

# TRAVEL CHECKLIST

## CLOSE UP WASHINGTON



**ALL TRAVELERS:** Print an updated copy of your travel itinerary the week before you travel, and bring it with you on your travel day. For more information, please visit [www.CloseUp.org](http://www.CloseUp.org) and visit our FAQ section. Make sure each participant brings:

- A completed and signed *Medical Questionnaire and Consent for Treatment Form* (available through your School Account under the Required Forms)
- A Health Insurance Card or a copy (the front and back)

**CLOSE UP GROUP TRAVEL CHECKLIST** (For groups who purchased Close Up transportation packages): Review your travel itinerary posted on your School Account under 'Program & Travel Information'. Your itinerary will be available 45 days prior to your departure date. Ensure that your travel dates, the spelling of the legal names, and travel times are correct. ***If you need to make a change to your itinerary, immediately contact Close Up's transportation staff at 800-336-3689.***

### CHECKING IN:

- Group reservations of 10 or more passengers **are not** eligible to check-in online 24 hours prior to departure unless you are traveling with Southwest Airlines.
- Arrive and check-in at the airport **at least two hours** prior to your scheduled departure. For updates on airport security, please visit TSA's web site at [www.TSA.gov](http://www.TSA.gov).
- Once you arrive at the airport, please check with the airline counter to guide you through the check-in process.
- For any questions prior to departure, please check your airline's website for the most up to date check-in procedures and policies.
- ***In the event of a flight delay or cancellation***, please speak with an airline representative for different flight options. Once secured, please notify Close Up immediately at 800-336-3689 so that we can re-arrange your ground transportation.

**BAGGAGE FEES:** Due to TSA regulations, baggage fees are not included in Close Up Transportation packages.

- Please check your airline's website for any baggage fees that you or your students are responsible for paying at the airport. *\*Participants will be responsible for any baggage fees on the return trip as well.*
- You must be able to carry your own luggage so pack only what you need. Students are limited to one checked piece of luggage and one personal item (backpack, etc.) while on Close Up.

**IDENTIFICATION:** Please refer to [www.TSA.gov](http://www.TSA.gov) for a list of all acceptable identification.

- Passengers age 18 and over at the time of travel are required to show a U.S. federal or state-issued photo ID in order to be allowed to go through the checkpoint and onto their flight.
- Passengers under the age of 18 at the time of travel can bring a school photo ID, but it is not required.

**ARRIVING IN DC:** Welcome to Washington, DC! Multiple groups may be transported to your hotel at the same time, so **please proceed directly to baggage claim upon arrival**. A uniformed Close Up Rep will meet you at the designated area, listed below by airport:

- **(DCA) Reagan Nat'l Airport (Terminals B and C):** Door 6 in the Baggage Claim area.
- **(DCA) Reagan Nat'l Airport (Terminal A):** Travelers Aid Desk in the Baggage Claim area.
- **(IAD) Dulles Int'l Airport:** Seating area in between Baggage Claim 2 & 3.
- **(BWI) Baltimore/Washington Int'l Airport:** At your baggage claim belt.
- **(WUS) Washington Union Station:** Just inside once you enter the terminal from the platform.

### IMPORTANT CONTACT INFORMATION:

- Close Up's Transportation Department can be reached at **800-336-3689**. We will have staff on duty at least 2 hours prior to your scheduled departure.
- Remember to carry your Travel Guard travel insurance information if you purchased a policy. Travel Guard's emergency number is 800-826-4919.

**REMINDER:** Under no circumstances should anyone in your group volunteer to take an alternate flight for compensation if your flight is overbooked. If a problem develops at the airport, please contact Close Up's transportation staff immediately at **800-336-3689**.