



TRAVEL POLICY

Air Travel Information

- Tickets are issued electronically. Take your printed confirmation with you to the airport.
- On most airlines, changes to the original ticket will result in a minimum \$100 change fee plus the difference in fares.
- Access through the security checkpoints requires a ticket and/or boarding pass or ticket confirmation and a government issued photo ID.
- Allow sufficient time to check-in; 1.5 to 2 hours prior to departure time is recommended for airport arrival.
- Many airlines allow on-line check-in 24 hours in advance of departure. Check with the airline 24 hours in advance to confirm flight is still scheduled as planned. You may want to enroll in flight status notification to ensure you are notified up to 3 hours prior to the flight of any changes.
- Be advised that even though you may have a Friday evening return flight, cancellations do occur and you may not get home as planned. Please arrange your schedule accordingly. Please do NOT purchase a return ticket on a different airline and assume the return portion can be applied to a new ticket or that it will be 100% reimbursed.

NACCAS takes care in finding the lowest possible fares at the most convenient times for both NACCAS and the travelers. If you have an emergency and must change your ticket or a portion thereof, you may do so, but please help us avoid adding any additional costs under normal circumstances.

Please check your itinerary as soon as you receive your package to ensure that all information is correct. Notify the NACCAS Travel Coordinator immediately if there is an error. If you have any questions, please call the NACCAS Travel Coordinator at 703-600-7600, extension 129.

Regarding NACCAS Tipping Policy: Usual tipping for daily housekeeping service in the hotel is \$2.00 per day. Assistance with baggage is expected to be no more than \$5. Any expense item submitted for more than these amounts must be explained at the bottom of the Expense Report Form.