

TRAVEL CHECKLIST

2025 - 2026



ALL TRAVELERS: Print an updated copy of your travel itinerary the week before you travel and bring it with you on your travel day. For more information, please visit www.CloseUp.org and visit our FAQ section. Make sure each participant brings:

- A completed and signed *Medical Questionnaire and Consent for Treatment Form* (available through your School Account under the Required Forms).
- A health insurance card or a copy (the front and back).

CLOSE UP GROUP TRAVEL CHECKLIST: If your group purchased a Close Up transportation package, review your travel itinerary posted on your School Account under Program & Travel Information. Your itinerary will be available 60 days prior to your departure date. Ensure that the travel dates, spelling of legal names, and travel times are correct. ***If you need to make a change to your itinerary, immediately contact Close Up Transportation at 800-336-3689.***

CHECKING IN:

- Group reservations of 10 or more passengers **are not** eligible for online check-in 24 hours prior to departure unless you are traveling with Southwest Airlines.
- Arrive and check in at the airport **at least two hours** prior to your scheduled departure. For updates on airport security, please visit www.TSA.gov.
- Once you arrive at the airport, please check with the airline counter to guide you through the check-in process.
- For any questions prior to departure, please check your airline's website for the most up-to-date check-in procedures and policies.
- Please re-confirm your flights 24 hours prior to departure with your airline carrier directly.

FLIGHT DISRUPTIONS:

- In the event of a **flight delay, cancellation, or rescheduling**, please contact your airline carrier directly or speak with a gate agent for the most immediate assistance. Close Up coordinates with airline group desks; however, these offices close early on weekdays and remain closed on weekends.
- Please also notify Close Up by calling our emergency transportation line at **800-336-3689** to provide updates or request additional support. While Close Up cannot assume responsibility for airline cancellations or schedule changes, we will make every effort to assist within the limitations of airline policies.

BAGGAGE FEES: Due to TSA regulations, baggage fees are not included in Close Up transportation packages.

- Please check your airline's website for any baggage fees that you or your students are responsible for paying at the airport. **Participants will be responsible for any baggage fees on the return trip as well.*
- You must be able to carry your own luggage, so pack only what you need. Students are limited to one checked piece of luggage and one personal item (backpack, etc.) while on Close Up.

IDENTIFICATION: Every air traveler 18 years of age and older will need a **REAL ID-compliant driver's license, state-issued enhanced driver's license, or another acceptable form of ID** to fly within the United States. For FAQs regarding this new guideline, please visit <https://www.dhs.gov/real-id/real-id-faqs>. Passengers under the age of 18 at the time of travel can bring a school photo ID, but it is not required.

ARRIVING IN D.C.: Welcome to Washington, D.C.! Multiple groups may be transported to your hotel at the same time, so **please proceed directly to Baggage Claim upon arrival.** A uniformed Close Up representative will meet you at the designated area, listed below by airport:

- **(DCA) Reagan National Airport (Terminal 1/Concourse A):** Travelers Aid Desk in the Baggage Claim area.
- **(DCA) Reagan National Airport (Terminal 2/Concourse B,C,D,E):** Door 6 in the Baggage Claim area.
- **(IAD) Dulles International Airport:** Seating area in between Baggage Claim 2 & 3.
- **(BWI) Baltimore/Washington International Airport:** At your Baggage Claim belt.
- **(WAS) Washington Union Station:** Just inside once you enter the terminal from the platform.

IMPORTANT CONTACT INFORMATION:

- Close Up Transportation can be reached at **800-336-3689**. We will have staff on duty at least 2 hours prior to your scheduled departure.
- If you have purchased travel insurance, please remember to carry your [Close Up Travel Protection | Powered by battleface](#) information with you. The battleface emergency number is **855-998-2928**.

REMINDER: 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 Transportation immediately at **800-336-3689**.