

# Booking Process for Town & Country Reservations



- Traveler / Travel Arranger – submits a Request in Concur.
- Booking Options are:
  1. Book in Concur
  2. **Agent Assist – SELECT THIS OPTION**
- **Include note** – Attention Toribia Rojas and advise this is for the minority agency booked trip.
- **Request ID number** is generated and sent to their manager via 'Concur Request' for approval.
- Once the Request is approved an email is sent to the Travel Leaders email box ([travelon@tlcorporate.com](mailto:travelon@tlcorporate.com))
- No over the phone bookings without an approved Travel Request email.
- If you need to call Travel Leaders during business hours 8a – 6p EST - 301-403-4278 or 800-333-2115, please advise you have a current approved request.
- Email the Service Delivery Managers - Bob Bake ([bbake@tlcorporate.com](mailto:bbake@tlcorporate.com)) and Melissa Backenstow ([mbackenstow@tlcorporate.com](mailto:mbackenstow@tlcorporate.com)) and advise a request has been submitted.

# WBENC

WOMEN'S BUSINESS ENTERPRISE  
NATIONAL COUNCIL

JOIN FORCES. SUCCEED TOGETHER.

hereby grants

# National Women's Business Enterprise Certification

to

Town & Country Travel, Inc. DBA Travel Support Center

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).  
This certification affirms the business is woman-owned, operated and controlled and is valid through the date herein.

WBENC National WBE Certification was processed and validated by Women's Business Enterprise Council Metro NY, a WBENC Regional Partner Organization.

Certification Granted: February 27, 2007

Expiration Date: December 3, 2023

WBENC National Certification Number: 239740



Sandra Eberhard, President & CEO Women's  
Business Enterprise Council Metro NY

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WOMEN'S BUSINESS ENTERPRISE CENTER  
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NAICS: 561510

