

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



## Amigos de las Américas Latin America 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)**

*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?
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. Wear your **AMIGOS polo shirt** on the day of travel.
2. Bring a printout of this **memo**.
3. Bring 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.
4. Keep your round-trip ticket (paper or e-ticket) with you the entire summer.
5. **If you are under 18, you MUST bring the original signed & notarized Parent Permission to Travel, Medical Power of Attorney, and Power of Attorney forms in your carry-on bag.**
6. If you submitted a Single Parent Affidavit, you must bring the original signed and notarized form in your carry-on bag.
7. Bring the original documentation of proof of your negative COVID-19 test. You will have to complete a form about COVID-19 symptoms during your travels. If you are bringing your phone, make sure you have sufficient charge as this form is often available via QR code. Additional COVID-19 related health screening or documentation may be required. Our On Call team will send up to date country specific instructions via email 1 week prior to departure.
  - a. If you are going to Nicaragua, [fill out the form](#) on the Avianca website with your results.
  - b. If you are going to Costa Rica, bring copy of INS Costa Rica Health Insurance (sent via email from our On Call team) and completed health pass ('pase de salud').

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8. Bring a **credit/debit card** to pay for baggage fees & food in the airport or on the plane. Each volunteer should expect to pay at least a \$35 baggage fee both on departure to your project and upon return home. Airlines do not accept cash.
9. Bring an extra set of clothing, toiletries, and medication in case your checked bag is lost.
10. 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 9<sup>th</sup>, you need to be at the airport on June 8<sup>th</sup>.

## Home Airport Procedures

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

- All participants should expect to pay a baggage fees upon departure and return. This baggage feed can only be paid with a credit/debit card. Please see the table below for airline specific baggage fees.
- All projects will automatically have bags checked through to their final destination. It is best practice to verbally verify that with the agent at check-in.
  - Note: For travelers flying to Nicaragua, you will need to gather your bags in Miami and re-check them because you will be flying on two separate tickets. See below for instructions.
- Check your airline's/airlines' website(s) 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 address on and in each bag. On the way to your project, write your in-country address which you can find in your PIP. Colorful tags or ribbon will help you identify your bags.
- 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
<a href="#">American Airlines</a>	Ecuador Domestic	No fee \$30
<a href="#">United Airlines</a>	Costa Rica Ecuador	1 <sup>st</sup> Bag: \$35/ 2 <sup>nd</sup> Bag: \$45 No fee
<a href="#">TACA Airlines</a>	Nicaragua	\$25-\$45

\*Baggage fees can be paid (link for [United](#) and link for [American](#)) for your return trip online or during check-in for United and American. 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.
- Always wear a mask while traveling and follow all COVID-19 safety procedures as outlined in your COVID pre-departure training.

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- Make sure you have any additional documents needed for passing through customs (i.e., proof of insurance for Costa Rica and Ecuador, your COVID test results, etc.).
- Arrive at the correct departure gate at least 60 minutes before your departure.
- 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.
- If you have a new or recently renewed passport, make sure that you have signed the page above your photo.
- Bring some extra money for food, drinks, or other airport purchases like books or magazines.

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

#### **❖ Arriving with luggage checked through to your Latin American destination:**

- If your bags are checked all the way through to Latin America, **GO DIRECTLY TO THE GATE OF YOUR NEXT FLIGHT & DO NOT LEAVE SECURITY. YOUR FIRST TASK IS TO LAY EYES ON 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, buy magazines, 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!**

#### **❖ Arriving and picking up luggage to recheck to final destination (all Nicaragua projects):**

- If your luggage was not checked through to Latin America, then you must pick up your luggage in the gateway city. When you get off your flight, please follow signs to baggage claim. You will have to pick your bags up from the luggage carousels, then re-check in at the airline check-in desk/area for your international flight. **An AMIGOS staff member will be at baggage claim. CHECK IN WITH THEM BEFORE CHECKING IN FOR YOUR NEXT FLIGHT.** Then you will need to go back through security and directly to the departure gate of your international flight.
- Retrieving luggage, checking in again, and going back through security can take a lot of time (one hour at minimum), so please treat these situations as **URGENT** and rush.

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

1. Find an airline employee/representative and ask for assistance, and/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 shirts) to ask for assistance.

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