



**OPTIONS FOR TROY TRAVELERS TO BOOK TRAVEL RESERVATIONS**

**TEAM OF AGENTS** – Christopherson Business Travel provides a team of experienced agents to handle all of your airline, car and hotel reservations, Monday - Friday, 7:00 am – 6:00 pm CST.

**Full service fee - \$25.00 domestic  
\$35.00 international  
\$12.00 car/hotel only**

**CONCUR ON-LINE BOOKING TOOL** - **This is Troy University’s preferred method of booking.** Christopherson Business Travel provides an on-line booking tool called Concur. This tool can be accessed anywhere via the Internet at [www.concursolutions.com](http://www.concursolutions.com) (you may right click on this link to add a shortcut to your desktop or simply save to favorites). To self-register and create your profile in Concur, go to this link:

<https://legacy.cbtravel.com/business/profile/troyuniversity/>

Completely fill out this form including all of your contact information, travel preferences and your credit card information. After you submit this information your credit card number will be encrypted except for the last 4 digits, and you will only have to add this information one time. Once you complete the registration page click on submit. This will create your profile, and then you will receive your login credentials via email.

- Please make sure that the full name in your profile is **EXACTLY** as it is on your government issued ID as TSA has implemented the Secure Flight requirement [www.tsa.gov](http://www.tsa.gov). You will then want to verify your name on your frequent flyer accounts to make sure they match and update if needed (otherwise you will not get credit for the miles).

**Online service fee - \$8.00 domestic or international  
\$5.00 car/hotel only**

**24 HOUR, 800 SERVICE\*** - After hour’s service is provided anytime our office is closed. Regular business hours are from Monday - Friday, 7:00 am – 6:00 pm CST.

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**Travel Agent Assistance, M-F, 7am-6pm CST – 855-788-1030 or 334-513-1867**

**Concur Technical Support, M-F, 8am-5pm CST – 866-390-7206**

**After Hours Urgent Assistance, 24/7/365 – 855-788-1030  
\*After Hours Service Fee Per Call – \$25.00**