

**Travel Information for Visitors****CONTACT: Brandy Griffis, NSSL, 405.325.6167, [brandy.griffis@noaa.gov](mailto:brandy.griffis@noaa.gov)**

TRAVEL NEED	INFORMATION	Specifics
<p><b>Airfare</b></p> <p>Fly into Will Rogers World Airport, Oklahoma City, OK</p> <p>Airport code: OKC</p> <p><b>Please BOOK EARLY to lock in the discounted government fare.</b></p>	<p>All NOAA flights must be booked through the DOC travel agency (SATO), 855.813.2844</p>	<ul style="list-style-type: none"> <li>• <b>(FEDS)</b> Please use the contract (city-pair) carrier, if one is available, unless you can justify going off the contract under the FTR Section 301 guidelines (but not if the cost is higher than travel on the contract carrier.) Contract carriers can be found at: <a href="https://www.gsa.gov/travel#tab--airfares">https://www.gsa.gov/travel#tab--airfares</a>.</li> <li>• <b>(FEDS)</b> When booking contract airfare, please have travel preparer <b>ask SATO for the discounted government fare</b>, if available – this is still fully refundable, but is sometimes as much as half the cost of the contract city-pair. Please book the discount fare if at all possible (book early, only a few discounted fares are available for each flight). If you have any questions about the airfare, please contact me.</li> <li>• <b>(FEDS)</b> If planning to travel via POV in lieu of airfare, please be aware that new Federal Travel Rules require a cost comparison against BOTH airfare <i>and</i> the cost of travel via rental car (usually much lower than either airfare or POV mileage.) Will only be reimbursed the lowest cost.</li> </ul>
<p><b>Hotel</b></p> <p>Per diem location will be Norman, OK (unlisted/CONUS). <b>Do not use Oklahoma City.</b></p> <p><b>Allowable rates are: \$107/lodging \$59/M&amp;IE</b></p>	<p><b>Comfort Inn &amp; Suites</b> 840 Copperfield Drive Norman, OK 73072 405.217.0776</p> <p><b>Courtyard by Marriott</b> 770 Copperfield Drive Norman, OK 73072 405.701.8900</p> <p><b>Hilton Garden Inn</b> 700 Copperfield Drive Norman, OK 73072 405.579.0100</p> <p><b>Embassy Suites</b> 2501 Conference Dr. Norman, OK 73069 405.364.8040</p>	<p><b>(Groups)</b> In order to effectively ride-share, it is encouraged that each weekly group of participants all stay at the same hotel, or at hotels within close distance of each other.</p> <p>The hotels on the left are within walking distance of each other, except for Embassy Suites, and are close to restaurants and shopping. These are all nice, fairly new hotels, but feel free to explore them (or other options) online.</p> <p><b>NOTE: The University of Oklahoma graduation dates are May 13-14. If you will be traveling that weekend (either before or after), please make your hotel reservation ASAP as rooms fill up quickly.</b></p>
<p><b>Transportation between OKC airport and Norman</b></p>	<p><b>Airport Express (~ \$48)</b> 405-681-3311 <a href="http://www.airportexpressokc.com">www.airportexpressokc.com</a></p>	<p>Transportation between the OKC airport and the hotel should be arranged using the airport shuttle service to the left.</p> <p>Again, do not use a taxi unless absolutely necessary, as their costs can be considerably higher than an airport shuttle. Uber/Lyft is comparable to the shuttle.</p>