

# Boston College Travel Update

## [www.bc.edu/travel](http://www.bc.edu/travel)

### Travel Webpage

Have you gone to our travel website lately? We have added and updated many contracted travel services which include **local hotels** and **discounted Amtrak information**. All of the information presented below can be found on our website, [www.bc.edu/travel](http://www.bc.edu/travel).

### American Express

The University travel policy states when traveling on BC business, you should use your American Express Corporate Card. American Express will be migrating to **paperless statements starting August 4<sup>th</sup>**. You will no longer receive paper statements; to receive statements electronically please take a few minutes to enroll in Manage Your Card Account (MYCA) at [www.americanexpress.com/register](http://www.americanexpress.com/register). If you have any questions on this new procedure, contact Carolyn Donoghue, 2-8911.

### Travel Collaborative

Travel Collaborative announces their new single fee for both domestic and international reservations at \$34.00.

### Starwood Hotels

We are pleased to announce a chain of discounted hotels to our list, with a discount of **15% off** of best available published rate. Starwood Hotels & Resorts have over 900 properties available to you and includes: Sheraton, Westin, Four Points, "W" Hotels, Aloft, The Luxury Collection, LeMeridien, and St. Regis. Visit [www.bc.edu/travel](http://www.bc.edu/travel) to book this great deal.

### The Brookline Courtyard by Marriott

Located only minutes from downtown Boston and Boston College, we have negotiated great rates for the Brookline Courtyard by Marriott. The rates range from \$129 to \$199. Visit [www.bc.edu/travel](http://www.bc.edu/travel) for rates and reservation information.

### US Airways

We would like to remind you of the benefits of using the US Airways shuttle and thank you for your continued support of this program. Please review the following highlights:

- Weekday hourly service to LGA, DCA
- Fully refundable, no change fees, no advance purchase requirement
- BOS/LGA 58% off of full walk-up fare
- BOS/DCA 65% off of full walk-up fare
- Dedicated departure gates and baggage carousels
- Dividend Miles members earn 500 miles per segment
- Assigned seating
- Every flight is on a modern Airbus A319 aircraft
- Breakfast snack on flights before 9AM each business day
- Elite Limo service at NY LaGuardia (reserve your limo at any US Airways Shuttle kiosk or with an agent - \$55)
- US Airways Fare matching "special rates"

### **Amtrak reservations available on Egencia!**

Please make your reservations through Egencia by calling our dedicated agent team at **800-401-2932**. The fee for making train reservations is \$6. Making Amtrak reservations through Egencia instead of directly with Amtrak will provide the following benefits:

- Acela Express - 15% off NYC fare and 30% off Washington fare. The discounts are calculated from the Amtrak's lowest Acela Express K Fare available in inventory at the time of booking.
- Access to MASCO discounts with Amtrak, which will further reduce our costs and allow MASCO to better manage expenses. This is not possible on the Amtrak website or by calling Amtrak directly.
- One phone number for all your travel needs: If you need to make changes while en route you can call your Egencia agent for assistance with air, train, car and hotel arrangements.

### **TSA Secure Flight Program through Egencia**

On August 15, 2009, the TSA Secure Flight program will go into effect for all U.S. domestic airlines. At this time, domestic airlines will be required to collect additional passenger data and transmit it to the Transportation Security Administration (TSA) for pre-screening against federal government watch lists. After matching the passenger data against government watch lists, Secure Flight will transmit the matching results back to the airlines. Egencia will collect this data from you at the time of booking and transmit it to the airlines.

For more information on the TSA program, visit

[http://media.expedia.com/media/content/expcorp/graphics/mail/events/tsasecureflight\\_infofortravelers.html](http://media.expedia.com/media/content/expcorp/graphics/mail/events/tsasecureflight_infofortravelers.html)

Please log into your Egencia account and complete the “Secure Flight” information found in “My Profile” under “Traveler contact information and preferences”, select your name and fill out the information under “Secure Flight”

### **Data Security**

Important reminder – Please do not include social security numbers, credit card numbers, bank information or other confidential information on invoices or expense reports sent down to Accounts Payable/Procurement Services. Vendors and employees should not be including social security numbers or credit card account numbers on any paperwork. If they do, please black out all confidential numbers. Just as you would not want your personal SSN or account numbers public, we want to ensure the safety of other’s personal information.

### **Feedback**

We would like to hear if you have used any of our contracted travel services or if you would like us to investigate contracting for any other travel services you may require. Please email Carolyn Donoghue at [Carolyn.donoghue@bc.edu](mailto:Carolyn.donoghue@bc.edu) or call 2-8911.