

January 29, 2013

TO ALL STAFF AND FACULTY

As I indicated in earlier correspondence, Travel-On is the ONLY authorized agent for Bard College common carrier travel. If you plan to seek reimbursement or charge College accounts for air travel, it MUST be booked through Travel-On. Most travel can be easily booked via the website once you have established a user profile. When initially using the site, the traveler will have to set up an online profile. To set up the profile and reserve travel, a valid credit card would need to be entered. If a credit card is not available, the College's purchasing department could provide assistance. Travelers are also encouraged to use the site for rental cars, hotels and train transportation. To start a profile or book with an existing profile, visit: www.tvlon.com/bard.

For International or multiple destination travel, you also have the option to use an agent at Travel On. Additional information can be found on the Travel On website.

Thank you for your assistance with this matter.

Best regards,



John Franzino
Vice President for Finance

JF:sle