



THE BASICS OF TRAVEL ETIQUETTE

Three overall points to consider when traveling are:

(1) Dress nicely in comfortable clothes; (2) Bring only what luggage you can carry; (3) Have dollar bills handy for tipping.

Plane Etiquette

1. Arrive at the airport at least 90 minutes prior to departure.
2. Have picture identification ready when checking in at the airport.
3. Tip \$1 per bag when using a skycap to check your luggage.
4. Carry on a small bag; check large pieces of baggage.
5. Make a polite excuse, such as having work to do, when you do not want to talk to the person next to you who keeps talking.
6. Keep your conversations within your row. Do not carry-on conversations with people in other rows.
7. Keep music at low volumes.
8. Remember when reclining your seat it will affect the person behind you.
9. Thank the flight attendants as you disembark.

Elevator Etiquette

1. Stand out of the way as passengers exit the elevator.
2. If you are standing in the elevator by the controls, press the Door Open button as passengers are getting on the elevator. Politely ask, "What floor?" for new passengers as they enter.
3. Step aside if a passenger behind you needs to exit the elevator.
4. Conduct conversations quietly.

Taxi Etiquette

1. Glance at the driver's identification card to be sure it is legitimate.
2. Always request a receipt in case you leave things behind.
3. Tip \$1 for a \$5 ride and \$2 for a \$10 ride.

Hotel Etiquette

1. Leave your room tidy each day so the maid service can easily provide fresh linens.
2. Be sure the television/radio is kept low so your neighbors are not disturbed.
3. Keep voices low when walking down corridors. In your room, be considerate of your neighbors.
4. Hotel quiet hours generally begin around 9 PM.
5. Be aware that hotel doors will slam loudly due to the echo in the corridor.
6. Hotel items are not souvenirs (example- towels, books, etc.)
7. It is not always safe to leave valuables in your hotel room.
8. Tip the bellman \$1-2 per bag if he/she delivers your luggage to your room.
9. Tip the maid \$2 per person, per night. Leave tip on pillow daily!
10. Tip 15-20 percent of the bill for room service; or \$2 per pizza delivery.

11. Tip the concierge \$5 - \$10 for help with hard-to-get dinner reservations or theater tickets.
12. Delivery of special items - If you request extra pillows or an iron, tip \$1 per item received, minimum \$2.

Restaurant Etiquette

1. Place your napkin on your lap as soon as you are seated.
2. Place your napkin to the left of your plate or on your chair when you excuse yourself from the table.
3. Place your napkin to the right of your plate (not on your plate) when you are leaving the restaurant.
4. Pass salt and pepper together, even when only one is requested.
5. Tear dinner rolls and bread by hand. Butter individual bites as you eat.
6. Turn off your cell phone before sitting down at the table.
7. Always use serving utensils to serve yourself.
8. Don't stretch across the table to reach food or condiments. Ask someone to pass it to you.
9. Wait to begin eating until the host(ess), the appointed person, or the most distinguished person at the table begins eating.
10. Tip 18-20% on food.