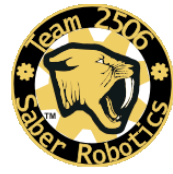




## How to Make Team Travel Arrangements

By FIRST Team 2506



First, it is best to know when you have to be (the latest date and time of arrival) where you are going and when you will be done where you will be at (the earliest date and time of departure). You will also need to know what flexibility you have prior to the event (the earliest date and time of arrival) and after the event (the latest date and time of departure). These 4 sets of date/time will give you your travel windows.

Next, you should try to determine what method of transportation you want to use. A quick check should tell you how far away and how long you will be travelling by car, bus, train, or airplane. Be sure to also think about time to stop to eat, get gas, and stretch if you will be travelling by car or bus. It may also be helpful to allow for a little extra time if weather will be a factor where you are travelling from or to.

Now that you know your travel time, adjust your arrival and departure times accordingly.

The next thing that will need to be factored into planning is cost. You need to have a close idea of a price range per person that you want to pay for this trip. If you have more than 10 (sometimes 12) people travelling together, most commercial passenger transportation companies will offer you a group rate. To find out the group rate, you usually have to contact a Group Sales Department. You generally will not be able to find out the group rate just by calling a general reservation phone number or looking it up online. One other item that can change the cost of a trip is how far in advance you can make your travel arrangements. This can work either way. If you are booking early, discounted tickets could be available that would otherwise be sold individually. If you are booking at the last minute, perhaps there would be a somewhat empty plane or train that would benefit from having more people on it and to encourage you to travel at that time, you might get a discount.

If you are looking at buses or charter airlines, the procedure is similar to booking a group. You need to contact the company to get a rate quote based upon your travel plans. This rate is usually a flat amount. You need to divide this amount by the number of people travelling to find out the per person price.

While you are waiting for your group rates and charter prices to come in, it would be helpful for comparison reasons to do a little research into what prices you can find individually for the same travel plans. Keep a list of these to compare with your group rates. Keep in mind however that often times there are very few of the tickets available at the lowest price. So, if you see a ticket price of \$98.00, you may only be able to get 2 or 3 at that price and have to pay the next higher price for the rest. The moral of this is to look at more than just the lowest price and use an average price for your comparison.

Once you have gotten all of your group and charter rates and compared them to the prices you found on your own, you will have an idea of who is offering you a good price.

Taking into account your budget, travel time, prices and travel schedules offered; you should be able to make an educated decision now as to what is the best option for you. Do not take too much time making this decision as prices are subject to change until you actually book a trip.

If you also need to book a hotel, you would do this in the same manner as the tickets.