



THE WOMAN ROAD WARRIOR

FOR: THE WOMAN ROAD WARRIOR
www.womanroadwarrior.com

FROM: Falk Associates
847.675.2580

FOR IMMEDIATE RELEASE

AMECHE TIPS

Booking Your Business Trip

- As in any business, travel agency employees vary in skill, experience, and diligence, and do not necessarily remain with one company forever. Do not hesitate to be selective. Also, be persistent in dealing with your travel agent. If you think you know of a better deal or a better way of obtaining what you want, insist that your travel agent pursues your suggestion, and consider changing agents if you are not satisfied with the results.
- Not all travel website are created equal. Some present unbiased options and others present choices based on revenue and commission deals with airlines. Not all airline options are available on broad travel websites.
- When making reservations through an online travel website, consider whether you should establish a separate email address exclusively for travel purposes. Travel sites may share information with other suppliers. If you have a separate email address for travel, promotions and advertisements from travel suppliers will go to your travel address and not your primary account.
- Not all airlines schedules are available on broad travel [web]sites. You may need to use a particular airline's website to find its schedule and to book flights.

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BOOKING YOUR BUSINESS TRIP/Add One

- The cost of an upgrade is typically a personal expense and will probably not be reimbursed by your company. Check your company's travel policy.
- If you are eligible for seat upgrades, you can and should automate the process, either through your travel agent or directly with the airline, so that your upgrade request is made automatically and you don't have to be concerned about making sure to contact the airline on time.
- The travel industry works primarily with credit cards. A separate credit card that you use only for travel will help you keep business and personal expenses separate.

*From Kathleen Ameche's new book The Woman Road Warrior: A Woman's Guide to Business Travel, featuring her invaluable **Ameche Tips**, conceived to provide insider advice on booking your business trip.*



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AMECHE TIPS Booking a Hotel

- Hotels charge different rates on different days. Typically the weekday rate is Monday through Thursday, and the weekend rate Friday through Saturday.
- Many of the major trade organizations and other membership groups have negotiated discounted rates for their members, and you will be surprised how likely it is that you are a member of such a group. The American Bar Association, American Medical Association and American Automobile Association are just three of the groups whose members can get discounted rates at many hotels.
- If you secure a room through a website that doesn't allow you to make choices that may be important to you (for example, room amenities or smoking preference), contact the hotel directly once you receive your confirmation and request what you want. If you use a heavily discount-driven website, though, the hotel may be reluctant to do much for you.

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AMECHE TIPS Packing

- When it comes to packing for a trip, there is one basic rule: **PACK LIGHT.**
- If you are checking your luggage, include a copy of your itinerary in your bag. If the destination tag is dislodged and a baggage carrier has to open your luggage, he will know where you are going and be able to get it to you much more easily.
- If you are traveling for a short trip (1-3 days), consider packing only business clothing from the same color family. This will allow you to bring one pair of shoes (the one on your feet.)
- If you are giving an important presentation, don't leave all of the hard copies of the presentation in your checked luggage; take one with you. Even if the document is saved on your computer's hard drive, you never know when your computer might "have a moment"!

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AMECHE TIPS Traveling by Air

- Monday morning flights are typically filled with business travelers. The airlines also have their most senior personnel working the morning shift. Morning travel allows you to work with the most senior staff and gives you further flexibility and choices if you do not get on your original flight.
- Some airlines do not assign seats for up to 30 percent of the ticketed passengers on their flights. However, higher status members of their frequent-flyer programs typically get seat assignments.
- Travelers who have achieved a higher frequent-flyer program status typically may board the plane with the first boarding group, regardless of where their assigned seats may be. Take advantage of this privilege, especially when the flight is crowded and overhead bin space is at a premium.
- Fight dehydration: bring something to drink with you on the airplane. One major airline suggests that its flight attendants drink one liter of water for every hour of flying. Water is just as important for passengers.
- Each airplane model is different, and on each flight you'll be sitting in a different seat. Therefore, when you get on the plane, you should look around and figure out where the exits nearest your seat are located.

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AMECHE TIPS Staying in Hotels

- When you check in at the hotel, the desk clerk will tell you what room has been assigned to you. What he won't tell you is that you can change your room assignment if you don't like it. You can always request a room change as long as a room you prefer is available.
- You may need to access either your company's email system or network from your hotel room. But you may not want to pay the charge for the hotel's high-speed internet service, or you may be at a hotel that doesn't offer that service. If so, check if you can get access using a local dial-up access number in the area code of your hotel. Typically, these calls within the hotels area code are local calls with a very modest or sometimes no charge.
- It's worth repeating: Always carry an ID with your when you leave your hotel. Also, leave a note stating the time you left and your destination in the room or with a colleague and/or tell the front desk or doorman.

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AMECHE TIPS Renting a Car

- Check your driver's license, especially if you're traveling near your birthday, to be sure it doesn't expire during your trip. If it does, the car rental company won't let you take the vehicle.
- Either periodically check in with someone throughout your road trip or tell them you'll call when you reach your destination. Doing so will alert that person more quickly should something happen while you are driving.
- Be prudent in choosing how you'll get around in any city, especially one you don't know well. Don't risk your safety to save money.

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Troubleshooting travel problems

- Be sure to remain calm and professional in any travel situation, but especially when you are dealing with someone regarding something that has gone wrong. Don't allow yourself to be dismissed as "just another hysterical female."
- As soon as you learn your flight is cancelled, for whatever reason, contact your travel agent or the airline to find out what your options are and, if possible, to make a reservation on an alternative flight. Also check on the availability of hotel rooms in case you are stranded for another day.
- When you are dealing with airline personnel, always be pleasant, respectful and appreciative. I have always regretted the results on those occasions (fortunately few) when I have not followed my own advice in this regard. Airline personnel actually have a great deal of discretion in many areas and, like everyone, respond much more favorably to someone who treats them well.
- Suppose you've arrived at [your hotel] room, everything has been in order, but there is still something that feels wrong, or you're uncomfortable. Request a change! Too often we accept what is given to us because we are tired, we don't want the hassle, or we don't think that it's going to get better. More often than not, our first impressions prove to be right.

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