

Travel Tips:

- Review relevant College policies and procedures:
 - 65001 Reimbursement for Travel and Related Expenditures
 - 79001 Use of College-Owned Vehicles, which includes use of rentals
- Obtain approvals in advance of making any reservations.
- Have your budget account number and e-mail address ready to provide to the travel agency
(Note: the travel agency will e-mail a copy of your itinerary to you and to Accounts Payable.)

Preferred Travel Agencies**Vacation Travel Center**

Phone: 941-485-1850 x22 (Debbie Whalen)

E-Mail: debbie@vacationtv.com

Fax: 866-966-1080

Website: <http://www.vacationtv.com>

Globetrotter Travel Management

Phone: 301-570-0800

Fax: 301-570-9514

Website: <http://www.globetrottermgmt.com>

FROSCH International Travel

Phone: 410-465-8555

E-Mail: San Croson san.croson@frosch.com

Fax: 410-750-8850

Website: <http://www.frosch.com>