

CARLETON COLLEGE TRAVEL BRIEF

This one-page summary of travel information may be helpful for frequent travelers. Visit the Campus Handbook at <http://apps.carleton.edu/handbook/> for complete resources on travel and transportation.

CAR RENTALS

E&I Cooperative Services Enterprise/National contract pricing can be obtained by using contract number **19A2193**.
Place Orders With:

| Brand | Reservation Line | Website |
|-------------------|-----------------------------------|--|
| Enterprise | 1-800-Rent-A-Car (1-800-736-8222) | www.enterprise.com |
| National | 1-800-Car-Rent (1-800-227-7368) | www.nationalcar.com |
| Alamo | 1-800-Go-Alamo (1-800-462-5266) | www.alamo.com |

Only [Authorized College Drivers](#) can rent/drive on behalf of the college. Approved drivers that need to rent/drive larger vehicles (8-12 passengers) must contact the Risk Manager x4178 and complete online large vehicle training prior to use of large vehicles.

FREQUENT FLYER PROGRAMS

Travelers may retain their frequent flyer miles. Travelers who use Delta, or one of their major airline partners Alitalia, LKM or Air France, for business travel should sign up for the **Delta SkyBonus program** which allows the College to earn points on business travel. SkyBonus is similar to the Delta SkyMiles frequent flyer program that allows travelers to accumulate points on their travel which they can then use to purchase additional flights. Carleton's frequent flyer points accumulate on THE SAME business-related travel that earn you SkyMiles points. The SkyBonus program does not require employees to be SkyMiles members.

You can set up the SkyBonus program by referencing the Carleton SkyBonus account number US268432682 in three ways:

- If you have a SkyMiles account, add the Carleton SkyBonus account number in your profile by clicking open on the flight preferences tab to find SkyBonus. When you sign into delta.com with your SkyMiles number and PIN, it should automatically put the SkyBonus number in the reservation, directly under your name.
- If you do not have a SkyMiles account, add the Carleton account number on the "Passenger Information" screen, directly under your name in the reservation.
- If you are booking a ticket with a travel agent, request that they place the SkyBonus number in your reservation. VIP Northfield Travel and Marathon Travel have the Carleton SkyBonus number in their system and the ticket will automatically link to the Carleton number.
- SkyBonus points cannot be earned on tickets booked through discount travel websites to include, but not limited to: Expedia, Orbitz, Travelocity, or any tour wholesaler/consolidator, such as Delta Vacations.

EZ Air Park Airport Parking

Corporate rate is \$1.00 per day off the regular rate or currently \$10.95 (7th day is free). Show your Carleton ID badge, business card or other proof of employment to get the discounted rate at checkout. The discount can also be added to a person's EZ Parker card at checkout so it is always there in the future and you would not have to show your work ID for the discount every time. Once the discount is on the EZ Parker card, any reservations will be made using that rate.

EZ Air is open 24 hours a day, 7 days a week, including holidays. EZ Air suggests arriving about 20-25 minutes before you want to be at the airport. Shuttles run every 5-10 minutes and it is an 8-12 minute ride to the airport.