

## Official University Travel Agency

The University requests that travelers only use the following travel agency when travel is being paid or reimbursed with University funds:

**Travel Consultants (800) 558-9796 or (415)-558-9796**  
[www.travelcons.com](http://www.travelcons.com)

There is a processing fee of \$25.00 charged for all booking handled by the Official University Travel Agency when **performed by telephone**.

There is a processing fee of \$20.00 charged for all booking handled by the Official University Travel Agency when **performed over the internet (online)**.

There is a processing fee of \$15 if you are **ONLY** booking a rental car, with no airfare through Travel Consultants. Please book your own rental car online to avoid this fee.

As a management arrangement exists between this firm and the University, it is requested that travelers not use any other agencies when arranging their travel. ***Airfare can now be prepaid by the University.*** If travelers choose to use another agency, the cost of airfare and ticket processing fee (maximum \$20.00) will be reimbursed. Below are the steps to be taken to secure your travel reservations:

Travel Consultants can be contacted to book airfare, lodging and rental car. (***A personal credit card will be required as noted on the travel profile form in order to secure lodging.***)