

# Tower Travel Management

## MSU Introduces Tower Travel University Preferred Travel Agency

After extensive review, Michigan State University has chosen Tower Travel Management as one of its' Preferred Travel Agency Partners. Tower has been in business for over 30 years and is independently owned and operated.

Why Tower? Tower offers a unique approach to travel management which incorporates both Technology and professional staff members to ensure that travelers are achieving the most comprehensive and cost effective travel programs for the University.

Further, Tower will offer the following programs highlighted to make your travel experience more efficient. When online reservations are not an option for you, Tower will have a designated agent team available to assist your needs, with Domestic, International, Group, Meeting and Team Travel. Tower's personnel have been trained to meet and achieve the goals and objectives, policies and procedures that have been established by the University. Please join us in welcoming them Tower as a vendor of MSU!

## Multi-Channel Distribution Strategy

Tower utilizes a Multi-Channel Distribution Strategy to achieve savings opportunities on behalf of the University. What does this mean to MSU Travelers? You won't need to check Orbitz, Expedia, Travelocity or Airline Direct Sites, Tower's automated systems and procedures are in place to automatically check these sites on your behalf. The Online booking tool will have automated procedures to check for lower fares prior to ticketing to ensure that we are achieving the lowest cost per transaction. If travelers are working with an agent, they will simultaneously check multiple sites including dual GDS systems to offer and ensure that the lowest cost per transaction is achieved at the moment of transaction.

### More to Come....

Introducing MSU's Travel Management Portal:

- Access the Online Booking Tool
- Build Your Traveler Profile
- Access Department Reports
- Travel Alerts
- Past Date Trips / Itineraries
- Track Flights
- Weather
- Flight Check-In
- Currency Converter
- News and Information



# GetThere Online Booking Tool

The screenshot shows the GetThere Online Booking Tool interface for Michigan State University. At the top, there are language selection options: Deutsch, English, English (GB), Español, Français, Français (Canada), Italiano, and Português. The Michigan State University logo is prominently displayed. Below the logo, the user's name is listed as "Traveler: Vernon Bear" and the site is identified as "Site: demos". A navigation bar includes "Home", "Trips", "Profile", and "Templates".

A yellow alert box on the left states: "Profile Alert for: Vernon Bear. 1. Your country of residence is missing from your personal information. Please take a moment to **add your country**." Below this is a "Find Me The Best Trip!" section with search filters for Flight, Train, Hotel, and Rental Car. It also includes options for Round-trip, One-way, and Multi-destination, and a choice between "Shop by Schedule" and "Shop by Price". The search form includes fields for "From (airport or city)" and "To (airport or city)", and date/time selectors for "Depart" and "Return".

On the right side, there are several utility sections: "Announcements" with links to a "Quick Reference Guide" and "Frequently Asked Questions"; "More Booking & Planning Tools" with links for "Activities", "Restaurant Reservations", and "Book VIA Rail Canada"; "Arrival & Departure Status" with a "Go" button; and "Travel Tools" with a list of links including City Information, Currency, Driving Directions, Health Passport, Languages, Maps, Palm, Travel Reporting, Tutorial, Weather, World Clock, and World News.

## GetThere Features and Highlights:

- Book Airline, Hotel and Car Rental Reservations
- Book Rail (Domestic and International Rail) Private/Black Car / Limo Reservations
- Check Surrounding Airports (Michigan Area and others) to search for best options
- See Negotiated Rates and Preferred University Relationships at the time of booking

## Tower looks forward to working with you!

**Tower is looking forward to the opportunity to serve your travel management needs. They can be reached by dialing internal extension 355-0255 or by calling 866-658-4228**

- Tower's Standard Office Hours are 7:00 a.m. to 11:00 p.m. EST Monday through Friday and 10:00 a.m. to 2:00 p.m. EST on Saturday. Before or after regular business hours, Tower's extended 24-hour service center is available to assist with any of the University's needs. You will dial the same number (s) above, and be connected to this service as well!