

INSTRUCTIONS FOR GETTING AND PRINTING E TICKETS

All of the travelers have already received via email an itinerary from BCD Travel. The following is a review of the information Cliff has already sent to both travelers and parents of the teen(s).

(If you received an itinerary previously from BCD, BCD says that is acceptable for checkin.)

There is another way you can get an E ticket online. If they don't work for you, you can contact Heather Smith at Heather.Smith@bcdtravel.com

GROUP TICKETS from gateway cities (Dulles and Budapest - and Orlando if you are an intern or staff)

1. Go to www.mytripandmore.com (see below for screen shot of this page)
2. Insert the appropriate RESERVATION NUMBER
 - a. Orlando Interns and staff going for 8 weeks: **O9MSBB**
 - b. Budapest Project One: **49PQ7S**
 - c. Budapest Project Two: **7UN2W6**
 - d. Dulles Project One: **O9OM4Q**
 - e. Dulles Project Two: **N8V9MF**
3. Passenger Last Name
4. (if there is more than one traveler with the same last name, it will ask for the first name. The only way it will accept it is if you list their first and middle names together in the following format: FIRSTMIDDLE (no space between the two) and it must be as it appears in passport. Like: SHARONROSE
5. Top tab – click E-Ticket Receipt

DOMESTIC TICKETS: if you purchased a domestic ticket to GET TO the city where the 'group" ticket begins, you can use a similar process:

1. Go to www.mytripandmore.com
2. Insert the appropriate RESERVATION NUMBER. This number can be found in the subject line of the original email sent you by BCD.
3. Passenger Last Name (if there is more than one traveler with the same last name, it will ask you for the first name. The only way it will accept it is if you list their first and middle names together in the following format: FIRSTMIDDLE (no space between the two) and it must be as it appears in passport. Like: SHARONROSE
4. Top tab – click E-Ticket



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Language:

Time Display: 12 Hour 24 Hour

Sign in to view Itinerary

Reservation Number:

Traveler Last Name:

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