

# Departure Planning

## UP TO 9 MONTHS AHEAD:

- Reserve your mission travel airfare.
- Make air reservations-notify us of your arrival and departure plans.
- Apply for passports:
  - After you submit your application, photos and identification documents, passport issuance usually takes minimum of four to six weeks.
  - Be sure all existing passports are valid for at least 6 months after return of planned travel.

## UP TO 6 MONTHS AHEAD:

- Submit signed passports and required photos to us.
- Purchase individual or group travel insurance through your travel agent.
  - Have workers check their current medical policies for overseas coverage. Many US policies do not offer international coverage. Make sure the policies provide evacuation services to come home in case of illness or injury.

## UP TO 3 MONTHS AHEAD:

- Plan and research baggage regulations for the airline you are flying.
- Go to the airline website directly to research baggage regulations (usually under baggage/luggage/link). Check for maximum free allowance per person and the fee for excess bags.
- Remind your travelers of any items excluded from air travel. <http://www.tsa.gov/traveler-information/prohibited-items>

## 3 DAYS AHEAD:

- Check airline website or call the airline to confirm your flights, times, gates, etc.
- Be sure to do this 2-3 days prior to your return flights also.

## ON DEPARTURE DAY:

- Review documentation with group members:
  - Passports
  - Airline e-ticket confirmations
  - Tag Your Luggage. Use similar or brightly colored tags to identify your group.

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