

# TAKING A TRIP?



**Travel Management Contracts**  
**Airline Travel Card (ATC)**



# **TRAVEL MGMT CONTRACTS AND THE AIRLINE TRAVEL CARD**

- 1. The College has awarded new Travel Management Contracts to Covington International Travel and CI Travel. These agencies have been contracted to handle airline/rail travel needs of the College and VIMS.**
- 2. The travel agencies are full service agencies. Services include but are not limited to airline/rail reservations, hotel lodging, airport transportation, and car rentals.**



# TRAVEL MGMT CONTRACTS AND THE AIRLINE TRAVEL CARD

- 3 The Airline Travel Card can only be used when booking airline/rail tickets through one of these two contracted agencies.
4. When making travel arrangements other than airline/rail reservations, the traveler must use other methods of payment for these services, such as: personal charge card, individual travel card, or direct billing to department.
5. Travel Agencies are familiar with State Travel Regulations and will assist the traveler with compliance.



# PAYMENT INSTRUMENTS

## **Airline Travel Card (ATC)**

Must be used by  
Travel Agency ONLY

Use to charge airline/  
rail ticket purchases  
ONLY

## **Individual Travel Card**

Use for appropriate  
**business travel expenses**  
such as lodging, meals,  
car rentals, incidentals.

Improper usage  
examples include  
movies, utility  
bills, alcohol.

## **Dept SPCC Card**

**Non travel agency**  
Air/Rail travel will be  
allowed.

Cannot be used to charge meals  
or lodging related to travel.

The SPCC may be used to  
reserve lodging with the  
travel agency as part of  
the booking.

# How to use the ATC?

- **When calling travel Agency each traveler must provide the following information:**
  - Name
  - Banner ID Number
  - Department
  - Contact Information
  - Index/Account Number
  - Fax/Email a Travel Authorization Form (to include lodging exception)
  - Travel Agencies will not secure requested services without approved Travel Authorization Form.



# ADVANTAGES OF USING ATC

- Working with a Full Service Agency
- Traveler will not incur high costs up front
- More efficient and time-saving method of securing travel reservations.
- Easier and quicker to change or cancel reservations.
- No additional fees for reservation changes.
- Per DOA Eliminates Boarding Passes Requirement

# Benefits of a Managed Program

- Lower Ticket Prices
- Enroute Travel Assistance
- Risk Management
- Volume Purchase and Purchasing Agreements
- Error Recognition

# TRAVEL AGENCIES

**Covington**  
INTERNATIONAL TRAVEL

**CI** **Travel**  
Corporate Travel Management

**AMERICAN EXPRESS**  
**Travel**  
Representative