

AGENCY PROFILE PROCEDURES

When planning your travel with the state, please use the travel services of Child Travel New York, Inc. They provide online bookings through their Online Travel Reservation System (Concur) and experienced travel agents that help the state save money. As you plan your business trip there's a few things to keep in mind:

Your agency finance office must request and complete the Child Travel New York, Inc. agency profile form. This form includes a list of all travelers for your agency along with their email address, legal first and last name, business and/or cell phone, traveler's date of birth and gender. Make sure your finance office provides Child Travel New York, with a Key Contact(s) at your agency: Name, Phone and Email Address. Key Contact(s) responsibilities are to advise Child Travel New York at online@dt.com when an employee leaves or joins the agency.

Please email Child Travel New York, Inc. at NYS@dt.com and request the required agency profile form. The completed form must be submitted via email to NYS@dt.com.

Shortly thereafter, Child Travel New York, Inc. will send your agency travelers a welcome email to their agency email address that will provide detailed registration and training instructions to access the Online Travel Reservation System (Concur).

Keep in mind: Airline and rail transaction fees through the Online Travel Reservation System (Concur) is only \$4.95. This is significantly less than the agent-assisted airline transaction fee of \$14.95 and is less than fees charged on most airline travel sites. A complete list of transaction fees is available at: www.ogs.ny.gov/purchase/snt/awardnotes/7900522536PL_TMS.pdf.

For information and reservation assistance please contact Child Travel New York Inc. at:

Child Travel New York Inc. d/b/a Child Travel, a Direct Travel Company

30 Corporate Drive

Clifton Park, New York 12065

Reservations: 518-292-9000 or 800-774-0655

Email: CTTravel@dt.com

After Hours Emergency Assistance: 800-774-0655, Option 8