

Guidelines for Faculty-led Program Group Flights

Preferred departure airport: Pittsburgh International Airport

Departure Time – after 10:00am, if possible

This provides for 1 hour driving time and 3 hours of security time without requiring travelers to drive before 6 am.

Return Time – before 11:00pm, if possible

This provides 1 hour of driving time for individuals to return home before midnight.

Alternative airport: Dulles International Airport, Washington, D.C.

Departure Time – after 1pm, if possible

This provides for 4 hours of driving time and 3 hours for security without requiring travelers to drive before 6 am.

Return Time – before 8pm, if possible

This provides 4 hours of driving time for individuals to return home before midnight.

Note: For flights over 14 hours in length, a local hotel can be booked, accommodating later arrivals.

Student Purchased Flights

If flights are not included as part of the program package, the guidance above can be provided to students for their own consideration.

Students may be provided faculty itineraries to book at their own discretion. Faculty cannot require students to purchase a specific itinerary.

Students should be advised to arrive at the initial group hotel by a specified date and time. It is recommended that the arrival day be minimally scheduled to allow for variance in arrival and delays. A welcome dinner or tour may be arranged with attendance being optional.

Students should be given information on best practices related to transportation to the hotel from the airport including payment requirements (cash, card, app, etc.) Students should be provided contact information for both the faculty leader and WVU Emergency Line +1 (304) 293 - 9456