

Travel Checklist

Before You Travel

- Book airfare at least 14 days in advance for the best choice of flights and fares.
- Use Christopherson Business Travel to make reservations. They are there to assist you both before and during travel, 24/7, year round.
- Carry your Passport, Visa and other documentation. Do not put it in luggage.

While Traveling

- Use the Cal Poly Travel Card to minimize out of pocket expenses.
- Retain all receipts, either electronically or hard copy.
- Missed flights or connections, call Christopherson Business Travel

Upon Return

- Complete and submit your expense report within 30 days to be reimbursed quickly.

Important Contact Information

Christopherson Business Travel Agency

(800) 285-3603 Business Hours: 5:00AM – 6:00PM Pacific Time

Emergency After Hours Assistance:

Domestic- (800) 285-3603 (6LV)

International- (682-233-1914) Direct Dial

University Police Department

(805)756-2281

Available 24 hours a day, seven days a week.

Enterprise Rental Car

Customer Service

(800)264-6350

Roadside Assistance

(800)307-6666