

Non-Local Participant Travel Information

Air Travel

For those traveling to Washington, D.C. by plane please fly into whichever airport is the most cost-effective. Travel days for this course will be Sunday and Friday during the week of class. You will take a shuttle, taxi cab, or the Metro (subway train) to the hotel and back to the airport. You can fly into *Reagan National Airport (DCA)*, *Dulles International Airport (IAD)* or *Baltimore Washington International Airport (BWI)*. Return flights should be scheduled after 8:30p on Thursday of class or on Friday after class.

Transportation between airport and hotel:

From DCA Airport:

Taxi: Located outside baggage claim
Subway (Metro): www.wmata.com.
Super Shuttle: www.supershuttle.com.

From IAD Airport:

Taxi: located outside baggage claim
Bus & Subway (Metro): www.wmata.com.
Super Shuttle: www.supershuttle.com.

From BWI Airport:

Taxi: located outside baggage claim
Super Shuttle: www.supershuttle.com.
Marc Regional Rail: <http://www.bwiairport.com/en/travel/ground-transportation/trans/marc>
Amtrak: <http://www.bwiairport.com/en/travel/ground-transportation/trans/amtrak>

If you need help taking the metro please visit http://100.gscnc.org/rtm_about.html

Vehicle Travel:

For those traveling to Washington, D.C. by car (private or government) instead of flying, you are required to do a cost comparison (include your travel time as a cost) and determine the cheapest charge to the government. Please include cost for parking at the hotel.

Train Travel

Amtak (www.amtrak.com/) comes into Union Station in DC. From there, you can take the metro or a local bus (www.wmata.com), or a taxi to your hotel.

Reserve your hotel room

Use the link that was provided in logistical email. Complete reservations 1 month prior to class.

NOTE: you should **not** be charged federal taxes including hotel parking, room taxes, etc.! Please verify before final checkout that you were not charged any federal tax during your hotel stay. If you choose to stay additional days in DC, you need to contact the hotel's reservation front desk and follow the procedure provide in the FAQ Travel.

NOTE: you will personally be paying the costs for any extra days that you stay in DC beyond the Fundamentals program; these charges cannot be made to a government credit card.

Fill out the Student Registration (use the link that was provided in logistical email)

If you have a reasonable accommodation request fill out a “Reasonable Accommodation” form. Form is due to NPS Fundamentals Staff 1 month prior to class, so we can make the necessary arrangements. Please let us know if you are not able to walk and we can help arrange for alternative options.

Come directly to the classroom slightly before 8:20a, to sign in each day.

Transportation from the hotel to classroom:

Walking: On Monday morning, keep a look out for NPS Fundamentals Staff, who will meet participants in the hotel lobby and walk with those like to walk over to the meeting space.

NOTE: Use caution this route may be missing sidewalks or pedestrian paths. Please walk with other class members. Be careful of traffic and follow sidewalks, footpaths and traffic signals.

Taxi: You can catch a taxi. Please try to do so as a group rather than as an individual. Save your receipt to use with your travel voucher.