



# CORPORATE TRAVEL REDEFINED

Corporate & Academic Travel Management

Meeting & Group Travel

Concur Travel Service & Support

## ABOUT US

**Partners Travel Management** specializes in one thing — corporate travel — and we're good at it.

Using the latest in travel and passenger management technology, our team of experienced professionals coordinates complex travel plans for thousands of business and academic travelers each month. We strike a balance between your organization's important travel policies and the realities of corporate travel. As a result, we provide you with the most comprehensive travel management solutions, as well as unparalleled customer service.

We are your partners in travel, dedicated to making your travel experience as seamless as possible.

Partners Travel Management is hosted by Boston-based Travel Collaborative, a branch of the Tzell Travel Group (a division of Travel Leaders Group). Tzell/Travel Leaders is one of the nation's largest travel management companies and is ranked #1 by Business Travel News.

### OUR PARTNERS



## AGENCY SERVICES

- Corporate Travel Management
- Full-Service Travel Agency
- Port-Ticketing Quality Control
- Travel Reporting

**Partners Travel Management** customizes travel programs to fit any company size, employee travel expectation, travel budget and reimbursement requirement.

### Corporate Travel Management

- Global air, hotel and car reservations
- Car services and shuttle contracts
- Contract management for air, car and hotel
- Mobile apps for travelers
- Executive concierge travel services
- Corporate award and points programs
- Group travel (conference, academic and sports)
- Conference and meeting planning
- Online booking engine

### Full-Service Travel Agency

- One-on-one travel planning
- Published and private airfare
- Short- and long-term car rentals
- Car service and airport shuttle transfers
- Hotel reservations and long-term accommodations

### Post-ticketing Quality Control

- Electronic itinerary and travel document delivery
- Passenger seat monitoring
- Next-day fare check
- En route travel monitoring
- Unused ticket tracking and auditing
- Past-date hotel and car rental receipt recovery

### Corporate Travel Reports

- Monthly, quarterly and yearly travel reports
- Tracking of air, car rental, hotel and ancillary expenses
- Cost savings, account coding and organizational classifications
- Seamless integration with enterprise accounting systems

We are your partners in travel for the long haul.

## CONCUR TRAVEL

**Partners Travel Management** offers Concur Travel & Expense as the solution to your organization's online travel needs.

### Concur Travel Services

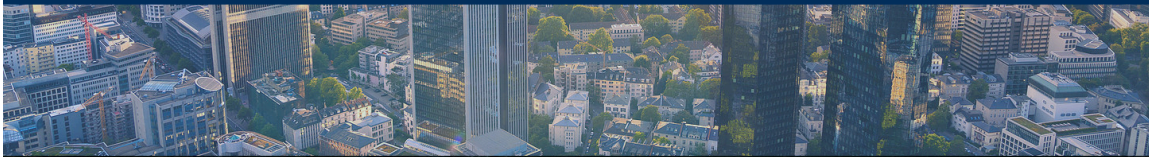
- Development and site set-up
- Employee and user administration
- Travel policy development and monitoring
- Ticketing and travel fulfillment
- Employee travel monitoring
- Live training and support
- After-hours emergency travel services



Concur Travel is cost-effective and easy to implement within any organization's size and structure. Its scalable technology provides a comprehensive online travel management system that grows with your organization. More importantly, Concur Travel assimilates with numerous enterprise accounting and expense packages, providing for seamless integration.

[Contact us](#) to discover how Concur Travel & Expense can be the solution for your organization's online travel management.

[Click here to access your company Concur Travel portal.](#)



## DUTY OF CARE

Travel Monitoring

VIP Traveler Assistance

24-Hour Emergency Travel Service

Due to the ever-changing landscape of natural and man-made catastrophes, locating and assisting travelers is an important function of our agency's Duty of Care to our clients.

We constantly monitor current events, from weather disruptions to international crises, and keep a watchful eye on our passengers' locations around the globe. Our proactive approach allows us to jump into action to rebook and care for them during these stressful times.

We also work in concert with a number of medical and security travel services that offer expanded traveler tracking and notification services. Our service partners also function as advisors for organizations needing broader global travel security consulting services.

In addition, if unforeseen circumstances require a change of plans outside of normal business hours, our 24-hour emergency travel service is ready to assist. Our after-hours agents provide diligent care and attention to detail to help travelers through any sort of travel emergency.

Duty of care means peace of mind for your organization and travelers.

