DoD Travel Guidance
(OSD, Air Force, Army, Navy, other DoD organizations)

4-7 Dec 2017 JANNAF, Newport News VA

The following guidance is to help ensure we remain below conference approved cost constraints (total DoD travel cost, individual trip cost and cost per day) and generally minimize TDY costs. For cost estimating purposes, 6 days was assumed for TDY costs including travel on Sunday 3 Dec 2017 and return travel on Friday 8 Dec 2017.

Carpooling for organizations with more than one attendee is assumed (3 per car maximum) for travel to/from the home airport, driving to Newport News from within driving distance (e.g. Washington D.C./Baltimore MD), and in the local TDY area whether using personal cars or rental cars. At the TDY location, using taxi to the hotel venue from the respective airport is less expensive in some cases as noted in the table below.

One of the travel cost variables for this JANNAF is driven by the need for rental cars at Newport News for those attending the classified sessions at NASA Langley Research Center (LaRC). The registration fee does not include, and conference organizers have not alternatively arranged for, transportation to/from LaRC. Organizations with more than one attendee should identify who in their organization they will carpool with to LaRC for each day they plan to attend the classified sessions. For organizations with one attendee to the classified sessions should contact colleagues in other DoD organizations to determine if they can otherwise carpool to the classified sessions and otherwise.

As usual, select the lower air fare option to the Newport News area. Not only is it less expensive but, in a few cases, much more convenient since the lowest, low cost fares are always nearer to Newport News in FY18 per DTS. The lowest, high rate fares in some cases were into Washington D.C. airports. Airports in the Washington D.C. area were considered fair game based on air fare and taking into account additional fuel costs.

The table below indicates airports to fly into from the various principal attendee organization airports across the country, taking into consideration air fare and local travel costs. Also identified is the least cost method of travel to use to the conference hotel (taxi or rental car) depending on number of travelers traveling together. (Remember to take into account the need for rental cars to get to LaRC for classified sessions as noted above).

Flying from:	**Using High Air Fare DTS Rate** **Fly into:**	**Using Low Air Fare DTS Rate** **Fly into:**
Albuquerque NM (ABQ)	Reagan National (DCA), rental car	Norfolk VA (ORF), single traveler use taxi; 2-3 travelers rental car
Dayton OH (DAY)	Richmond VA (RIC), rental car	Richmond VA, (RIC), rental car
Ft Walton Beach FL (VPS)	Newport News VA (PHF), taxi	Newport News VA (PHF), taxi
Huntsville AL (HSV)	Norfolk VA (ORF), single traveler – taxi; 2-3 travelers rental car	Newport News VA (PHF), taxi
Los Angeles CA (LAX)	Baltimore MD (BWI), rental car	Norfolk VA (ORF), single traveler use taxi; 2-3 travelers rental car
New York City Area (LGA) (Including Northern NJ)	Norfolk VA (ORF), single traveler use taxi; 2-3 travelers rental car	Norfolk VA (ORF), single traveler use taxi; 2-3 travelers Richmond VA (RIC) rental car
San Antonio TX, (SAT)	Norfolk VA (ORF), single traveler use taxi	Norfolk VA (ORF) single traveler use taxi; 2-3 travelers Richmond VA (RIC) rental car
San Diego CA (SAN)	Reagan National Wash. D.C. (DCA) use rental car	Newport News VA (PHF) use taxi
Salt Lake City (SLC)	Norfolk VA (ORF), single traveler use taxi; 2-3 travelers rental car	Richmond VA (RIC), rental car

Travelers from locations not identified choose airports to fly from/to taking into consideration the total cost of travel (number of travelers, air fare plus local travel to the hotel venue and LaRC as necessary) at the least cost to the Gov't.