



Five important things to know before you travel and while on the road.

1. Know the Airlines' Policy for Delays Due to Weather

There is \$27,500 per passenger fines for airlines if planes sit on the runway for more than 3 hours. Airlines are likely to cancel flights rather than risk delays on the tarmac. The airlines are not responsible for hotel, food and transportation due to weather. Most will likely offer flexible changes to tickets, waived fees or penalties and in some cases refunds or partial refunds.

- Check road conditions, traffic and security wait times go to: <http://updates.orbitzforbusiness.net>

2. TSA security updates at the airports

You've heard about the controversial now pat-downs and body scans taking place in airport security lines. At this time the full-body scanner is not available at Portland Airport. The majority of pat-downs occur when a passenger alarms either the metal detector or the AIT (Advanced Imaging Technology) unit. Remember to place your liquids in a 1 quart-sized, clear, plastic, zip-top bag and place in the screening bin, take everything out of your pockets, remove your shoes, jewelry, laptop computers, coats and outer garments, before you go through screening. More information may be found at:

<http://www.tsa.gov/311/index.shtm>

Traveling with food or gifts - Not sure what you can and can't bring through the checkpoint?

<http://www.tsa.gov/travelers/airtravel/holiday.shtm>

More details at TSA website: [Helpful Hints for Holiday Travelers](#)

3. Airport parking

- Portland airport parking \$10/day (economy)
- Off airport locations
[ParkRideFly](#) \$8.50/day
Park and Fly \$8.48- One day free coupon is available at [TC website](#).

- For those early morning departures or late night arrivals the Radisson Portland Airport Hotel - Stay one night on either end, and you can park your car free for up to 10 days. Book your stay through [Orbitz for Business](#) and select the WU negotiated rate.

4. Manage your Travel before you go

- **TripIt** - Offers the convenience of having all your travel plans in one place. Makes travel so much easier!
Get started:
--->Register at: www.tripit.com (no charge)
--->Add your flights, hotels, rental car reservations and other plans to your trip, just forward the booking confirmation emails to: plans@tripit.com.
- No more digging through your email inbox for confirmation codes, hotel addresses and flight schedules.
- Orbitz for Business users - don't forget to download mobile application site to your device
--->Go to mobile site [iPhone](#), [Android](#), [BlackBerry](#) or go to [OFB mobile site](#). All of your trip info will be right in the palm of your hand.

5. Orbitz for Business Care Alert

- To receive updates on flight status, weather delays and more.
- Before you leave and while you are on the go. Don't forget to update your contact info on "My Account" - "Orbitz Care Alerts".

We are here to assist you with your travel questions. Please feel free to contact our office at: travel@willamette.edu or 503-370-6388.

Our office will be closed during the Thanksgiving holiday: Thursday, November 25th - Sunday, November 28th. We will return on Monday, November 29th.

After hour emergency, please contact the following:
For reservations made with Orbitz for Business contact 877-672-4891,
Azumano Travel reservations - Emergency after hour service 877-784-2685.

We hope you have a safe and wonderful holiday!

Travel Center Staff