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| **Corporate Shuttle**  **PASSENGER ITINERARY** | corporate_ppt_bw |

**CORPORATE SHUTTLE TO COMMUTE TO WORK**

**Due to tax implications, the Corporate Shuttle is not to be used for commute to work for Hybrid or On-site roles per the** [**Global Travel and Entertainment Policy**](https://cummins365.sharepoint.com/sites/grp_cqms00093/SitePages/DocumentControlDisplayForm.aspx?ItemId=426)**. Reach out to** [**WorkLocationChangeMgt\_Americas@cummins.com**](mailto:WorkLocationChangeMgt_Americas@cummins.com) **for questions or concerns.**

**CHECK-IN**

Cummins Hangar

[5175 North Warren Drive](http://maps.google.com/maps?q=5175+North+Warren+Drive,+Columbus,+IN&hl=en&sll=35.882374,-77.899933&sspn=0.278168,0.579529&oq=5175+north+Warren+drive+colum&hnear=5175+N+Warren+Dr,+Columbus,+Indiana+47203&t=m&z=16)

[Columbus, IN 47203](http://maps.google.com/maps?q=5175+North+Warren+Drive,+Columbus,+IN&hl=en&sll=35.882374,-77.899933&sspn=0.278168,0.579529&oq=5175+north+Warren+drive+colum&hnear=5175+N+Warren+Dr,+Columbus,+Indiana+47203&t=m&z=16)

**If a passenger is not in the lobby when the passengers are notified to board, the late passenger will not be allowed to board the aircraft.** Passengers must be in the lobby to board the aircraft 10 minutes before the stated boarding time. A Security Guard will be in the Aviation Lobby assisting with passenger check-in and boarding. A Cummins Inc. ID is required to board. If the passenger is not a Cummins employee, they need to provide a government issued photo ID and be escorted by an employee. For safety reasons, please leave all luggage or packages at the bottom of the boarding door steps before boarding the aircraft. Crewmembers will load these items.

**STAND-BY PASSENGERS**

We are making a change to our policy regarding standby travel on Corporate Shuttle Flights. Standby passengers could often take an empty seat on our flights, but do not because they are not guaranteed a return seat home. The new policy is as follows:

* Does NOT apply for flight TO the following: Rocky Mount, El Paso, and San Luis Potosi.
* Standby passengers are guaranteed a roundtrip seat to and from Columbus. This policy is very similar to the policies of most major airlines, which require passengers to travel on all confirmed legs of a reservation.
* You must be in the airport lobby at boarding time. Late passengers will be denied boarding, and your seat given to a standby passenger.
* If you do not show up for the first leg of your trip, your entire reservation will be cancelled.
* A standby passenger will be given the entire roundtrip reservation.
* If you need to cancel an individual leg of your reservation, you must contact GIS-Aviation.

**CARGO**

**All non-personal cargo must be disclosed to and approved by Corporate Aviation no later than one business day prior to your scheduled departure date. This includes any piece, part, or component that has or contains fluids, lubricants, or chemicals** This does not apply to personal items that are allowed on passenger airline flights.

**Each piece of cargo and luggage must weigh less than 50 pounds.** You are welcome to bring more than one suitcase.

**ALCOHOL**

In order to safely use the air stair door hand-rails, there is a limit of one 12-pack size package, or smaller, of beer per passenger. Passengers are not allowed access to alcohol. Alcohol may not be consumed on the aircraft.

**DESTINATION TRANSPORTATION – Minneapolis, MN (MSP)**

**Rental Cars: While Hertz is most preferred, Enterprise and National are also preferred.**

To rent a car:

1. You MUST have a Hertz Gold Number
2. Make your reservation via Concur
3. Use the “Off Airport” option and enter MSP Minneapolis, MN for where you want to pick up the car
4. Choose the **Hertz Signature Flight Support MSP** as the pickup location
5. Reference tail number: N804CE

Hertz Columbus: (812) 314-8283 Option 5

Please note, while Hertz is our most preferred vendor, Enterprise/National are also a preferred car rental vendor.

1. No Hertz Gold or Enterprise/National Emerald Green Number
   1. To have a Hertz or Enterprise/National vehicle delivered to the shuttle locations, you must have a membership number listed in your profile with the rental car agency and in your Concur.
2. Expired Hertz Gold or Enterprise/National Emerald Green profile
   1. Driver’s license must not be expired
   2. Credit Card information must not be expired
3. Expired Concur profile
   1. Driver’s license must not be expired
   2. Credit Card information must not be expired
4. Failure to read the Corporate Shuttle reservation confirmation attachments
   1. Includes detailed process for rental car reservations
   2. Includes address for shuttle arrival
   3. Includes our flight number (N804CE)

Even when all these steps are taken, there will be times when cars are not delivered. To ensure  you will not be delayed or inconvenienced upon your arrival, please send the following information **one week** prior to your reservation to the [CBS Travel & Expense Services Team](mailto:concurexpenseus@cummins.com?subject=Air%20Shuttle%20car%20reservation%20details).

* Passenger Name and WWID
* Shuttle destination
* Passenger Hertz Gold or National/Enterprise Emerald number
* Rental car confirmation number
* Date of reservation

**DESTINATION CONTACT INFORMATION**

[Christy Land](mailto:christy.land@cummins.com) Power Systems President EA

[Charity Brennan](mailto:charity.brennan@cummins.com) GIS-Aviation

[Signature Flight Support](https://www.signatureflight.com/Locations/Pages/fbo.aspx?Loc=MSP)

[3800 East 70](http://maps.google.com/maps?q=3800+East+70th+Street,+Minneapolis,+Minnesota+55450&hl=en&sll=37.0625,-95.677068&sspn=34.808514,74.179688&hnear=3800+E+70th+St,+St+Paul,+Minnesota+55111&t=m&z=16)[th](http://maps.google.com/maps?q=3800+East+70th+Street,+Minneapolis,+Minnesota+55450&hl=en&sll=37.0625,-95.677068&sspn=34.808514,74.179688&hnear=3800+E+70th+St,+St+Paul,+Minnesota+55111&t=m&z=16) [Street](http://maps.google.com/maps?q=3800+East+70th+Street,+Minneapolis,+Minnesota+55450&hl=en&sll=37.0625,-95.677068&sspn=34.808514,74.179688&hnear=3800+E+70th+St,+St+Paul,+Minnesota+55111&t=m&z=16)

[Minneapolis, MN 55450](http://maps.google.com/maps?q=3800+East+70th+Street,+Minneapolis,+Minnesota+55450&hl=en&sll=37.0625,-95.677068&sspn=34.808514,74.179688&hnear=3800+E+70th+St,+St+Paul,+Minnesota+55111&t=m&z=16)

Phone (612) 726-5700 | Fax (612) 726-5032