**Preferred Travel Agencies:** These agencies can assist with Air, Car and Hotel bookings and have access to all Harvard discounts and benefits which may be available through our preferred air, car and hotel partners. In addition, these agencies assist with the management of unused tickets available for re-booking as well as Duty of Care – they know where our travelers are in case of weather emergency or domestic/international incident.

|  |  |  |
| --- | --- | --- |
| **BCD Travel** | 617-496-8000harvardtravel@bcdtravel.com | * Ability to Direct Bill Travel via Web Voucher TAF (Oracle)
* Full Service Agency
 |
| **Egencia** | 1-800-373-4979 | * On- Line Bookings as well as Agent assisted Bookings
 |
| **The Travel Collaborative** | 617-497-8123harvard@tvlcoll.com | * Full Service Agency
* High touch service
* Local Full Service boutique agency (affiliated with Tzell Travel)
 |
| **Milne Travel** | 603-298-6644 ext. 1business.travel@milnetravel.com | * Full Service Agency
* High touch service
* Specialist in Group/Meeting Travel – both domestic and international
 |
| **HTT Travel** | 617-868-8300htttravel@rcn.com | * Full Service Agency
* Consolidator Fares available
* Minority owned vendor
* Specializes in government sponsored travel around the globe
 |

**Preferred Airlines:** Airline discounts and associated benefits can only be obtained by booking through one of our preferred Travel Agencies (see above). Discounts vary based on destination, fare class and availability. As a Corporate partner, Harvard travelers are eligible for the additional benefits listed below.

|  |  |
| --- | --- |
| **American Airlines** | * Discounts on most published fares, system wide
* Exclusive pricing up to 75% off – refundable, no change fees, one way on the following City pairs:

 Boston to/from DCA LGA to/from BOS/DCA Boston to/from LAX Boston to/from SFO* Flat Fare – Non- Refundable

 Boston to/from PHL* Priority Seating - Complimentary Preferred seats via [seatselect.aa.com](https://seatselect.aa.com/corporate_enu/start.swe?SWECmd=GotoView&SWEView=AAE+CPS+Home+Page&SWERF=1&SWEHo=seatselect.aa.com&SWEBU=1) allows non-elite travelers to book window and aisle seats locations.
* Priority Check in & Boarding – Priority Check in & Group 4 Boarding (same as Gold Customers)
* Priority Re-accommodation - Corporate travelers receive higher priority for re-accommodations during irregular operations (i.e. flight cancelations)
* Status/Upgrades Match - AAdvantage Gold or Platinum status match. (Share Other Airlines card or statement with travel agent or travel team) then travel on AA/BA/JL to earn next year’s status.
* Name Changes – Our preferred travel agents can assist you with name changes on an unused ticket (note – additional fees will apply)
* Dedicated Airline Support - Your travel agent has access to dedicated AA/BA/JL support teams
 |
| **Air Canada** | * Discounts depending on route and class of service booked
 |
| **Air France** | * Discounts depending on route and class of service booked
* Preferred Seating – Harvard travelers have access to preferred seating
* Priority Boarding – Harvard travelers receive enhanced priority boarding
* Priority Re-accommodation – Harvard travelers receive higher priority for re-accommodation during irregular operations (i.e. Flight cancellations)
* Denied Boarding Prioritization (Bump Protection) – Corporate travelers receive priority status in denied boarding (oversold) situations
* Dedicated Airline Support – your travel agent has access to dedicated DL/AF/KLM support teams
 |
| **Alitalia** | * Discounts depending on route and class of service booked
 |
| **Aeromexico** | * Discounts depending on route and class of service booked
 |
| **British Air** | * Discounts off most published fares
* Priority Seating – Complimentary advance seat selection for travelers in all cabins
* Status/Upgrades Match - BA Gold/Silver or Bronze status match. (Share Other Airlines card or statement with travel agent or travel team) then travel on AA/BA/JL to earn next year’s status.
* Dedicated Airline Support - Your travel agent has access to dedicated AA/BA/JL support teams
 |
| **Cathay Pacific** | * Discounts ranging from 5-20% on USA- Asia travel
* Status Match program
 |
| **Delta Airlines**  | * Discounts depending on route and class of service
* Priority Seating – Complimentary preferred seats via [delta.com/mytrips](https://www.delta.com/mytrips/index.action) allows non-elite travelers to book window and aisle seat locations
* Priority Boarding – Harvard travelers receive enhanced priority boarding
* Priority Re-accommodation – Harvard travelers receive higher priority for re-accommodation during irregular operations (i.e. Flight cancellations)
* Denied Boarding Prioritization (Bump Protection) – Corporate travelers receive priority status in denied boarding (oversold) situations
* Status/Upgrades Match – Platinum, Gold or Silver Medallion status match for a 6-month period, based on your current status with another carrier. (Share Other Airlines card or statement with travel agent or travel team) then travel on DL/AF/KLM and most partner airlines to earn next year’s status.
* Tie breaker priority for upgrades & Priority standby
* Name changes – Our preferred travel agents can assist you with name changes on an unused ticket (additional fees apply)
* Dedicated Airline Support **–** your travel agent has access to dedicated DL/AF/KLM support teams
 |
| **Emirates Airlines** | * Boston - Dubai: 5% - 17%
* All domestic to all Emirates destinations up to 25%
 |
| **Japan Airlines** | * Discounts off most published fares
 |
| **JetBlue** | * Discounts off most published fares
* Deeply discounted, fully-refundable and changeable flat fares for the following city pairs. \* includes one checked bag:

