

# TRAVEL CHECKLIST



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- Review your **travel manifest**—available online in your [Teacher Account](#) under **Travel and Hotel Info**—to make sure everything is correct. **If you need to make a change** to your manifest, **immediately** contact Close Up’s transportation staff at **800-336-3689**.
  - Print an updated copy of your travel manifest the Friday before you travel, and bring it with you.
  - Make sure each participant brings:
    - 1) a completed [Medical Questionnaire Form](#),
    - 2) a signed [Consent for Treatment Form](#) and
    - 3) their Health Insurance card or a copy of the front and back.
  - 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.
  - Make sure that each participant has a **PHOTO ID**.
  - Please check your airline’s website for any baggage fees that you or your students are responsible for paying at the airport. Be sure each bag has a completed Close Up luggage tag. 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 on Northwest:** Travelers Aid Desk in the Baggage Claim area.
    - **(IAD) Dulles Int’l Airport:** Seating area opposite Baggage Claim Belt #2.
    - **(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.**