Acela – Amtrak
Travelling to New York, Philly or DC? You should consider booking the Acela through Egencia. Boston College has negotiated rates for 15% off NYC and 30% off Philly and DC. Be aware the negotiated prices will not be displayed until point of purchase. The rates displayed initially, do not reflect the discounted price.

Other discounts include:
- 15% - Boston to Newark and MetroPark, NJ
- 30% - Boston to Wilmington, DE
  Providence, RI to Baltimore, MD
  New York to Baltimore, MD
  New York to Washington DC

Managing Trip Changes for your Travelers
Making changes to your Egencia itinerary within the first 24 hours after booking

• If you book a trip for your traveler and learn within 24 hours that the entire trip is cancelled, you can void the ticket online for no change fee. The airlines even allow Egencia to waive the typical $150 change fee in this instance. The key is to ensure that you are within the cancellation window.

• If you book a trip for your traveler and learn within 24 hours that there is a change to the trip (such as a change in date), Egencia recommends that you cancel the entire trip and start again. This will allow you to bypass the $150 (or more) change fee imposed by the airline.

Using Online versus Travel Agent
The University has a contract with an on-line agency, Egencia, but if you need the assistance of a travel agent, we recommend that you call our local agency, Travel Collaborative. You pay a small fee for their assistance but if it is a multi-leg trip or complicated international flight then it is well worth the fee. To create a profile for Egencia or obtain contact information for Travel Collaborative, please visit our travel website at www.bc.edu/travel.

Egencia Mobile
Now Available for Android, Blackberry, iPhone & Mobile Web Devices

Egencia is pleased to announce the launch of mobile features and capabilities on additional platforms for business travelers and corporate clients. The newest release of Egencia Mobile includes real-time travel alerts, flight and transportation displays, online check-in and more – now extended to Android, Blackberry and Mobile Web device platforms in addition to the already available iPhone platform.

Egencia Mobile is just one more example of the continuous travel management innovations you enjoy as an Egencia customer. Available now at the App Store, Google Play, and Mobile Website:

• Download from the Apple App Store
• Download from Amazon App Store
• Download from Google Play
• If you already have an Egencia account, go to Egencia’s Mobile Website
**Travel Update**

**Bus Rental Insurance Requirements**

In order for BC students travelling on buses to stay as safe as possible, Procurement Services has partnered with the Office of Risk Management to set up a Bus Rental Approved Vendor Program that ensures University insurance requirements are met for all buses that will be transporting students on Boston College business. All of the bus vendors listed under Vehicle Rental on the Travel web page have approved Certificates of Insurance on file in the Office of Risk Management and have received the highest safety rating from the Department of Transportation. If you are responsible for student bus travel please make sure to use one of the bus vendors listed on the Procurement Services Travel/Vehicle Rental page and please contact the Procurement Services Office at 2-3055 with vendor related questions. Any vehicle related insurance questions, can be referred to the Office of Risk Management at 2-2060.

**Southwest through Egencia**

Egencia now offers more fares on Southwest. Through this new offering you can now gain direct access to ALL Southwest Airline fares and schedules via Egencia’s industry leading booking technology, as well as through Egencia’s customer service agents. Booking and ticketing supports the Rapid Rewards member numbers and allows the traveler to easily accumulate their Southwest points and benefits. In addition, Southwest is one of the few airlines that does not charge for bags.

So sign up with Egencia to access these great deals!

**VENDOR OF THE QUARTER:**

**AA Transportation**

Procurement Services would like to take this opportunity to highlight the heroic actions of the drivers at AA Transportation, one of our approved bus Vendors, during the tragic bombings in Boston on Marathon Monday. AA Transportation had eight buses on duty Marathon Monday transporting runners from medical checkpoints along the Marathon route to the medical tent at the finish line. All eight were called into service immediately after the bombs went off and asked by law enforcement to move runners away from the danger zone to safety. Many Boston College students were among those shuttled to safety by these brave drivers, who answered the call for help and in the face of grave danger. The AA Transportation drivers transported runners and bystanders to safety and for that, the entire Boston College Community is forever grateful!

**What is an Amex Department Card?**

The American Express department Corporate Card is a great tool to book travel for non-BC employees and students when the department is funding the travel expenses. The account is managed by the department and all expenses must be verified.

Benefits:
- University funded travel for non-BC employees such as visiting professors and speakers
- Students, groups, visiting professors or speakers
- Can be used for air, hotel and car reservations only
- Centralized monthly billing - paid directly to American Express
- Option to add Authorized Users to call Amex with billing questions

Email carolyn.donoghue@bc.edu with a request for a department corporate card.
US Airways Increase of Change Fees

US Airways has increased some of their change fees for customers who purchase non-refundable tickets yet need to adjust their travel plans. This increase only applies to new ticket purchases.

New fees

- Domestic and Canada: $200
- Transatlantic: No change ($250)
- Caribbean: $200
- Mexico: $200
- Central America: $200
- Puerto Rico/Virgin Islands: $200
- Brazil: $300

Consider the US Shuttle Program for flights to New York and D.C.

- A flat fare of $127 (taxes not included) each way on the US Airways SHUTTLE from Boston (Logan) to New York (LaGuardia).
- A flat fare of $199 (taxes not included) each way on the US Airways SHUTTLE from Boston (Logan) to Washington, D.C. (Reagan National).
- These fares are fully refundable. Refundable tickets allow schedule flexibility with no change fees.
- If you are using Egencia, always review the rules and restrictions to confirm you are buying the refundable ticket

For more information on the shuttle program, visit our Discounted Airfares on our Travel website.

American Express Corporate Card – Car Insurance

Reminder – As a way to stretch your department’s travel budget, be sure to use your American Express corporate card for all your car rentals. As a benefit of the Corporate Card program, rental insurance for property damage to the rented vehicle is included in the University’s negotiated contract, so do not take the rental insurance.

Visit our website for more information on the Amex corporate card and other benefits.

University Savings - Masco

Boston College is actively involved with Masco, a consortium made up of local Universities and hospitals. Through the buying power of the consortium, we are able to negotiate deeper travel discounts for air, hotel and car rentals. This year so far, Boston College has saved over $100,000 in airfare alone. This is just another reason why it is so important to utilize our contracts to reduce costs to the University.

Coming Soon...Travel Policy Changes

Procurement Services and Office of Sponsored Programs are currently reviewing and updating the Travel Policy. A communication will be sent out when the Policy has been updated and published. Stay tuned!