



## STEP 9: TRAVEL LOGISTICS - TICKETS

### Procuring Airline Tickets for your Team Members

#### Before You Begin

Before you are able to purchase airline tickets, first assemble the following info from each team member:

- Full name *as it appears on their passport*
- Passport expiration date
- DOB
- Gender
- Airport they will depart from
- Airport they will return to
- Departure and arrival dates

Each team member should have uploaded the information page of their passport to the Trip system, so this should be recorded there. You will also want to keep this information easily accessible for the case of an emergency.

#### Notes About Ticket Purchasing

- **When to purchase.** We generally recommend that you wait until the team has about 50-65% of the estimated amount for plane tickets raised before you begin looking for tickets. Once they reach that point, we would contact a travel agent for quotes and potential itineraries.
- **Traveling together.** If students will be on separate itineraries (because they are not departing and/or arriving at the same airport), we try very hard to make sure they will arrive and depart their destination about the same time. This serves our field partners and reduces the amount of travel time to/from the airport required for the partner.
- **Flying internationally together.** If students will be on separate itineraries, it is important to try to have them meet up at an airport before they leave the states, so they will fly together internationally.

#### Finding the Best Tickets & Ticket Prices

- **On your own or through a travel agent?** You can look for and purchase competitively priced tickets online at sites like [google flights](#) or [Kayak](#). If you are experienced with ticket purchasing, this may be your cheapest option. We generally use travel agents because they can often get comparable rates and it reduces the risk of unforeseen variables in the itineraries.

- **Travel Agency Recommendations:**

- The travel agent we have used for a few years and recommend is **High Point** ([highpointgo.com](http://highpointgo.com)).
- Another travel agent recommended to us by a friend is **Aaron Harris**. You can contact him at: (785) 218-4291 and [oneway.travelagents.usa@gmail.com](mailto:oneway.travelagents.usa@gmail.com). We have not used this travel agent yet.

## **What to Look For on Itineraries**

- **When looking at itineraries, here are some things to keep in mind:**

- Check that *connection/layover times are sufficient!* Make sure they have enough time for delays and to make the next flight and/or get through customs. 2 or more hours is good, depending on if it is an international or domestic flight.
- Double and triple check that the students' names are spelled correctly as they are on their passports.
- Double check that all of the dates and times are accurate. For example, if they arrive in SFO on June 1 at 10:30am, but they depart SFO on June 2 at 1:15pm there is probably an error in the dates.
- Is the itinerary refundable if a student is not able to go at the last minute? You can get trip cancellation insurance through Gallagher. You will have to add this on as an extra to your Gallagher insurance.
- Note: Do not fail to review your itineraries even when you are using a travel agent! I have caught mistakes before.

Please feel free to contact OneLink if you have any questions!