

TRAVEL CHECKLIST

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- Review your **travel itinerary**—available online in your [Teacher: School Account](#) under **Travel and Hotel Info**—to make sure your dates, the spelling of your legal name, 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.
 - Print an updated copy of your travel itinerary the Friday before you travel, and bring it with you.
 - Make sure each participant brings:
 - 1) a completed [Medical Questionnaire and Consent for Treatment Form](#);
 - 2) your Health Insurance card or a copy of the front and back; and
 - 3) an adequate supply of any prescription and/or over the counter medication you take regularly.For more information, please visit www.closeup.org and visit our Frequently Asked Questions section.
 - Carry your Travel Guard travel insurance policy. Travel Guard’s emergency number is 800-826-4919.
 - Arrive and check-in at the airport at least **2 hours prior** to your scheduled departure.
 - Adult passengers (18 and over) 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. Please refer to www.tsa.gov for a list of acceptable identification.
 - Please check your airline’s website for any **baggage fees** that you or your students are responsible for paying at the airport. For updates on airport security please visit [TSA’s](#) web site.
 - 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**.
 - Upon arrival, a **uniformed Close Up Representative will meet you at** the designated area:
 - **(DCA) Reagan Nat’l Airport (Main Terminal):** 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.
 - **Any other airport:** At your baggage claim belt.
- Please call Close Up’s Transportation Department at (800) 336-3689 with any questions or concerns. We will have staff on duty 2 hours prior to your scheduled departure.**
- Pack casual and comfortable attire for the program week. Please check the weather in D.C. prior to your travel so you can pack appropriately. If you’re coming in the colder months be sure to pack a winter coat, gloves, hat, and scarf because you will be outside at times. We do request that teachers and high school students dress in business attire for Capitol Hill Day. Some students may also wish to dress up for the final banquet and dance. Some other suggested items include:
 - Comfortable shoes;
 - Sunglasses;
 - Refillable water bottle; and
 - Umbrella or rain jacket.
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