



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

Covington International Travel

804-344-3244 main line

www.covingtontravel.com

Travel Team: 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:

Kimberly 804-343-2261 kimberlyd@covtrav.com domestic

Connie Stell 804-343-2277 connies@covtrav.com international

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 757- 873-4736

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

Go to 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.**

Remember: Enterprise (or National) is MANDATORY for William & Mary. You can only be reimbursed for economy rate – no upgrades! Exceptions must be okayed before travel.

see website regarding vehicle rental:

<https://www.wm.edu/offices/supplychain/procurement/purchasing/rental-vehicles-enterpriserentalcars/index.php>

UPDATED November 2022