



Emerson College Travel Program

Dear Emerson Traveler:

We are excited to announce the roll out of a new travel program here at Emerson College. This will allow an integrated way to book air, hotel, car, and train reservations for college related trips. The goals of the program are to bring more value to the community by establishing consistent service levels for all travelers, leverage negotiated discounts, and improve our ability to ensure traveler safety (duty of care.)

We have partnered with the **Boston Consortium** and the **Travel Collaborative (ttc)**, to leverage volume discounts and offer our travelers an online/mobile self-booking solution to book travel. The program also offers full-service agents to assist on group travel and complex itineraries.

You now have access to:

- **Airline Programs and/or Discounts** with
 - Delta, JetBlue, American, United, Southwest, Lufthansa, British Airways, and Virgin, etc.
 - Amtrak, Passenger Railway
 - Hotels (Boston and Los Angeles and special TTC/TZELL rates internationally)
 - Enterprise/National Car Rental
- **Online Booking** via SAP Concur and supported by TTC:
 - Emerson's Concur site: www.concursolutions.com
 - Mobile app for easy trip management on the go <https://www.concur.com/en-us/mobile>
 - Online Concur Transaction Fees:
 - \$9.00 per air Concur transaction
 - \$6.00 per car/hotel-*only* Concur transaction
 - \$15.00 per Southwest Concur transaction
- **Full-Service Agents** dedicated to Emerson College
 - Recommended for multi-destination domestic travel or international, Federal Grant or group travel
 - Full-Service Agent Transaction Fees:
 - \$34.00 per full-service domestic/international air transaction
 - \$27.00 per full-service rail transaction
- **The Travel Collaborative Contact information** for assistance with both online (Concur) or Full-Service bookings:
 - **Phone - 617.503.8303 - Mon-Fri from 9AM-6PM EST**
 - **Email - emersontravel@ttc-partners.com**
- **Afterhours & weekend agent support**
 - Additional fees apply
- **Integration with**
 - TripCase – an easy way to receive notifications of flight schedule changes, delays/cancellations, weather alerts and other helpful traveler information
 - United Educators (duty of care provider) – an insurance program to ensure the safety of our travelers in the event of medical, political or natural disasters globally (*coming soon*)