



Personalized Travel Management Services

With educational institutions making up more than half of its client base, [Corporate Travel Planners \(CTP\)](#) understands the unique travel needs of E&I members. A dedication to customer service, cutting-edge technology, customization options, and a comprehensive suite of services and solutions make CTP a diligent and reliable partner to help you develop, manage, and improve your travel management program.

CTP brings a unique blend of big agency power with personalized attention, building their service model around your unique travel program needs. CTP creates a customized, co-branded University Travel Portal – free of charge – and customizes your institution’s Concur site to include CTP’s online support desk. Users have access to fully customizable services such as shared, dedicated, on-site agents, plus 24/7 customer service for when your travelers need it most.

Contract Highlights:

- Unused ticket management
- Air, car, and hotel discount programs
- Account management and guidance
- Duty of Care
- Travel Policy compliance
- Lowest airfare guarantee
- Online solutions, including Concur and University Travel Portal
- Credit card consolidation
- Passport and visa services

For more information, visit our website at www.eandi.org/contracts/corporate-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 www.eandi.org/lop-rfi/corporate-travel-planners-rfi . 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:	2/1/2019 - 1/31/2026
Prices/Discounts:	Visit www.eandi.org/contracts/corporate-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 Corporate Travel Planners P: 800.523.9036
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.