

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:

- Itinerary reflecting airline, flight numbers, departure/arrival dates and times, and
- Receipt listing total flight cost, payment method (e.g., Visa *****1234), and evidence of full payment. OR Passenger receipt (Obtain at the check in counter or at the KIOSK machines) Please note: boarding passes are not accepted as receipts

Note: Itinerary/Receipt requirements may be satisfied by the same summary document depending upon method used by the airlines or travel company.

If the on-line receipts to support travel-related expenditures reflect proper cost and evidence of full payment, additional substantiation via copies of credit card statements reflecting the charge will not be required.

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 . The bus will take you to the South Bend Airport or directly to Notre Dame campus. 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. 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. For travelers coming from countries who participant in the VISA waiver program please note new requirements for this visa went into effective January 12, 2009 – please see link for additional information: http://www.esta.us/travel_authorization.html. 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.*

Be sure to check with the US embassy in your country and with the US Department of State for the latest regulations and rules for entering the US. The link below may offer assistance: <http://unitedstatesvisas.gov/>

Visitor Parking on Campus

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

Contact for JINA/UND:

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