

Travel Leaders Corporate Booking Site

Travel Leaders Corporate is the preferred travel agency of Bard College.

Follow this Link to register and set up your profile:

<https://bard-tvlon.deem.com/rc/registration/openEnrollment.do>

Users can delegate other users to book reservations on their behalf. In order to do this, self-delegate should be turned on.

If you are booking travel for guests or visitors that **do not** have accounts, please contact the Purchasing Office to get set up.

You must use a 14-digit budget code when booking.

For questions navigating, email ecommerce@tlcorporate.com (866-502-1926)

If you have an account, you can log on using <https://bard-tvlon.deam.com>

Travel Requirements:

Air Travel:

1. Name (as it appears on government issued ID)
2. Date of birth
3. Cell number
4. Rewards numbers, if applicable
5. Seat preference (aisle or window)
6. Email address

Train Travel:

Please book train travel directly through Amtrak.com and submit for personal reimbursement.

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Booking fees:

* If you call after hours the additional fee is \$25.00 plus the ticketing fee (after 6pm – 8:30am)

*Change fee: \$35.00 + airline change fee

Flights booked online: \$10.00 service charge (round trip on the same airline)

Flights booked by phone: \$30.00 service charge (round trip on the same airline)

International flights:

Flights booked online: \$10.00 service charge (round trip on the same airline)

Flights booked by phone: \$35.00 service charge (round trip on the same airline)

Group travel: 10 or more

If you need to book group travel, please call 1-240-387-4200 for assistance

Domestic travel: group fee is \$30.00 per ticket, international is \$35.00 per ticket

* For groups less than 10, please call the main number 1-240-387-4000.