



# Preparing for a vacation from work

To help make the most of your time off, be sure you've prepared for your absence at work. These steps can help you get ready for your well-deserved break:

- **Give people advance notice.** As soon as you have plans, tell your supervisor and colleagues. If you have key clients or customers, be sure to tell them too.
- **Set up an out-of-office reply and voicemail.** These basics let everyone know when you'll get back with them. If possible, list a colleague's name and number for urgent needs, but ask them first if this is okay.
- **Make a list of important tasks to complete before you leave.** Then, stick to the list and make sure you get it done. This will help your colleagues and you'll be able to rest easier on vacation.
- **Decide how you can be reached and let people know.** If you don't want phone calls or emails, let co-workers know. Some people want to take a complete break from work, while others like checking in. Or, you may tell people to call only if it's urgent. It may depend on your job responsibilities and your preference.



## Traveling and spending



In 2016, people in the U.S. spent \$836.6 billion on domestic travel. This made up 84 percent of all travel expenditures. The money spent on travel in the U.S. directly supported over 7 million American jobs.

Travelers spent \$248.5 billion on food services. This accounted for 25 percent of travel expenses. It surpassed lodging expenses, which were 21.3 percent, or \$210.8 billion, of total travel expenses.

Source: U.S. Travel Association