

WGI TRAVEL INFORMATION

Updated 11/2024

WGI TRAVEL INFORMATION

This Power Point includes:

- When to book your travel
- WGI Travel Policy
- Concur Information & Tips
- Other Transportation
- Event Details

WHEN TO BOOK TRAVEL

- All travel must be booked, at the latest, 45 days prior to the regional weekend. Those judges/staff who fail to book within 45 days of the regional may forfeit the assignment.
- Judges/Staff are released to begin booking travel in the fall after assignments have been released and confirmed by all divisions.
- Details for where to fly and when to fly are available through your division Preferred Airport List (*available on the Staff Dashboard under Resources*).
- All airline travel should be booked via Concur

WHEN TO BOOK TRAVEL

ONE DAY REGIONAL EVENTS

ARRIVAL

Any time on Friday

DEPARTURE

Any time on Sunday

WHEN TO BOOK TRAVEL

TWO DAY/POWER REGIONAL EVENTS

ARRIVAL

Any time on Friday

DEPARTURE

After 6:30 pm*

**In some cases WGI will ask that you depart later than 6:30 pm, especially in locations where the airport is more than 60 minutes from the venue. Those details will be available on the Preferred Airport List on the Judge Dashboard.*

WHEN TO BOOK TRAVEL

WORLD CHAMPIONSHIPS

Color Guard & Percussion

ARRIVAL

Wednesday

(times may vary and you will be notified in a timely manner)

DEPARTURE

Anytime on Sunday

WHEN TO BOOK TRAVEL

WORLD CHAMPIONSHIPS

WINDS

ARRIVAL

Friday

(times may vary and you will be notified in a timely manner)

DEPARTURE

Sunday after finals or anytime

on Monday

WGI TRAVEL POLICY

- When selecting travel, please select the cheapest fare available that falls within both your travel parameters and the scope of the event weekend.
 - *For example, if you have to work and cannot depart on Friday from the airport until 6 pm, then look for the cheapest fare that departs after 6 pm on Friday.*

WGI TRAVEL POLICY

- You may book any flight that is within \$60 of the cheapest fare.
 - *For example, if the flight you select is \$400 and the cheapest fare is \$350, that flight will be approved and you will not owe anything.*
- Concur has a limit of \$425 for WGI's administrative purposes and this is not considered the maximum price of a flight for our travelers.

WGI TRAVEL POLICY

- WGI does not use discount carriers to compare to the cheapest fares.
 - *Discount carriers include Spirit, Allegiant, & Frontier, among others*
 - *Southwest **is not** considered a discount carrier and will be used as a comparison*

WGI TRAVEL POLICY

- WGI does not use the fare class Basic Economy on any carrier to compare to the cheapest fares.
 - *When booking travel through Concur, Basic Economy should not be an option due to the restrictions on the airfare but some flights slip through, please pay attention when booking your travel.*

WGI TRAVEL

- Websites to search low cost travel
 - [ITX Matrix Software](#)
 - [Southwest Airlines](#)
 - [Google Flights](#)
 - [Kayak](#)

CONCUR INFORMATION & TIPS

There are a few things to
keep in mind when you
are looking for/booking
travel in Concur

CONCUR INFORMATION & TIPS

1 - When selecting your flights, pay attention to the dates.

(Change fees vary by airline, class of service, and sometimes the traveler's status on that airline.)

The screenshot shows a flight search interface with the following elements:

- Navigation icons: Airplane, Car, and Bed.
- Section: **Flight Search**
- Trip type: **Round Trip** (selected), One Way, Multi City.
- From: Dayton, OH - Dayton Intl Airport (with links for "Find an airport" and "Select multiple airports").
- To: Bora Bora - Bora Bora Airport (with links for "Find an airport" and "Select multiple airports").
- Depart: 02/06/2024, depart, 09:00 am, ± 7.
- Return: 03/01/2024, depart, 05:00 pm, ± 7.
- Options: Pick-up/Drop-off car at airport, Find a Hotel.

A red circle highlights the date and time selection fields for both the Depart and Return flights.

CONCUR INFORMATION & TIPS

2 – Be sure to change the time of departure to the time you would like to depart and then use the drop down arrows to narrow in or expand the search if necessary.

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- Section: **Flight Search**
- Trip type: **Round Trip** (selected), One Way, Multi City.
- From: Dayton, OH - Dayton Intl Airport (with "Find an airport" and "Select multiple airports" links).
- To: Bora Bora - Bora Bora Airport (with "Find an airport" and "Select multiple airports" links).
- Depart: 02/06/2024, depart, 09:00 am, ± 7. A red arrow points down to the time field, and a red arrow points left to the ± 7 field.
- Return: 03/01/2024, depart, 05:00 pm, ± 7. A red arrow points up to the time field, and a red arrow points left to the ± 7 field.
- Options: Pick-up/Drop-off car at airport, Find a Hotel.

