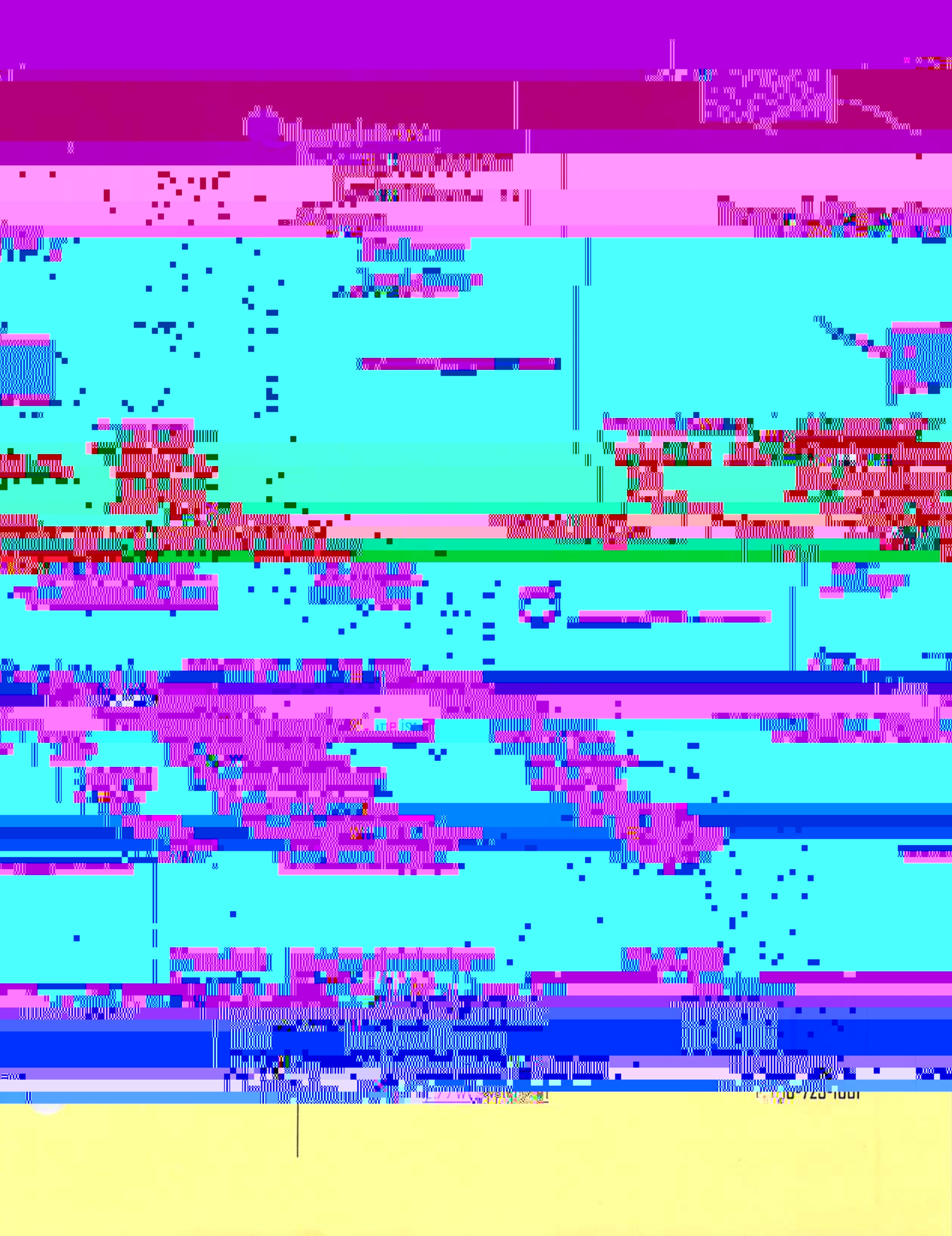


— arrange for newspaperman pick up, car payment, etc.

