

Corporate Travel Planners Support

Corporate Travel Planners provides 24 hour support.

Note that after hours support will have a fee and is recommended for travel emergency situations. The IS&T Service Desk will only be supporting Concur

- Expenses, Requests, PCard, etc.

- 1) Click on the "Travel" link at the top of the page.
- 2) CTP support information can be found in the center of the travel home page.
- 3) Booking fee information is available below CTP's contact information.

- **Online Assistance (Concur Navigational Support): 877-727-5188.**
- **Full Service (Agent Assistance): 844-668-7602 or 210-524-4333.**
- **After Hours Toll Free Number: 800-358-1229 or 303-801-2331 use VIT Code W-P40**
- **Hours of Operation: 5:00am - 5:00pm PST**
 - o **After Hours/Weekends/Holidays: 5:01pm - 4:59am PST**
- **Group Travel (10+ travelers): 800-810-2695 or 210-530-0857.**

All Done!