

## PAYMENT PROCEDURES

### Official Travel

All official duty passengers are required to pay £50 per one-way trip. Payment must be made with GTC. Non-GTC holders may pay with personal credit card or British Pounds (US cash not accepted). Payment is mandatory for all personnel on officially funded orders (PCS, TDY, IPCOT, COT, ERD, RAT, Student Travel), to include civilian personnel on funded orders.

### Unofficial Travel

We will continue to provide transportation for personnel on unofficial travel at a charge of £10 (British pounds cash only, please have exact amount). You may use a personal credit card, but there will be an admin charge of £2.50.

- Active duty members and DoD civilians on leave, including emergency leave
  - Retirees and dependents
  - Contractors, AAFES employees, DoDEA and DeCA personnel not on official orders
- Everyone must have a DOD issued ID card.

This service is offered as space available only. All unofficial travelers are required to sign a legal statement confirming that they are not on official orders. Providing a false statement is punishable under the UCMJ.

## TRAVEL ELIGIBILITY

All passengers must have a valid DoD identification card. You must present your ID before boarding the bus.

## TERMINAL 5 PICKUP/DROP OFF

### Official Travel

The London-Heathrow bus stops at Terminal 5 for official duty passengers with or without weapons at the request of the unit UDM at a cost of £75 (must be arranged 72 hours in advance of travel).



**Remember to plan your journey according to your flight. You need to be at the airport 3 hours before takeoff for international flights and 2 hours for domestic flights.**

## HEATHROW AIRPORT BUS INFORMATION

FEBRUARY 2016



**The London-Heathrow bus  
operates every day except  
25 and 26 December.**

### PASSENGER MOVEMENT SECTION

RAF Lakenheath Bldg 977  
DSN 226-1854  
Commercial 01638-521854  
Mon - Wed and Fri 0730-1600  
Thu - 0930-1600

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RAF Mildenhall Bldg 598  
DSN 238-2061  
Commercial 01638-542061  
Mon - Fri 0800-1500

## BUS SCHEDULE

### Bus 1 Bus 2 Location

0430	0700	RAFL Long-term Parking
0445	0715	RAFL Lodging Bldg 984
0515	0745	RAFM Long-term Parking
0530	0800	RAFM Lodging Bldg 459
0800	1000	Arrives Heathrow Terminal 3
1000	1230	Departs Heathrow Terminal 3
1200	1430	Arrives RAF Mildenhall
1230	1500	Arrives RAF Lakenheath

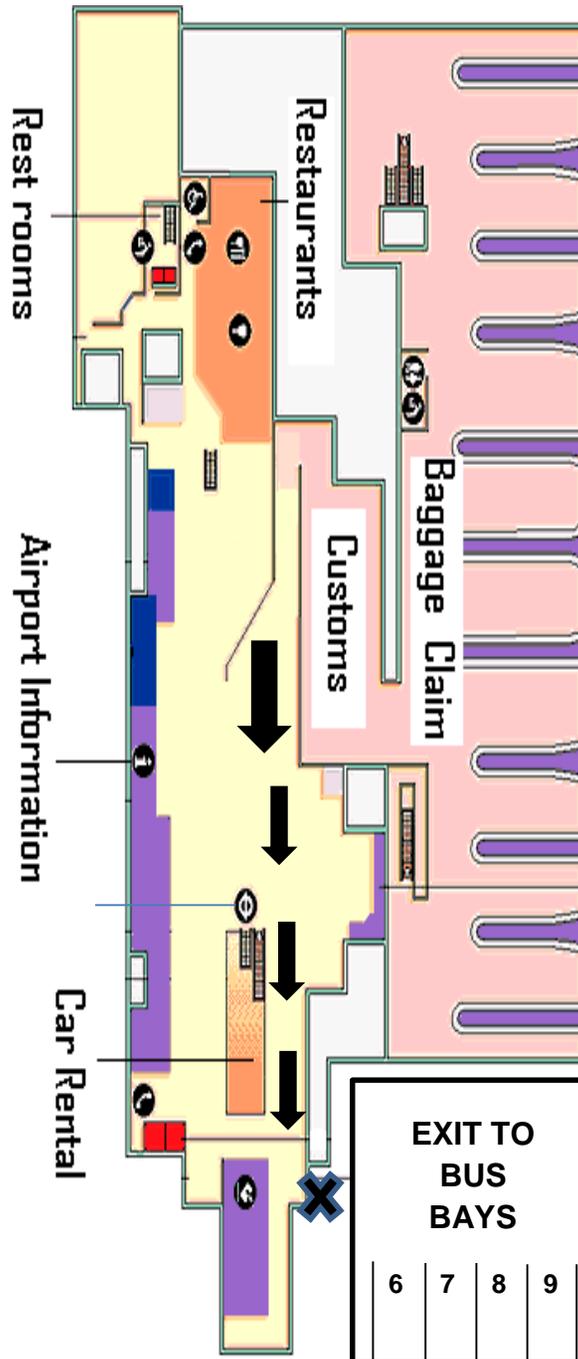
NOTE: The London-Heathrow bus stops at Terminal 5 for official duty passengers travelling to Europe, with weapons at the request of the unit UDM at a cost of £75. Travelers traveling to the States with weapons will leave from terminal 3 (all travelers with weapons must have it cleared with TMO for weapons on board 72 hours in advance).

## TERMINAL 3 PICKUP

See Fig 1 for the bus pickup point at Heathrow **this differs from the drop off point**. The bus location varies between bays 5-9 depending on parking availability. Look for the bus with **COACH SERVICES** or **EURO VIEW** on the front and sides.



Fig 1 - Heathrow Terminal 3 Arrivals



## LUGGAGE RESTRICTIONS

Luggage is limited to 2 pieces per person unless authorized on official duty orders. Checked luggage is not permitted in the passenger compartment.

## UK LAW - DRIVER'S REST

In accordance with UK law, the bus driver must rest 45 minutes after every 4½ hours of driving to ensure the safety of the passengers. If congestion or poor road conditions delay the shuttle, the driver may be required to rest before the leg of the journey is complete. Please consider this when planning transportation.

## ALTERNATE TRANSPORTATION

Personnel who choose not to use privately owned conveyance transportation must use the government arranged bus service to the maximum extent possible. If this transportation does not meet mission requirements, travelers may elect to self-procure alternate transportation.

National Express – [nationalexpress.com](http://nationalexpress.com)  
 JP Couriers - 01638-515300  
 M&L Taxi - 01638-712261  
 Phoenix Taxi - 01638-533060  
 Outdoor Recreation Shuttle - 01638-522146;  
 226-2146 (pets welcome)

NOTE: Expect at least a 2-hour wait for a taxi to travel from the Lakenheath/Mildenhall area to pick you up at the airport.