



Personalized Travel Management Services

Collegiate Travel Planners (CTP) is the leading higher education travel service provider in the United States, providing end-to-end travel management services to over 130 universities and colleges nationwide. CTP offers a unique blend of customer service, innovative technology, and tailored program development, which drives exceptional value at every step of the journey through greater savings, improved efficiencies, and maximum safety.

CTP is part of the CTM Group of global travel businesses. E&I members receive high-touch service from CTP's university-focused service team backed by the resources and scale of CTM Group, a global travel leader.

Contract Highlights:

- Unused ticket management
- Air, car, and hotel discount programs
- Account management and guidance
- Traveling tracking and duty of care
- Travel policy compliance
- Lowest airfare guarantee
- Online solutions, including Concur and University Travel Portal
- Credit card reconciliation
- Passport and visa services

For more information, visit our website at www.eandi.org/contracts/collegiate-travel-planners or contact Paul Harris, *Business Development Manager, Athletics & Travel*, at pharris@eandi.org.

Contract Details

Getting Started:	Complete the Request for Information at https://eandi.tfaforms.net/f/rfi?contract=CNR01479 . Use our EZ Button at www.eandi.org/ez to sign up for multiple E&I contracts at the same time. You must be registered and logged in to E&I's website to access the EZ Button.
Effective Dates:	2.19.2019 – 1.31.2026 No renewals remaining
Prices/Discounts:	Visit www.eandi.org/contracts/collegiate-travel-planners for pricing and discount details.
Payment Terms:	Net 30, state statutes prevail
Minimum Order:	None
Credit Cards Accepted:	American Express, Discover, Mastercard
Place Orders With:	Contact Collegiate Travel Planners P: 800.523.9036
Invoicing by:	Supplier
Request Literature:	Contact Paul Harris, <i>Business Development Manager, Athletics & Travel</i> P: 615.419.8695 E: pharris@eandi.org
Federal ID Number:	74-2688510
RFP Number:	This Lead Public Agency (LPA) agreement is adopted from the University of Oklahoma RFP #R-18491-18 for Travel Management Services.
Contract Number:	CNR01479

Note: All E&I contract-related information and documentation is provided exclusively for the use of E&I members and shall not be distributed and/or shared outside of E&I's membership. Doing so is detrimental to the Cooperative and its members, as it impacts E&I's ability to negotiate and maintain competitive agreements.