

# Northeastern University

## Travel Program Update - 04/10/17

**APRIL 2017**

### **Greetings Northeastern Travelers!**

One of Northeastern's Procurement Services department responsibilities includes overseeing NU's corporate travel program. Our primary program responsibilities include negotiating local hotel lodging rates for all NU campuses and maintaining relationships with various travel agencies and travel consortiums.

### **Why are we sending this message?**

We have begun to issue this Travel Program Update in the hopes that it will be one additional method outside of the [NU Travel website](#) and the [Preferred Supplier website](#) to communicate the travel program's most pressing matters including key reminders, new travel suppliers, and strategic updates.

### **What are the messages we are sharing in this travel update?**

**Corporate Travel Agencies- Give us your feedback:** Making your travel arrangement through a corporate travel agency assists the University in a number of ways including offering the University (a) visibility to travelers' locations in an emergency and (b) visibility to travel spending through one centralized source. Although none of the preceding reasons sound exciting to the typical NU traveler, they are in fact important to University overall. In the near future we will be considering the idea of identifying a new travel agency to partner with. Thus, we would like your feedback on your likes and dislikes with regards to our existing travel agencies, especially Egencia. If you are planning on traveling soon please use Egencia for all or a portion of your travel reservations. Details on using Egencia can be found [here](#). After your trip tell us what your experience was like and if you encountered any issues.

**Airline Fare Update- Fare Highlights & Best Shuttle Flights to DC, LGA, LAX, SFO, & PHL:** When possible book non-refundable airfares to achieve the lowest cost but be wary of the new basic fares offered by airlines. Basic fares are highly restrictive and are likely a poor fit for university business travelers. NU program discounts are not offered in conjunction with basic fares. When a refundable airfare may be necessary for your travel schedule, narrow your search to American Airlines and Jet Blue fares. Both airlines offer NU business travelers departing from Boston with special flat fare rates that are both changeable and refundable. Note, these fares are only available when booked through one of NU's travel agencies listed [here](#).

**Boston Hotel Lodging Rates - Let's Make Them Work for Our Business:** Every year Northeastern related activities generate a significant amount of revenue for local area hotels. For the period of January through November of 2016, Northeastern's direct spending with Boston area hotels on lodging, food, and meetings totaled approximately \$1,640,000. Given the size of spending, we expect hotels to regularly vie for our business with great service and value. To ensure this, this year we are classifying NU's Boston hotel partners into 5 hotel categories (1) Budget, (2) Full Service/Rewards, (3) Independent /Heritage, (4) Five-Star Luxury, and (5) Extended Stay. Before selecting a hotel, first consider the context of your traveler and their travel purpose. Next select a hotel category best suited for the traveler in mind. Finally, and even more importantly, consider using hotels identified as "Season Leaders" within their respective hotel category. NU's hotel Season Leaders offer the best contract rate to NU in a

particular time period. Rates for local Boston hotels tend to vary across four seasons due to tourist and convention transients. We hope that with your help, we will be able to drive volume to the NU hotels that provide both a great travel experience and continuously work to make their rates competitive as they gain more NU market share. Season Leader hotels will be listed [here](#).

### **What if you need additional information?**

To get additional information about NU's corporate travel program that is not found through our webpages and update, please contact anyone in the Business Travel Services procurement program. Program assignments and contacts are listed [here](#).

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