



JLAB 2016-17 Travel Manual

As we begin the process of planning travel to JLAB, we request that you do your part by researching and selecting the most affordable travel for your team. Please consider all options – including driving, taking the bus (www.megabus.com), or riding the train (www.amtrak.com).

All travel must be approved by a COF staff member prior to making any purchases. Please contact Wendy for travel related questions or concerns at wdarling@collegeoptions.net

Please review the websites and tips below to assist in making your travel plans. Once you have found the best (and most economical) method of travel, please email me with the cost estimate, prior to committing any funds for travel. Once approved, I will send further instructions, based on your mode of transportation.

Travel by Car

We have a preferred car rental provider for teams driving to JLAB. Please request an Enterprise/National flyer for instructions and our JLAB event code from Wendy at wdarling@collegeoptions.net. You are not limited to using Enterprise/National, however, they have offered a discounted price with many extra features for our attendees. Mileage reimbursement for use of your POV will be the standard government rate of 53.5 cents per mile.

If you plan to drive to Catholic University (CUA), the address is **620 Michigan Ave NE, Washington, DC 20064**. Click on the following link for campus maps and directions: <http://www.cua.edu/about-cua/directions.cfm>

Travel by Air, Train, or Bus

Websites

1. www.megabus.com or www.boltbus.com (bus travel)
2. www.amtrak.com (train travel)
3. www.airfarewatchdog.com hunts down deals computers tend to miss, like promo codes airlines include in e-mail newsletters. It also finds sales from Allegiant and Southwest, which typically aren't listed on major airfare search engines. You can sign up for specific fare alerts or a list of all the cheap round-trip fares from your local airport. (air travel)
4. <https://matrix.itasoftware.com/#search> (air travel)

5. <http://www.farecompare.com/when-to-fly/flight-search.html> (air travel)
6. www.kayak.com; www.expedia.com; www.orbitz.com (air travel)
7. www.southwest.com; www.jetblue.com; www.allegiantair.com (air travel)

Air Travel Information

1. You may use any airline that operates from your local/regional airport, however Southwest and JetBlue do not charge for luggage. You may use one of the online discount services (Orbitz.com, Expedia.com, Matrix.itasoftware.com, etc) or book directly through the airline. My rule of thumb when using a discount website for research is to always double check the specific airline website and book directly with the airline if possible.
2. We do not cover travel insurance of any kind. If you desire to purchase travel insurance, it will be at your expense.
3. Search for the best prices at the beginning of the week. Travel fares are lowest on Tuesday or Wednesday. Try to do your research and book on those days if possible.
4. Reagan National Airport (DCA) is the closest and most conveniently located airport to Catholic University. When looking for airfare and itineraries, you may also check Washington Dulles (IAD) or Baltimore-Washington (BWI). If you use the airport code **WAS**, most airlines will give you times and fares for all three airports servicing the DC area (IAD, DCA, and BWI). Sometimes there is a huge difference in fares when you fly into one airport over another, but be sure you travel in and out of the same airport.
5. Air fares change daily. Watch for sales and if you see a great price, don't wait to make your reservation, it may not be there the next time you look.
6. When you go online to book your flight, you will need the following information for every passenger traveling -- full name (including middle name or initial, exactly as it is listed on their identification), birth date and gender. Travelers 18 years old and over are required to show identification when going through security.
7. Some airlines charge a fee to make a reservation over the phone. If you call the airline, make sure you ask if there is an additional charge for making reservations on the phone.
8. In years past, we have spent as much as \$12,000 alone on checked luggage. Therefore, due to the high cost of checking bags and the elimination of the Class A uniform requirement, we will only pay for **two standard size checked bags per team**. All other luggage should be carry-on (or checked at the team's expense). At this time, Southwest Airlines and Jet Blue do not charge for checked bags; however, their fares may or may not be the most economical, so please take that into consideration before you make your decision. Please review all fees carefully before making your selection. Note: if you have questions, review the airline website regarding baggage size and weight requirements.

9. A change in your itinerary, whether it is a schedule change or a passenger change, can be very costly and will be done at your expense. Please make sure that all team members are available and committed to attend before making reservations. A passenger change could potentially cost forfeiting the airfare, plus a new fare and a change fee. It can get very expensive. Make sure you understand the airline's policy on changes. Some airlines are flexible but most are very strict.
10. Check-in online up to 24 hours in advance of your flight. On most airlines, you can pay for your checked baggage at that time.
11. Another way to cut down on out-of-pocket expenses is to encourage your cadets to pack a lunch and/or snacks for travel.

Travel allowances will not exceed \$3,500.00. We would like to stress that this is a maximum figure only – it is not the amount budgeted for each team. Some teams will realize savings based on their location, mode of transportation, and special pricing during the reservation process. Remember all transportation savings are put into the Academic and Leadership Bowl programs in an effort of making this a truly memorable event for the cadets.

Ground Transportation from the Airport, Train, or Bus Station

1. Due to our location at Catholic University, we are able to offer the option of using the Washington Metropolitan Area Transit Authority, also known as the Metro, for roundtrip ground transportation from Union Station or the airport (DCA) to CUA. It's quick and easy! <http://www.wmata.com/> or <http://www.wmata.com/rail/maps/map.cfm>

2. SuperShuttle is providing JLAB participants with a special JLAB discount code. I have a flyer with step-by-step instructions; the discount code is embedded in the link. Please use the link when making ground transportation reservations with this company. You may email me directly (wdarling@collegeoptions.net) to get the flyer if you are choosing the SuperShuttle option for ground transportation.