



JLAB 2017-18 Travel Manual

As we begin the process of planning travel to JLAB, we request that you do your part by considering the most affordable mode of transportation for your team. Please consider all travel options – including driving, taking the bus, or riding the train.

All travel must be approved by a COF staff member prior to making any purchases. Do not commit any funds without prior approval by COF. Please contact Wendy for travel related questions or concerns at wdarling@collegeoptions.net

Procedure for JLAB travel plans:

Step 1. Determine mode of travel (auto, bus, train, air).

- If you plan to fly, please let me know the airport (airport city, state, and airport code) you plan to use as soon as possible so I can begin to research options. Ground transportation (Metro or SuperShuttle) and 2 checked bags per team are included. (Southwest does not charge for two checked bags (under 50 lbs) per person)

For teams flying into DC, I may be able to group two or more teams flying from the same airport together on a group reservation. There are several benefits to making reservations this way. If your school is one of those teams, I will contact you as a group to confirm dates and flight times.

- If you plan to drive, let me know if you plan to rent a vehicle, use your POV or a school vehicle. Our preferred car rental company is Enterprise/National. If you are renting a car to drive to DC, I will send a flyer with information for making your reservation.

Step 2. Submit your travel preference, including travel dates, to me at wdarling@collegeoptions.net and I will reply with further instructions.

Travel by Car

In an effort to reduce the enormous travel costs associated with the event, we encourage those teams within a 400-mile radius of Washington, DC to drive.

We have a preferred car rental provider for teams driving to JLAB. An Enterprise/National flyer with a JLAB event code will be provided if your team chooses to drive to DC. Mileage reimbursement for use of your POV will be the standard government rate of 54.5 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: <https://www.catholic.edu/resources/Maps%20and%20Directions/index.html>

Air, Train, or Bus Travel websites

You may do research on your own and contact me with your preferences.

1. <https://us.megabus.com/> or <https://www.boltbus.com/> (bus travel)
2. www.amtrak.com (train travel)
3. <http://www.farecompare.com/when-to-fly/flight-search.html> (air travel)
4. www.kayak.com; www.expedia.com; www.orbitz.com (air travel)
5. <https://www.southwest.com/>; www.jetblue.com; www.allegiantair.com (air travel)

Air Travel Information

Please be aware that once an airline ticket has been purchased, if the reservation is changed or canceled, the funds may be forfeited. If a new ticket needs to be purchased, it will add to the expense of travel. Please make sure that all team members are available and committed to attend before making reservations. 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.

1. Reagan National Airport (DCA) is the closest and most conveniently located airport to Catholic University. The two other airports that service the DC area are Washington Dulles (IAD) or Baltimore-Washington (BWI). There may or may not be a huge difference in fares when you fly into one airport over another.
2. Research shows that travel fares are lowest on Tuesday or Wednesday. Air fares change daily. Watch for sales and if you see a great price, please contact me as soon as possible.
3. We do not cover travel insurance of any kind. If you desire to purchase travel insurance, it will be at your expense.
4. Travelers 18 years old and older are required to show identification at the airport when going through security.
5. 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.
6. Your air travel includes **two standard sized checked bags per team**. All other luggage should be carry-on or checked at the team's expense. At this time, Southwest Airlines

does not charge for two checked bags (under 50 lbs) per person; however, their fares may or may not be the most economical.

7. 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.
8. Check-in online up to 24 hours in advance of your flight. On most airlines, you can pay for your checked bags at that time.
9. Another way to cut down on out-of-pocket expenses is to encourage your cadets to pack a lunch and/or snacks for travel.

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 round-trip 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 for making a reservation; 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.

General Information

The amount approved for travel for each team is determined by the location of the team and the average cost of travel from that location. The maximum amount allowed for a team is *\$3,500, however few teams, other than teams traveling from abroad, will require that much for travel. If travel costs are determined to exceed the maximum amount allowed, the team may either:

1. fundraise to collect the balance of the travel costs OR
2. receive a trophy and certificates of achievement donated from COF in lieu of traveling to the event.

Travel allowances will not exceed \$3,500.00 for a team. 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 JLAB programs in an effort of making this a truly memorable event for your cadets.