



The information below is for domestic travel only. For international trips, please schedule a meeting with your advisor.

Hotel Booking

Option 1: Using Lucid Travel

Lucid Travel is the preferred method for booking Club Sport hotels. If you have not used Lucid Travel before, please [watch this short training video](#). After watching the training video, [use this link](#) to begin booking your stay.

Option 2: Not Using Lucid Travel

If teams require hotels in an area not serviced by Lucid Travel, they should follow these steps:

1. A member of the team should book the appropriate number of hotel rooms themselves with their own credit card.
2. After booking rooms, submit to your advisor (via email) the email confirmation(s), and a Credit Card authorization form from that hotel. In the body of the email, detail exactly what you have booked (i.e. 4 rooms for 2 nights – check in October 8, check out October 10).
3. Your advisor will then complete the CC Authorization form and fax it to your hotel. The hotel will then be able to switch payment information from the team member who booked over to your advisor's BU travel credit card.
4. After your advisor faxes this form, the team should call the hotel to confirm receipt prior to arrival. Make note of the day/time you called as well as the name of the employee with whom you spoke.

Alternative Accommodations (i.e. AirBNB/VRBO)

Alternative accommodations may only be booked with approval from your advisor. These types of accommodations are typically allowed only in circumstances where remote locations limit hotel availability. A coach must be traveling and staying with the team for this option to be considered. If you receive approval to use a service such as AirBNB/VRBO etc., you will need to pay for the stay through a personal account and submit receipts via the online check request form within 10 business days for reimbursement.

Flight Booking

Teams generally book flights in one of two ways based on the size of their traveling group. Regardless of the size of the group, these general guidelines should be followed:

1. All athletes/coaches take the same flights
 - a. It is not optimal to split up into separate groups or otherwise have individuals travel outside of the larger group. We understand there are circumstances where this may not be optimal for a team (generally due to academic scheduling reasons), but considerations should be made when booking travel to allow for this to occur whenever possible.
2. Teams are responsible for the travel costs for their coaches
 - a. Teams should factor in flight and hotel costs to their budget as coaches are not expected to fund their own travel.
3. Budgeting considerations for travel around school breaks
 - a. When teams travel on or over school breaks (i.e. Spring Break), additional financial burden may fall on an athlete or team if their travel does not both originate and terminate with campus. Athletes who desire to travel separate from the team for their convenience may be asked to bear the cost of that flight. These separate flights will not be booked through the BU Club Sports office and are the responsibility of that traveler.

Larger Group Flights

If your club requires air travel of 6 or more (CBT) or 9-10 or more (Airline), you have two options:

Option 1: Christopherson Business Travel (CBT)

Christopherson Business Travel is the new travel management company that the Club Sports Office works with to meet our program's travel needs. To best assist them with our travel requirements, please follow these steps:

1. Fill out the *New Group Request Form* from CBT. This document can be found on our "[Forms](#)" page. You will need to provide the following information:
 - Name of Group (Ex: BU Sailing, BU Club Men's Soccer, etc.)
 - Number of expected travelers
 - Departure city
 - Arrival city
 - Dates of travel
 - Preferred flight times if applicable (morning, afternoon, 9AM, 7PM , etc.)
2. Email the completed form to universitygroups@cbtravel.com.
 - a. Once CBT receives your request:
 - i. They will email you flight options based upon pricing, timing, layovers, etc.
 - ii. Please monitor your email for their options. Air fares are volatile and are not guaranteed until ticketed. You will want to secure your desired option ASAP.

Once you have selected the flight option you wish to have reserved:

3. Send that option to your CBT representative with your advisor CCed on the email.
 - a. Advise the CBT representative of the Group Name and that you will be using your advisor's profile with the credit card on file.
 - i. EX: "This flight will be paid for using Jason Ryan's profile and credit card."
4. Fully complete the "Passenger Information Template" found on the "[Forms](#)" page of the Club Sports website and include it in your flight request to CBT.
 - i. The name of the passenger MUST appear exactly as it appears on the government issued photo ID that will be presented at the airport to the TSA (driver's license, passport, etc.).

Once CBT has received all your information along with your flight choice, they will secure your reservation, issue your actual airline ticket, and email you your itinerary. The email will have all the information pertinent to your airline flight.

NOTE: There is an \$25.00 per ticket fee associated with CBT's services which the department will assist in covering.

Option 2: Group Booking Directly Through The Airline

1. Call the airline's group booking phone number if you are booking for a group of 9-10 or more passengers.
2. Provide the airline representative with the necessary details for the trip including:
 - Number of expected travelers
 - Name of Group (Ex: BU Sailing, BU Club Men's Soccer, etc.)
 - Departure city
 - Arrival city
 - Dates of travel
 - Preferred flight times if applicable (morning, afternoon, 9AM, 7PM , etc.)
3. If you receive a quote that meets your team's needs, ask them to put the reservation on hold for as long as possible. Most airlines will only reserve seats for 24-48 hours at most.
4. Ask them to add your club's advisor as a designed group leader. The official contact e-mail for the group should be your club's advisor, not the team representative.
5. Notify your club's advisor that a group reservation has been made and is currently on hold. Provide all details for the reservation and e-mail over the group contract. Also, fully complete the "Passenger Information Template" found on the "[Forms](#)" page of the Club Sports website.
6. The name of the passenger MUST appear exactly as it appears on the government issued photo ID that will be presented at the airport to the TSA. (driver's license, passport, etc.)
7. Your club's advisor may set up a time to meet to review the details for the flights. If approved, your advisor will submit the contract, passenger list, and make the payment.

Smaller Group Flights

If traveling with fewer people than a group booking permits, manual online booking may be done via a scheduled meeting with your advisor. Before booking this meeting, please ensure you've collected all necessary information including:

1. Exact flights you wish to book.
2. All required traveler information requested by the airline.
 - a. (DOB, name as it appears on their government issued ID, etc.)