

With the expiration of the service contract with Vista Travel, the Procurement Department solicited advertised bids for a Travel Management Service provider. After the required due diligence, the College selected Key Travel as our new Travel Management Services provider. Key Travel has experience in providing online and offline travel management services to small and large organizations. Please visit <http://finance.tcnj.edu/travel/> for a Power Point presentation of Key Travel advantages.

Faculty/staff travelling on official College business are encouraged to use their online site <http://www.keytravel.com/us> to purchase domestic flights, hotel and car rentals. International or complex travel arrangements should be done using TCNJ's dedicated agent. The cost per online reservation is \$8 and \$25 through an agent compared to \$30 with Vista Travel. All travel charges booked through Key Travel will be charged on TCNJ's corporate account, this will minimize out of pocket expenses.

Domestic travel-

To access the Key Travel Online Booking Tool or Traveler Profile Manager via the Key Travel website, you will first need to be registered to the TCNJ account. If you do not think you have already been registered, or if you receive a message during log in that your email is not registered, please email TCNJ@keytravel.com with your contact details (name, phone number and email). Kindly note: the Key Travel system updates overnight, so you will not be able to log-in until then next day.

Research travel prices on [keytravel.com](http://www.keytravel.com) or another travel site. Log into TCNJ's travel site <http://finance.tcnj.edu/travel/> and create a travel request. After completing the travel request, you can then use the Key Travel Online Booking Tool to search for your flight/hotel accommodation's/car rental (as applicable), and place it in your cart. Enter the required fields at check out (including chartfield, T-number). Once completed you will receive an email with your ticket and itinerary.

International and complex travel-

Key Travel has expertise in international and complex travel arrangements. A dedicated email has been created for TCNJ, email your desired itinerary and contact information to tcnj@keytravel.com. TCNJ's dedicated agent, Stephanie Auslander, will respond to you within 24 hours with a suggested itinerary. For urgent bookings, please include "URGENT" in the subject field. Once completed you will receive an email with your ticket and itinerary. Consultants are available during Key Travel Operating hours: Mon-Fri 9am to 5:30pm EST.

TCNJ's dedicated agent is:
Stephanie Auslander
Email: tcnj@keytravel.com
Phone: 646-218- 2100

TCNJ's account manager is:
Elizabeth Conway
Email: econway@keytravel.com
Direct Phone: (646) 880-1552.

Elizabeth will assist with questions about Key Travel services and provide support for the Key Travel Online Booking Tool as well.

For group travel inquires of 10 or more, please email usgroups@keytravel.com to get in touch with a consultant in the Key Travel Groups Dept.

The travel policy and procedures are on our web site <http://finance.tcnj.edu/travel/>. If you have any questions, please call or email me. My email is kapura@tcnj.edu and my extension is 2859.

Sincerely,

Anup Kapur
Executive Director for Procurement Services