



# WILLIAM & MARY

CHARTERED 1693

**For making airline reservations, contact - (this will be charged directly to the department)**

***Covington International Travel***

804-344-3244 main line

[www.covingtontravel.com](http://www.covingtontravel.com)

Travel Team: [W&M@covtrav.com](mailto:W&M@covtrav.com)

Please use the above email to contact Covington for initial travel requests.

If you have a particular question, you can contact the following:

Staci Hunt      804-343-2261      [stacih@covtrav.com](mailto:stacih@covtrav.com)      domestic

Connie Stell      804-343-2277      [connies@covtrav.com](mailto:connies@covtrav.com)      international

**\*\*\*\*\*NEW INSTRUCTIONS\*\*\*\***

**For making car rental reservations, contact – (State contract) Enterprise (only Enterprise can be billed directly to the department)**

**You can also use National Car Rental BUT you have to reserve it with your Own credit card. It cannot be direct billed\*\*\*\*\***

**Enterprise Car Rental** for local use you can call or reserve it on line

At [www.enterprise.com](http://www.enterprise.com)

757- 873-4736

**\*\*Enterprise Car Rental** for out- of- state use –

Go to [www.enterprise.com](http://www.enterprise.com) and make your reservation.

If you want it **direct billed to the Department**, please call one of us in **Admin to get the account number and PIN#.**

**\*\*If you want to pay it with your own cc, please use the College's**

**Account number** and PIN# (This is different than Physics). Again, contact us for this info. see website regarding vehicle rental:

[http://www.wm.edu/about/administration/senioradmin/adminoffice/riskmanagement/vehiclepolicy/rental\\_vehicles/index.php](http://www.wm.edu/about/administration/senioradmin/adminoffice/riskmanagement/vehiclepolicy/rental_vehicles/index.php)

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