

General Guidelines for Travel at Messiah College

I. Domestic Airfare

A. Revised Partnership Plan

Travel Services, a function within the department of College Services, has a partnership arrangement with Travel Time Travel Agency in Lancaster, PA. This partnership plan was affirmed by the Senior Administration.

Travel Time is Messiah's exclusive source for domestic airfare. The College has a retainer-based agreement as opposed to a per ticket fee. This retainer is managed centrally by Travel Services. ***Therefore, individual departments and/or faculty members traveling on faculty development funds will not be responsible for fees.***

Additionally, our exclusive partnership agreement is contingent upon Travel Time's use of a software package called "Fare Ferret." Fare Ferret checks Travel Time's quoted airfare rates against more than 40 web sites including Travelocity.com, Orbitz.com, Expedia.com, USAir.com, etc. ***If Travel Time finds a less expensive Internet fare, they will contact the traveler and offer them that fare. As a result, we are assured that the best fare, after checking with over 40 Internet sites, has been offered to Messiah's travelers.***

Finally, to reduce paper and mailing costs, ***travel itineraries are sent by email. This became effective on December 9, 2002.*** Travel itineraries received by email include the travelers E-Ticket information. The E-Ticket information is the only information a traveler needs when arriving at an airport for a particular flight. Travelers will also be provided with a booking locator number and a website address which will allow them to view their itinerary online.

B. Domestic Airfare Contact Information

Travel Time Travel Agency
1044 New Holland Avenue
Lancaster, PA 17601
Website: www.trvltime.com
Hours of Operation: 7:30 a.m. to 5:30 p.m.

Messiah's Primary Travel Counselor
Sherry Schwilk
Phone No.: 1.800.9594, ext. 516
Fax No.: 717.299.7330
Email: Sherry@trvltime.com
Customer Action Form available at—<http://www.trvltime.com/action.html>

Messiah's Secondary Travel Counselor
Kristie Loose
Phone No.: 1.800.343.9594, ext. 514
Fax No.: 717.299.7330
Email: Kristie@trvltime.com
Customer Action Form available at—<http://www.trvltime.com/action.html>

C. Service After Business Hours

Travel Time's consultants are available from 7:30a.m.– 5:30 p.m. After 5:30 p.m., Travel Time has partnered with an after hours service firm. Travelers can call 1.800.343.9594, ext. 540 for full "After-Hours" service including changes and new reservations.

D. Booking Domestic Fares Online

For travelers that prefer to book online, please visit www.trvltime.com via Internet Explorer. Netscape Communicator is not supported.

II. International Airfare

A. Partnership Plan

International airfare will continue to operate as it has in the past. The College has a partnership with two travel agencies: Travel Time Travel Agency, and MTS Travel Agency. These agencies should be used for all international airfare arrangements.

B. International Airfare Contact Information

Travel Time Travel Agency
1044 New Holland Avenue
Lancaster, PA 17601
Website: www.trvltime.com

Messiah's Group Coordinator
Michele Fries
Phone: 1.800.343.9594, ext. 580
Email: Michele@trvltime.com

B. International Airfare Contact Information Continued

MTS Travel Agency
124 East Main Street, 4th Floor
Ephrata, PA 17522
Website: www.mtstravel.com

Messiah's Group Coordinator
Verna Miller
Phone: 1.800.418.2929, ext. 318
Email: Vernam@mtstravel.com

III. Messiah's Institutional Purchasing Card and Travel Code

Travelers that have not been assigned a purchasing card can use Messiah's "institutional card" at Travel Time. ***Travelers should contact Mark Ironside and request a travel code prior to booking arrangements with Travel Time and using the institutional card.*** The travel code is needed to assign air charges to the appropriate College departmental account numbers. Please provide your Travel Time travel counselor with the travel code. It is required prior to finalizing your travel plans.

IV. One Stop Shopping for Hotels and Rental Cars

Travelers are also encouraged, but not required to book hotels and car rentals through Travel Time. Travel Time has excellent rates in addition to access to the rates the College has negotiated directly with rental car companies.

V. Cramer Airport Parking (Harrisburg International Airport)

Discounted passes for airport shuttle parking at an off-airport parking location are available by calling Mark Ironside at ext. 5601. Cramer Airport Parking is adjacent to Harrisburg International Airport and free shuttle service is available 24 hours a day.

VI. Questions

If you have questions or wish to discuss further any aspect of our travel partnerships, please contact Mark Ironside, director of college services, at extension 5601.