

Travel preparation:

Airfare

If you are being reimbursed for airfare----Travelers on federal-funded trips must book the lowest priced coach/economy class airfare available. Travelers outside the continental United States must travel on U.S. affiliate carriers at coach rates when at all possible. Be sure to keep all airline tickets/receipts. For E-tickets we will need a copy of 2 of the following elements as support:

1. **on-line/e-mail print out**
 2. **copy of credit card or bank statement showing airfare charges**
 3. **Passenger receipt** (Obtain at the check in counter or at the KIOSK machines)
- PLEASE NOTE: Boarding passes are not accepted as receipts.

South Bend Regional Airport: <http://www.sbnair.com> Chicago Airports: <http://www.ohare.com/ohare/home.asp>, <http://www.chicago-mdw.com>.

Coach USA (buses) (Chicago to South Bend)

If you prefer to fly into Chicago and use Coach USA bus lines to get to South Bend: visit this website: <http://www.coachusa.com/tristateunitedlimo/>. Arrive 25 minutes before time of departure. You have the choice of a round-trip or one-way ticket (round-trip is priced ~\$55.00) The bus will take you to the South Bend Airport. Many people have used the option and find it to be a pleasant trip.

South Shore Line (Chicago to South Bend)

Another option to flying into Chicago is the Chicago's South Shore Line, here's a website for you to visit: <http://www.nictd.com>. Go to the Randolph St. Station and from there you can catch a train to South Bend. The price one-way is \$11.00. Please be sure to keep your receipts for reimbursement (i.e. Taxi and Train).

VISA Travel for Foreign Visitors

If you do not have a US passport or permanent resident card, you will need to enter the US as a visitor on a business visa (either B1 or WB). When you arrive in the US, you must state that you are entering for business purposes (i.e. a B1 designation on the I-94 card) or under the visa waiver program and you are requesting a waiver for business purposes (i.e. a WB designation on the I-94 card) and take the *letter of invitation* from Notre Dame with you when you apply. This status will enable us to reimburse (travel, meals, lodging). *We must have a copy of your passport page, visa page and I-94 card to reimburse expenses.*

Visitor Parking on Campus

Go to the JINA visitor webpage for directions and parking. <http://www.jinaweb.org/html/visitorinfo.html>

If you have any questions, please contact Kathy Burgess at kburgess@nd.edu for assistance.