

# UMBC

AN HONORS UNIVERSITY IN MARYLAND

**Department of Procurement**

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## MEMORANDUM

TO: UMBC Faculty/Staff

SUBJECT: University Travel Agency Contracts

University Travel Agencies provide a full-range of worldwide air and rail ticketing for individuals and groups, as well as full-service meeting and conference planning. The use of University Travel Agencies for purchasing official travel and meeting planning services for employees and sponsored travelers provides one-stop shopping and assures compliance with University Travel Policy and procurement requirements.

For your convenience the contract information is listed below with links to all three agencies' dedicated UMBC websites. In addition to fares/hotel costs these websites provide valuable travel information.

Departments are reminded that Globetrotter Travel, Travel-On, and Omega World Travel are the **preferred** University contract agencies. UMBC travelers have the option of either using these contract agencies or a non-contract agency. Should it be necessary to purchase tickets from other than the University travel agencies, travelers should take care to fully understand other providers' fee structures. The University will not reimburse for any insurance or early bird check in fees.

If you have any questions please contact Procurement at x52273.

**UMBC TRAVEL AGENCIES**

<b>CONTRACTOR</b>	<b>CONTACT INFORMATION</b>	<b>SERVICES</b>	<b>TRANSACTION FEES</b>
<b>Globetrotter Travel</b>	Ph: 800-322-7032, 301-570-0800 Fax: 800-570-9514  AFTER HOURS: Ph.: 800-639-9278 Very Important Traveler (VIT) code: S9TX5, Profile Name: UMBC  Email: <a href="mailto:travel@globetrottermgmt.com">travel@globetrottermgmt.com</a>  UMBC dedicated website: <a href="http://www.globetrottermgmt.com/umbc">www.globetrottermgmt.com/umbc</a>	<b>Globetrotter Travel On-Line Travel Planning Service-</b> Exclusively for UMBC travelers, this service provides flight schedules, prices, UMBC discounts and links to related information.  <b>Globetrotter Travel Group Travel Planning Services-</b> This unit which can be reached at 800-322-7032 x104, sending email to <a href="mailto:mikeb@globetrottermgmt.com">mikeb@globetrottermgmt.com</a>  <b>Globetrotter Travel Advantage On-line Hotel Reservations</b>	Travel Agent Assisted Reservation: <b>\$20.00</b>  On-line Reservations: <b>\$15.00</b>  Please identify UMBC in the comments section if using on-line service for personal travel.
<b>Travel-On</b>	Ph: 800-333-2115 301-403-4278 Fax: 240-387-4301  AFTER HOURS: Ph.: 800-366-2100 Code: 16XL (UMD)  Email: <a href="mailto:travelon@tvlon.com">travelon@tvlon.com</a>  UMBC dedicated website <a href="http://www.tvlon.com/umbc">http://www.tvlon.com/umbc</a> (available after the week of 2/12/07)	<b>Travel-On On-Line Planning Service-</b> exclusively for UMBC travelers, the Travel-On on-line travel planning service provides flight schedules, prices, UMBC discounts and links to related information.	Travel Agent Assisted Reservation: <b>\$24.00</b>  On-line Reservations: <b>\$10.00</b>
<b>Omega Travel</b>	Ph: 877-403-4282 Fax: 301-984-5751  AFTER HOURS: Ph: 800-285-6342  UMBC dedicated Website: <a href="http://www.owt.net/clientsites/umbc">http://www.owt.net/clientsites/umbc</a>	<b>Omega On-Line Travel-</b> Exclusively for UMBC travelers, Omega's On-Line Travel Planning Service provides flight schedules, prices, UMBC discounts and links to related information.	Travel Agent Assisted Reservations: <b>\$34.21</b>  On-line Reservations: <b>\$12.00</b>