

**\*\*Print out and carry in carry-on luggage.\*\***



## **Amigos de las Américas Summer Programs Travel Procedures**

**AMIGOS Hotline for Travel Day Support**  
If you are lost or your flight is delayed or canceled, dial:  
**1-888-AMIGOSL (264-4675) OR (832) 549-0218**

*PLEASE READ THE FOLLOWING INFORMATION THOROUGHLY!*

### **Preparing to Travel**

When you receive your airline ticket...check it immediately! Double check the following:

1. Does it have the correct spelling of your name? Please disregard any discrepancies in spacing, hyphens, or apostrophes. Airlines do not include special characters on airline ticket reservations.
2. Does it have the correct travel day?
  - a. If you have a red-eye flight, please pay close attention to the date and time on your itinerary! Note that *all red-eyes* require you to be at the airport the night before your project start date. For example, if your project starts on June 8<sup>th</sup> and your flight leaves at 12:30am on June 8<sup>th</sup>, you need to be at the airport on the night of June 7<sup>th</sup>.
3. Does it have the correct flight/city information?
4. If not, email AMIGOS Headquarters as soon as possible at [travel@amigosinternational.org](mailto:travel@amigosinternational.org)

### **Travel Day Procedures**

**Things to remember when packing and preparing for travel day:**

1. A teal or turquoise bandana to wear or tie on your backpack.
2. Print out and pack in your carry-on bag:
  - a. A printout of this **Travel Memo**.
  - b. Your current **passport** and **travel documents** and ALWAYS keep them with you - do not put them in your checked bag. Make electronic copies of your passport and all travel documents for reference in case you lose them.
    - i. Make sure that you have signed the page above your photo on your passport.
  - c. If you are under 18, you MUST bring the original signed and notarized "Power of Attorney and Parent Permission to Travel" in your carry-on bag.
  - d. If you are over 18, bring your original signed and notarized "Medical Power of Attorney" form in your carry-on bag.
  - e. If you submitted a Single Parent Affidavit, you must bring the original signed and notarized form in your carry-on bag.

*Keep your important travel documents in a safe place throughout the project – you will need these for your return home as well.*

3. Bring your cell phone for communication with the Travel Team while in transit.

**Travel Support Hotline: 1-888-AMIGOSL (264-4675)**

**\*\*Print out and carry in carry-on luggage.\*\***



4. Bring a **credit/debit card** to pay for baggage fees and food in the airport or on the plane. Airlines do not accept cash.
5. Bring an extra set of clothing, toiletries, and medication in case your checked bag is lost.

## Home Airport Procedures

### Carry-On Bags and Checked-In Luggage Procedures

- Many flights include a checked bag, but you may be required to pay for checked luggage upon check-in. Additional fees may apply for overweight bags or for a second bag. These baggage fees can only be paid with a credit/debit card. Please see the table below for airline specific baggage fees.
- Most volunteers will automatically have bags checked through to their final destination. It is best practice to verbally verify this with the agent at check-in.
- Check your airline's website for detailed information on prohibited items as well as bag size and weight limits.
- Carry-on bags must not include liquids or gels over 3 oz., knives, aerosol cans, scissors, matches, lighters, or tools.
- Write your name and home address on and in each bag. Colorful tags or ribbon will help you identify your bags.
- You will also need a local in-country address for luggage tags and customs forms. This local address is specific to each project will be sent to you in an email one week before your departure.
- Be sure to keep your baggage claim ticket with you until you have picked up your bag at your final destination.

Airline	Country	Baggage Fee
<b>COPA</b> ( <a href="https://www.copaair.com/en-gs/travel-information/baggage-information/checked-baggage/">https://www.copaair.com/en-gs/travel-information/baggage-information/checked-baggage/</a> )	Ecuador (connecting through Panama)	1st Bag: No fee
<b>United Airlines</b> ( <a href="https://www.united.com/en/us/baggage-calculator/any-flights">https://www.united.com/en/us/baggage-calculator/any-flights</a> )	Costa Rica	1 <sup>st</sup> Bag: \$35
	Ecuador	1 <sup>st</sup> Bag: No fee
	Panama	1 <sup>st</sup> Bag: No fee

\*Baggage fees can be paid for your return trip online or during check-in. Please let the agent know that you want to pay for your return baggage fee, and they will give you a receipt to present at the airport for your return trip.

### Airport Arrival

- Arrive at the airport at least 3 hours prior to your flight's departure.
- Bring some extra money for food, drinks, or other airport purchases like books or magazines.

**Travel Support Hotline: 1-888-AMIGOSL (264-4675)**

**\*\*Print out and carry in carry-on luggage.\*\***



- Always wear a mask while traveling and follow all COVID-19 safety procedures such as frequent hand washing.
- When going through security, remove your shoes, belt, and any objects on your person, such as watches, cell phones, and jewelry. Make sure to collect all items after going through security.
- Arrive at the correct departure gate at least 60 minutes before your departure.

### **Gateway City Arrival Instructions (Houston, Miami, Panama City)**

- If your bags are checked all the way through to your final destination, GO DIRECTLY TO THE GATE OF YOUR NEXT FLIGHT & DO NOT LEAVE SECURITY. **YOUR FIRST TASK IS TO CHECK IN WITH AN AMIGOS STAFF MEMBER.** Once you have located your departing gate and checked in with the AMIGOS staff member, you can go get something to eat, stretch your legs, etc.
- If your flight is delayed and/or you missed your international flight, call the Travel Support Hotline at 1-888-AMIGOSL (264-4675) immediately!! Do not call your parents first and then have them call the travel team, as we will need to speak directly with you to help you. **Save this number to your phone!**

### **If you at any point get CONFUSED or LOST at the airport:**

1. Find an airline employee/representative and ask for assistance, and/or use your own or borrow a phone and call the AMIGOS travel line at 1-888-AMIGOSL (264-4675). Do not call your parents first and then have them call the travel team, as we will need to speak directly with you.
2. Find AMIGOS staff in the gateway cities (wearing AMIGOS gear) to ask for assistance.

**Travel Support Hotline: 1-888-AMIGOSL (264-4675)**