New TSA Regulations for Mobile Devices and Laptops
TSA has new regulations regarding your laptops and mobile devices on direct international flights into the US. TSA Officers may ask travelers to power up devices such as laptops and phones. Powerless devices will not be permitted on board of the aircraft. Please keep this in mind when travelling with a phone or laptop – always pack the power source and turn off devices when they are not in use.

Egencia Travel Tips
Egencia has developed some great tips for travelers. Below is one of their frequently asked questions. Click here for more helpful travel information from Egencia.

Why do I sometimes see lower air fares on other websites?
A: The shopping algorithms of websites are set to favor different preferences such as price vs. total travel time. Since Egencia is focused on the needs of corporate travel, we put more emphasis on flight options conducive for the time sensitive business travelers and eliminate for example itineraries with multiple connections or extreme layovers. Some of these preferences are also decided by your company’s specific travel policy. If you should find a better price online for the exact same flight within 24 hours of booking, Egencia agents will book the cheaper flight for you – and waive the transaction fee to make the change, or if we are unable to find that flight, we will give you a credit for the difference. To take advantage of this, contact our customer service team at 1-866-397-2677 (no service fee will be charged).

JetBlue – Changes at Logan Airport
Please note, flights from BOS-DCA will no longer operate out of the C40/41/42 separate gate area. All BOS-DCA flights will now operate out of dedicated gates within the main concourse. These gates are C25, C26, C28 or C27. Always verify your gate and departure time when you are travelling.

JetBlue Discounted Airfares
All our discounted airfares can only be accessed using one of our approved travel agencies.
- Flat fare of $99 (taxes not included) each way from Boston to New York (JFK/Newark)
- Flat fare of $109 (taxes not included) each way from Boston to Washington DC (Regan National/Dulles/Baltimore)
- Flat fare of $99 (taxes not included) each way from Boston to Philadelphia.
- Visit www.bc.edu/travel for more city pairs and the associated discounts

Who are BC’s approved Travel Agencies
- The Travel Collaborative – local agency that you can build a relationship with and speak to the same representative each time you book a trip.
- Egencia Corporate Travel – online agency to be used if you are comfortable booking your own travel online and do not need the assistance of an agent.
- Shorts Travel – used for group trips of 6 or more with identical itineraries.
- Contact information for all our travel agencies can be found at www.bc.edu/travel
Contracted Hotel Highlights

**Boston Marriot Newton**
- Rates: $129 - $259
- Great space for meetings/conferences - Including 15 meeting rooms
- On-site rental car agency
- Riverbend Restaurant and Lounge
- Free shuttle to the Riverside T station

**Doubletree Guest Suites**
- Rates: 15% off Best Available rate
- All-suite hotel option
- Shuttle service to Harvard Square and Downtown Boston
- Scullers Jazz Club
- Green Room Restaurant
- Rooftop terrace for private parties only

**Hotel Indigo – Newton**
- Rate: $165
- Contemporary modern rooms
- BOKX 109 Steakhouse
- Shuttle to Boston College
- Outdoor pool deck

**Brookline Courtyard by Marriott**
- Rates: $159 - $219
- Located on the Green line MBTA
- Restaurants and shops within walking distance

Tips for Preparing the Perfect Expense Report

When sending down an Expense Report to Accounts Payable, you want to provide the proper documentation in order for the payment to be processed in the timeliest fashion. In order to do that, we have provided a few tips in preparing an Expense Report for submission.

- Print out per diem information for the travel destination.
- Tape multiple receipts on one piece of paper, you do not need to tape one receipt per page.

- If you do not have the hotel receipt, you just need to call the hotel to request the itemized receipt with proof of payment.
- Send down daily currency conversion back up for each expense. We recommend using [www.oanda.com](http://www.oanda.com) for the conversion rates.
- Provide a map when requesting mileage reimbursement. Google map is a good tool.
- Reminder – Employees should use their own American Express Corporate Card when booking travel and not book for others.

Ground Transportation

When assessing you ground transportation needs your first stop should always be our Preferred Vehicle Supplier page. All of the suppliers on this list are routinely vetted for safety standards, insurance requirements, and overall quality. To avoid safety and other issues with non-preferred suppliers, please take full advantage of this webpage.

Student Travel

**Rental Car/Truck**

The Boston College Procurement and Risk Management Departments have teamed with the Enterprise National Car Rental company to develop a rental program that provides excellent liability insurance coverage along with great pricing. The additional liability coverage approved by our Risk Management Department will be applied to all Boston College car rentals through Enterprise including cars rentals for student drivers that are over 21. Please go to our preferred vehicle supplier page and click on the Program Summary link for all of the details. We strongly encourage all rentals for over 21 student drivers be made through Enterprise.

Please check out our Preferred Vehicle Supplier page for the most up-to-date discount codes and offers. Discounts are not automatic; you must provide the discount code at the time the reservation is placed.
**Budget Truck Rental**

When reserving car rentals for others (i.e. students) using Budget Truck Rental, you must provide the representative with the Boston College Wizard Number: KU155E.

**Supplier Updates**

**News**

Non-Preferred Supplier under Investigation: Crystal Transportation

In March, Crystal Transportation, a bus company, failed an investigation that uncovered several safety issues, including active drivers testing positive for drugs and alcohol. Please read the full Boston Globe article [here](#).

This past year Crystal Transportation was used by multiple BC departments. This company has not been listed on our [Preferred Vehicle Supplier List](#) since 2008. To avoid safety and other issues with non-preferred suppliers, please take full advantage of our preferred vehicle supplier page.

**Supplier Grievances/Service Issues**

All ground transportation supplier grievances should be sent via email to kristin.reed@bc.edu with the subject “Service Issue – [Company Name]”. The email should include a full account of the grievance from an individual who witnessed the incident.

**Ordering and Invoice Practices**

**Billing**

For all bus orders under $5k, please pay by voucher. Car rentals must be paid using your American Express card.

Note: Any invoices, receipts, or statements for orders being paid either by voucher, pcard, or AmEx should be mailed or e-mailed directly to your department. Your address should always include your department name.

For all bus orders over $5K, please create a requisition. These orders must go through appropriate Procurement channels before the requisition is created. Car rentals must be paid using you American Express card.

Note: All invoices being paid by requisition/purchase order should reference the PO number and be sent directly to Procurement Services at purchase@bc.edu. Invoices without a PO number will incur a delay in processing.

**Student Employees**

For all departments with student processors, please make sure your students provide complete and valid information when placing orders. This past fiscal year, payment was significantly delayed for over 25 AA Transportation invoices due to incomplete or incorrect information. Purchasers must provide the supplier with the following information when placing an order:

- Department Name
- Valid Purchase Order Number (if applicable)
- Correct Billing Address
- Full Time Employee Contact Name

Student information should NOT be used as primary billing details.

**Pricing Update**

The updated pricing for A&A Metro is now on our [Preferred Vehicle Supplier](#) site.

Note: Tolls and fees are now listed as separate line items on your invoice. You should not see charges for gratuity as it is still included in the base price.

**We are listening!**

We are always looking for your feedback to make our newsletters helpful and informative. Please email purchase@bc.edu or call 2-3055 with comments or ideas for future newsletters.