you receive from your tour or cruise consultant. You may also access this information by visiting <https://my.affordabletours.com/> with your AffordableTours.com Booking Number.

Visit our FAQ page – Our Frequently Asked Questions page can help a number of the concerns you may have regarding your trip along with helpful links and tips to make your escape more enjoyable. Access this information by visiting <https://my.affordabletours.com/>

Be sure to note your consultants contact information – Take a moment to write down your consultant's direct number, email address, and working hours so that if you have any questions or concerns you have a number of ways to get in touch with them. You will also find this information on the bottom of all emails that you receive from your consultant.

Complete your Online Check-in with your Tour/Cruise Operator – Many of tour and cruise partners have their own check-in and passenger detail management systems designed to provide you the traveler with a trouble-free experience. If applicable, you will receive an email with instructions for completing your online check-in. Note that this information may be required before certain features from your tour or cruise program become available (such as pre-booked excursions, custom air planning features, etc.)

Verify your passport validity and any visa requirements for travel to your destinations – U.S. Passports must be valid for six months past your return travel date. Visa requirements vary by country and nationality. US Passport holders may verify entry requirements for each country being visited by going to the US Department of State at this address: <http://www.travel.state.gov/content/passports/english/country.html>. Residents of other countries or US residents not traveling on a standard US passport will want to contact consular offices as well to verify entry documentation needs.

60-90 Days Before Departure

Determine Luggage limits. Different operators and or airlines have different regulations. Luggage limits are set out in the travel partner Terms & Conditions and will also be contained in your travel documents when received. The provider websites will have the information. Your travel consultant may also be able to direct you if the information is not readily available. Please remember that the prevailing rule is to consider all of your providers and modes of transportation and be governed by the most restrictive rule. For baggage limits on most airlines, visit <http://www.flybags.com>.

Recheck your itinerary and travel components. Check all of your tour or cruise programs, air schedules and hotel, rail and car confirmations to make certain that no changes have occurred. Although most of our travel partners will make us aware of any changes, there are times when things may slip through the cracks. If you see something that appears to be an anomaly, simply ask your consultant to look into any discrepancies. This is also important if you are managing a portion of your itinerary on your own, particularly airfare schedules that may need to coordinate with transfer services, etc.

Check your passport and other identification/entry documents. You may have validated your passport information before, but this is a good time to be certain that all documents are in order. If visas are required, this is usually well within the window of opportunity for securing them if not already completed. Be certain also that if a visa is to be obtained on arrival in the country at one of the border crossings, additional visa pages in your passport may be required as well as one or more passport photos. Be certain that these are readily available if required. These additional photos are also handy if an emergency passport replacement is required due to loss or theft while traveling. Scan your passport identification pages, keep a copy with you and consider sending a scan to your consultant as well.

Verify travel protection. We encourage all of our customers to purchase travel protection prior to making final payment to ensure maximum coverage against losses due to unforeseen events before and during travel. Please note that AffordableTours.Com is able to offer travel protection only to those customers who reside in the USA. Residents of other countries might consider <http://www.worldnomads.com> for the purchase of travel protection.

If travelling to a foreign country for an extended period, considering registering travel and contact details with the United States Department of State. This free service is a precaution so that in an emergency you can be located and your family can be sure you are safe.

Inquire with your doctor about recommended vaccinations & travel medication. Visit your doctor at least a month or two before you leave, as some vaccinations and medication take some time to become effective. Ask about laws and regulations regarding any medication you're taking into foreign countries. Visit the CDC Travel Health website for more information and, if necessary, to find a specialist in travel medicine: <http://wwwnc.cdc.gov/travel/>

30-45 Days Before Departure

Reassess and confirm transportation needs. By now, the tour and cruise company operations departments will begin to finalize transportation to and from airports, etc. If you have not already made arrangements for transfer services, this is the time to finalize those plans. Your tour or cruise consultant should be able to assist in confirming those details. These details will then be reflected in your tour documents, normally available

Check your current itinerary and advise your carrier of any special requirements you may have. It's a good idea to recheck the carrier schedule with your confirmation number to be certain that any additional changes to the itinerary, equipment, assigned seats, etc., are known. For special services such as airport chair assistance, special meals requests, etc., it's always advised to let the airlines know as early as possible.

14-21 Days Before Departure

Arrange copies of important documents, itineraries etc. Bring photocopies of your passport, credit card numbers, itinerary, travel protection documents and travel visas. Keep these in a separate bag to their originals, and also keep a copy at home or with friends and family. Consider sending a scanned copy of your passport identification and visa pages to your consultant as a backup also.

Obtain some local currency. Although ATM's and foreign exchange locations are available around the world, it's still a good idea to leave with some local currency. Even just enough to catch a taxi is a good idea, as exchange rates at the airport may not be competitive. Check the latest exchange rates using Google's [currency converter](#).

Review the United States customs laws. Save yourself unnecessary delays and problems, by finding out exactly what you're allowed to take out of the US, and what you're allowed to bring back too. [U.S. Customs Prohibited and Restricted Items](#) lists or call Homeland Security at 1-877-227-5511

Look into the customs and immigration rules for countries you're entering. Different countries will all vary in their policies regarding entry requirements and customs rules. Be sure to make yourself aware of these before you leave. Start [here](#) or call US Department of State at 1-877-487-2778

Call your debit and credit card companies. Let them know the countries you'll be visiting, to ask about fees, and more. Get your bank's emergency phone number in the US (but not its 800 number) to call collect if you have a problem. If you don't know your credit card's PIN code, ask your bank to mail it to you. It's a good idea to advise the banks and/or card issuers about your intentions in any case so that security firewalls are not activated unnecessarily due to foreign transactions.



7-1 Days Before Departure

Pre-organize checked luggage – Double check the allowed baggage allowance, including both carry-on luggage and checked luggage allowances. If you are unable to sit in your seat without encroaching into the seat next to you while the armrest is down, please ask the agent if they can reseat you next to an empty seat. You might also consider purchasing an upgrade to First/Business Class. Consider purchasing locks for your bag, and always ensure luggage is labeled with contact details. All medication, taken in your carry-on or checked luggage, needs to be correctly labeled and attached to a prescription. For baggage limits on airlines, please click [HERE](#).

Pre-organize your carry-on luggage. Check your tour documents and your air carrier's website for details on baggage limits. For baggage limits on most airlines, please click [HERE](#).

Obtain a list of [goods that are prohibited in carry-on luggage](#). Visit the Travel Security Administration (TSA) website to find out about prohibited items and carry-on luggage liquid rules.

Note the location of US embassies. A good precaution to take, is finding the availability and location of US embassies in the countries you're visiting. In the event of lost or stolen passports, the embassy can be a necessary and helpful ally.

Begin check-in with your air carrier 24 hours prior to departure. Most all US and international carriers flying from the US allow 24 hours check-in. You will not get a boarding pass for international itineraries but you will save a lot of time at the airport and also use this opportunity for last minute changes in equipment, scheduling, terminal and gate assignments, etc.

Day Of Departure

Double check you have all the necessary paper work. Make double sure you have your passport, insurance paperwork, photo ID, tickets, itinerary, travel Visas and credit cards. Do this well before leaving for the airport and again as you are leaving.

Travel in comfortable clothing and footwear. If you're travelling on a long international flight, make sure you wear something comfortable, allowing you to relax during the flight. Also airports will often require a lot of walking, so wear suitable shoes

Get to the airport early. Your ticket should tell you the recommended time to arrive before your flight. This will vary depending on the airport and where you're travelling to. Generally arrive 2-3 hours before an international flight. If you're unsure, refer to the airline's website.