CONCUR INFORMATION & TIPS

- Once you have selected your flights and one of the travel rules has been “violated” you will see this pop up box.
- Please be sure to “choose a reason” for selecting a flight that is outside of the WGI Travel Policy.

Travel Rule Triggered

This flight is not in compliance with the following travel rule(s):

- ⚠ Per the WGI Travel Policy, airline tickets over \$425 must be approved by WGI.
- ⚠ Per the WGI Travel Policy, WGI will only allow alternative flight choices when the price of the chosen ticket is less than \$60 higher than the least logical airfare.

Please choose the reason for selecting this travel option. If more than one reason applies, choose the most applicable. This reason applies to this entire trip.

-- Please Choose a Reason --

- Please Choose a Reason --
- Cheapest Available Fare - Needs Approval
- Refused Alternate Carrier
- Refused Alternate Routing
- Refused Alternate Flight Times

We will log flights which you did not take.

The selected fare was: \$903.81
The least cost logical fare was:\$311.40

CONCUR INFORMATION & TIPS

- If your reason requires an explanation, please provide the details here. (For example, cannot depart until 6 pm on Friday & this is the cheapest fare after 6 pm.)
- If you are aware that the flight is over the limit and you are okay with paying the overage, please state that here.

Travel Rule Triggered ✕

This flight is not in compliance with the following travel rule(s):

- ⚠ Per the WGI Travel Policy, airline tickets over \$425 must be approved by WGI.
- ⚠ Per the WGI Travel Policy, WGI will only allow alternative flight choices when the price of the chosen ticket is less than \$60 higher than the least logical airfare.

Please choose the reason for selecting this travel option. If more than one reason applies, choose the most applicable. This reason applies to this entire trip.

-- Please Choose a Reason -- ▼

Please explain why you have chosen this flight. NOTE: We will log flights which you did not take.

Save Cancel

The selected fare was: \$454.49
The least cost logical fare was: \$311.40

CONCUR INFORMATION & TIPS

- Concur is a travel agency. They receive flights from the airlines at specific price points. Once they are sold out of flights at that specific price point, the “agency” is sold out.
- Please check your preferred carriers’ website to ensure the price on Concur matches, if it is ever cheaper on the carrier’s website, please contact your WGI Event Manager.

OTHER TRANSPORTATION

- Mileage Reimbursement

- WGI will pay the IRS Mileage Rate if you choose to drive your personal car. Mileage rate includes gas and parking fees (*this includes hotel parking unless you are otherwise notified*).
- Toll payments will be reimbursed separately with appropriate receipts
- Total mileage reimbursement is not to exceed the lowest possible airfare for travel to the same destination.
- Travelers must complete the Mileage Form within 30 days of the conclusion of the event
- WGI reserves the right to refuse reimbursement if any of the above is not satisfied.

OTHER TRANSPORTATION

- **Car Rental**
 - Occasionally WGI will ask that you rent a car for the event weekend. WGI has a national account through Enterprise/National and may book your car via this method if you are asked to rent a car.
 - Travelers are permitted to rent a car and drive to the event if you choose not to drive your personal car. (Travelers may only submit for mileage or a car rental/gas; they may not submit for both.)
- **Train** *(where available – contact your Event Manager for further details)*

OTHER

- Airline tickets purchased by WGI remain the property of WGI and can only be used for approved events. Airline tickets used for unauthorized reasons will require full reimbursement to WGI.
- Additional travel expenses may be reimbursed with express written permission from the Director of Color Guard, Director of Percussion, Director of Winds, or the Executive Director.

AT THE EVENT

- **Transportation**
 - The Event Partner is responsible for your transportation to/from the airport/hotel/event site. If you choose to make alternate arrangements, please contact your Lead Judge and Contest Administrator ahead of the event weekend.

AT THE EVENT

- **Hotel**

- The Event Partner will make reservations for WGI Staff/Judges for an arrival on Friday and departure on Sunday for most regionals. If you are unable to depart on Sunday due to the contest and airline schedules, then WGI will ensure you have accommodation for Sunday evening.
- If you choose to arrive early or stay late, keep in mind that you would do so at your own expense.
- If you have any questions regarding your hotel at a WGI event, please contact the Contest Administrator. WGI Judges should not reach out to the Event Partner directly for any reason.