**Global Travel**

**Complete Travel Services**

Introduction

Global Travel is a full-service, multi-branch travel agency, which was founded in 1970. Our specialty is corporate travel.

Global Travel has five branches: Philadelphia, Pennsylvania; San Francisco, California; Chicago, Illinois; Miami, Florida; and Houston, Texas. Each of these offices is operated by a team of qualified managers and experienced agents whose goal is to provide your company with quality service at the lowest price.

Customer Service

We at Global Travel feel that communication with our corporate accounts is essential for providing good service. Each corporate account is assigned to a specific account executive. Your account executive will be available to answer any questions and provide you with any information that you request.

The corporate travel division of Global Travel is designed to offer the best and most professional service available to your business travelers. We encourage you to tour our facility and meet our staff at your convenience.

International Travel

We offer complete international itinerary assistance. We maintain a supply of passport and visa applications so that we can provide the necessary papers to our clients with minimum delay. Our International Rate Program guarantees you fast and accurate pricing, no matter how complicated the itinerary.

Hotel Accommodations

Our Corporate Hotel Program is the most competitive and comprehensive program in the world, offering corporate travelers cost savings and extra amenities in most business locations. Global Travel has access to more than 10,000 hotels worldwide, with a range of rooms from economy to luxury. This selection offers your corporate travelers the accommodations they want with a cost savings of 10-30% off the regular rates.

Corporate Profiles

Your company profile will be stored in our computer, and individual profiles will be maintained on each frequent traveler. Each profile will contain information regarding passport information, seating preference, car rental preference, frequent-flyer membership number, and corporate discount numbers. This information ensures that we can provide frequent travelers fast, cost-effective itineraries.

Worldwide Services

Global Travel's Reservation Center will handle all of your weekend and after-hour reservations and changes. The reservation center can be dialed toll-free 24 hours a day. The worldwide service emergency numbers will be clearly marked on your travel itineraries.

Discounts

Global Travel guarantees the lowest air fares available. Due to the volume of tickets that we issue, several of the large air carriers offer us special discounts that we can pass on to our clients.

Our quality-control specialists check each of your tickets to guarantee that you have received the lowest rate available. In addition, each ticket is checked to ensure that it includes seating assignments and boarding passes before it is delivered to you.

Deliveries

Our courier makes daily deliveries, both in the morning and afternoon, to offices within 20 miles of our local branch. All of our offices, each located across from the local airport, have drive-up windows. If you make last minute travel plans with us you can pick up your ticket right at the drive-up window.

Auto Rentals

We guarantee the lowest prices on all car rentals. We will match the type of car with the information provided in the profile for each of your frequent travelers. Each car that is rented through Global Travel carries an extra $50,000 worth of liability insurance.

Additional Services

Global Travel also provides the following services for our corporate customers:

Newsletter

All clients receive our monthly newsletter, detailing fare increases, fare decreases, special fares, and basic travel news.

Telex

Telex service is available for international hotel confirmations.

Personal Vacations

Our corporate clients are invited to discuss their vacation and personal travel plans with an agent from Global Travel's Vacation Division. Our Vacation Division is skilled in both domestic and international travel.

Flight Insurance

We will supply all clients with $250,000 worth of flight insurance for every trip arranged through Global Travel.