- Complete reimbursement paperwork
- Complete prog. eval./make travel notes
- Unpack unused materials



it is

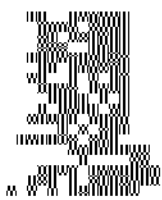
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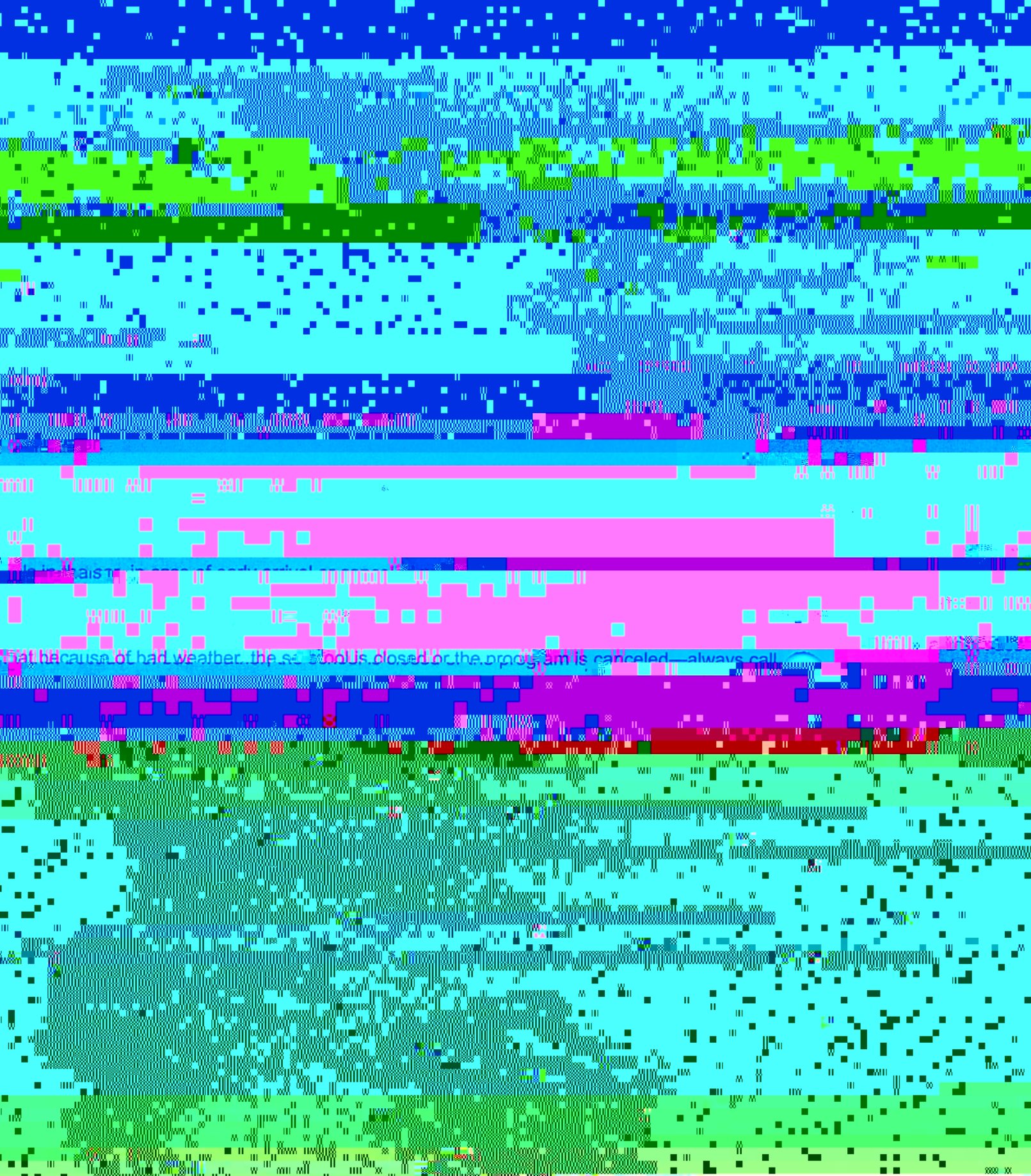


Become familiar with your institution's policies on trans

and not at 10 p.m. Fruit is a great between

Take care of yourself, eat healthy meals, not fast food all the time





in aism in case of each part
that because of bad weather, the se and us closed or the program is canceled—always call





It is a great between

you are operating at 100% the

-Take care of yourself: eat healthy meals, not fast food all the time, and no alcohol at 10 p.m. or later. Program snack.

-Don't stay up all night (or even half the night!). A good night's sleep helps ensure that you're ready to go tomorrow.

-NEVER show up to a fair without your passport.

...with you.

...is in your carry on bag in case your luggage doesn't arrive

-Always record confirmation numbers, guarantee rooms with a credit card for staying abroad.

vehicle with the doors locked.

Parking Garages: consider access, security, lighting, etc. always park in well-lit areas, even if it means walking a little further.

Familiarize yourself with your rental car company's policies/contacts in case of an accident.

In case of an accident...always get police report, remain in car.

Always follow the speed limit—even if you're late for a program...speeding tickets are not approved expenditures!

Place maps within easy reach of driver's seat.