

The university's preferred Travel Management Company, **Collegiate Travel Planners (CTP)**, is available to assist with group travel bookings. During the campus transition to CTP, consider the below, as the booking process will differ from current practices.

What is Group Travel?

The university defines Group Travel as ten or more (10+) travelers going to the same destination for the same business purpose. Travel that does not meet this definition should be booked in [Concur](#) or by contacting a CTP agent.

Conference hotels, even for a group, should be booked by the travelers directly with the specified housing bureau or conference booking link.

Considerations Before Contacting CTP for Group Travel:

- Is there a previously used itinerary that worked well and should be recreated?
- What is the total budget for the trip?
- How many students and faculty/staff are expected?
- Is group airfare needed? Are there preferences for airlines, layovers, arrival times, and departure times?
- Are airport transfers or ground transportation needed?
- What are the preferred hotel arrangements? (single, double, triple, quad)
- Is meeting and event space needed?
- Are there any day trips requested? Are there any overnight trips requested?

After this information is determined, complete CTP's [Group Travel Request Form](#). An agent will reach out within 24-48 hours for any additional information and to initiate a proposal.

Proposal:

Once CTP has all trip details, an agent will put together an itinerary and pricing options and email to the requestor for review. The proposal will include supplier terms and conditions. Tips and agency fees will also be included as applicable. If a per-person quote is needed, please specify that when working with the agent.

For more complex itineraries, the proposal turnaround time is 1-2 weeks. CTP agents will communicate throughout the sourcing process and provide updates when available.

Please note that budgetary approval may be required prior to confirming a group booking with CTP- reach out to your department's Business Office (or the Center for Global Engagement for Study Abroad) with any questions or concerns.

Contracts:

Airlines will generally not require a group contract because of the relationship CTP has with airline suppliers; however, some hotel and transportation providers will require a signed contract or agreement to confirm a reservation. Contracts should be entered into TCM for appropriate approval routing and signatures. If the supplier is not already set up in Ignite, you will need to complete a New Supplier Request to initiate.

For group travel with a quick turnaround, please contact the Baylor Travel Team for assistance.

Payment:

When the proposal meets travel needs and/or the contract has been executed, there are two payment options.

1. Enter a non-catalog requisition in Ignite. The supplier to use is “*JP Morgan Chase- CTP*”. It is recommended that you include a buffer of a few hundred dollars as supplier pricing may fluctuate from the original quote until the booking is confirmed, and to account for agency fees. Once a PO is generated, provide CTP with:
 - a. **Entity Code (3 digits)**
 - b. **Department Code (5 digits)**
 - c. **PO# (ORDXXXXXXX)**
 - d. **PO Line Number**

CTP will confirm arrangements and secure payment with their university-issued Ghost Card. If the amount charged exceeds the approved PO amount, a supplement will need to be created.

OR

2. Financial Managers and Financial Administrators are eligible to receive a Department Card, which can be used to pay for group travel expenses. For any questions, please contact your Business Office or purchasing_card@baylor.edu. The cardholder is responsible for ensuring receipt of appropriate documentation for reconciliation in Ignite Expenses. If the charge amount will exceed the single transaction limit of the card, the cardholder can request a temporary increase by submitting the [Card Increase Form](#).

Supplier Due Dates:

The finalized group itinerary and invoices will include supplier due dates, such as final counts, name lists, rooming lists, and payment schedules. Please ensure the applicable information is provided to CTP timely, so that arrangements are not changed or canceled by the suppliers.

Contact

| | |
|---|--|
| Baylor Travel Team Travel@baylor.edu | CTP Groups Desk groups@ctptravelservices.com CTP Study Abroad Desk na.baylorstudyabroad@ctptravelservices.com |
|---|--|