 Boston – DCA, BWI Boston - JFK, Newark, LGA  Boston – PHL  Boston – ORD\*  Boston- LAX\* Boston – SFO\** Free high-speed Wi-Fi and live television
* Most legroom of any domestic carrier in coach
* Fully transferrable unused tickets (name changes – fees apply)
 |
| **KLM Dutch Royal Airlines** | * Discounts depending on route and class of service booked
* Preferred Seating – Harvard travelers have access to preferred seating
* Priority Boarding – Harvard travelers receive enhanced priority boarding
* Priority Re-accommodation – Harvard travelers receive higher priority for re-accommodation during irregular operations (i.e. Flight cancellations)
* Denied Boarding Prioritization (Bump Protection) – Corporate travelers receive priority status in denied boarding (oversold) situations
* Dedicated Airline Support – your travel agent has access to dedicated DL/AF/KLM support teams
 |
| **Korean Airlines** | * Discounts off most published fares
 |
| **Lufthansa** | * Discounts depending on route and class of service booked
 |
| **Porter Airlines** | * 15 – 20% discount Boston – Downtown Toronto and other Canadian destinations
* Discounted rates further reduced by any sale/promotional fares
 |
| **United** | * Discounts depending on route and class of service booked
 |
| **Virgin Atlantic** | * Discounts off most published fares
* Ability to use TSA Precheck at LHR
* Co-located terminals with Delta at LHR
 |
| **Virgin Australia** | * Discounts off most published fares
 |

**Preferred Car Rental Companies –** discounted rates include University required insurance coverage limits for domestic travel. It is recommended that you purchase LDW/CDW and SLI insurance for International rentals.

|  |  |
| --- | --- |
| **Enterprise Car Rental &** **National Car Rental** | * Discounted rates which include Harvard required insurance coverage’s for Domestic Rentals
* *Free* Emerald Club Membership
 |
| **Hertz**  | * Discounted, unlimited miles rates at all US locations for *both* business and leisure use
* Business use rentals include Harvard’s required insurance levels at no additional charge
* All Harvard associates are fee waived additional drivers with no additional paperwork or the need to be present
* *Free* Hertz Gold Plus Rewards membership
* No early return, cancellation or change fees
* *Free* status match of any competitor loyalty program
 |