



Mt. Holyoke College

Welcome to The Travel Collaborative-your preferred Travel Agency

TTC has been providing professional travel services to the educational and medical community since 1985. Our Travel Advisors have 20+ years of experience in the industry. We look forward to providing you with this same superior level of service.

Why book through a full-service preferred travel agency?

- The Travel Collaborative has a dedicated team of Travel Advisors with an average of 20+ years of industry experience.
- TTC Agents are a great resource in an emergency—to make a change to your itinerary as well as to advocate on your behalf with hotels, airlines, and car rental agencies.
- TTC has access to discounts and perks that you wouldn't otherwise have access to.

Steps to make your Travel Arrangements:

- Call the dedicated Mt. Holyoke phone #: 617-497-8106 Mon-Fri 9:00A – 6:00P (EST)
- TTC General phone #: 617.497.7400 or Toll Free #: 800.370.7400 Mon-Fri 9:00A – 6:00P (EST)
- Our website – www.travelcollaborative.com
- For travel **EMERGENCIES** that occur **outside of TTC's office hours** (as listed above), please call *Emergency Travel Services* at: 203-800-4680



Mt. Holyoke College-Traveler FAQ's

- **How do I contact The Travel Collaborative (TTC)?**

You can reach your Mt. Holyoke Team by calling them at—

Phone #: 617-497-8106 9:00A – 6:00P (EST)

The Travel Collaborative General Phone # is: 617.497.7400/Toll Free US#: 800.370.7400 Mon-Fri 9am-6pm (EST) in case you need additional assistance.

- **Do I need to complete the Traveler Profile Form in advance?**

Yes-please complete our [TRAVELER PROFILE FORM](#)

In the *COMPANY* field please enter *Mt. Holyoke College*. Once completed, it will be submitted through our secure website so we ensure your information is safe.

- **Will TTC book all of my travel arrangements?**

Yes, your dedicated agent can book air, hotel, car and rail reservations into one reservation.

- **What if I need to make changes to my travel arrangements?**

Contact your dedicated agent when changes become necessary. They will in turn advise you of alternative arrangements and any costs that might be involved.

- **What if I need assistance after-hours?** TTC has an EMERGENCY After Hours service provided by **ETS** (Emergency Travel Services) outside of our usual office hours: Mon-Fri 9am-6pm, EST. However, please try reaching your dedicated agents *first* before calling ETS as there are fees associated with each call that will be billed to your account. The phone number will be included on every traveler's itinerary.