



AIRLINE TICKETS

01 Before You Begin

Gather:

- Full name as it appears on their passport
- Passport expiration date
- Date of birth
- 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 in case of an emergency.

02 When to Purchase

We 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 advise contacting a travel agent for quotes and potential itineraries.

03 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 from their destination at about the same time. This serves our field Partners and reduces the amount of travel time to/from the airport required for the Partner.

04 Flying 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 internationally together.

05 Inexpensive Tickets

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 agencies we have used for a few years and highly recommend is

- High Point
 - highpointgo.com
- Golden Rule Travel
 - goldenruletravel.com

Looking at Itineraries

Check that connection/layover times are sufficient! Make sure they have enough time for delays, connecting flights, and/or customs. Two or more hours is good practice, depending on whether it is an international or domestic flight.



Double- and triple-check that the students' names are spelled correctly and 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 if you are using a travel agent! We have caught mistakes before.