

A SMARTER CHOICE FOR HIGHER ED.

AVOID THE LEARNING CURVE OF TRAVEL MANAGEMENT.

Best practices for arranging group travel

Christopherson Business Travel (CBT) has extensive experience in coordinating group travel for higher education clients.

CBT group agents support a variety of group travel needs such as research, recruitment, performing groups, athletics and much more. CBT's experienced agents maximize airline and hotel group benefits. We arrange airline, hotel, and transportation contracts that take into account all amenities to provide the most beneficial program for your travelers.

Working with CBT's experienced agents allows much more flexibility for your group's travel. When working with CBT you are assured seats are available, the airfare is guaranteed and CBT's full-service agents are working on your behalf if something should happen because your group is booked together on the same itinerary.

Benefits of Booking Group Travel with CBT:

- ✕ CBT offers a single point of contact for all your group air, hotel and transportation planning
- ✕ CBT has unique airline contract terms for group travel including but not limited to:
 - Group size reduction after confirmation
 - Names are not due at time of booking
 - Name changes can be made after ticketing within the airline rules
 - Refundable deposits outside cancellation window
- ✕ CBT will manage group hotel room blocks and manifests
- ✕ CBT will coordinate transportation to accommodate any size group
- ✕ CBT provides 24/7 emergency after hours service
- ✕ Group travel requests are booked by an experienced CBT travel advisor

Christopherson has a dedicated University team of travel advisors and online support to reduce your time spent making travel reservations and increase efficiency by having a one stop shop for both travel and expense.

CBT is currently working on a campus wide rollout. The first phase will include 6 campuses that will implement Concur Travel and Expense. These campuses include Sacramento, Bakersfield, Chico, Humboldt, San Francisco, and San Luis Obispo. If your campus is not part of the above 6 phased roll out and you are interested in learning more about partnering with Christopherson Business Travel, contact Allyson Cross. For questions related to the CSU Travel and Expense program contact, Daljit Khangura.

Daljit Khangura- CSU Director of Accounts Payable & Travel Management, Sacramento

P: 916-278-5857

E: Daljit.khangura@csu.edu

Allyson Cross- Christopherson Business Travel Business Development Executive

P: 303-694-8769

E: Allyson.Cross@CBTravel.com

