

Christopherson Business Travel (CBT) Contact Information

CBT is the State of Louisiana contracted travel agency. **As a reminder, faculty, staff and LSU students are required to use CBT for airfare bookings.** The contact information for CBT is provided below. For more information on CBT, please refer to the New Travel Agency section on the Accounts Payable & Travel website.

CBT UNIVERSITY TRAVEL TEAM

Monday – Friday 7a.m. – 7p.m. CT

Contact Information

Toll Free Phone: 1.800.961.0720

Local Phone: 205.874.8538

E-mail: StateLAUniv@CBTravel.com

After Hours: 1.800.961.0720 – Reference ID code 9AW

International After Hours: 801.327.7742 – Reference ID code 9AW

Domestic and International Travel Advisors*

Ericka Krzykwa: 801.327.7724 Ericka.Krzykwa@CBTravel.com

Kelley Kokes: 801.327.7678 Kelley.Kokes@CBTravel.com

Jay Rowley: 801.327.7634 Jay.Rowley@CBTravel.com

Donna Hays: 801.405.9082 Donna.Hays@CBTravel.com

Kelly Arens: 801.327.7707 Kelly.Arens@CBTravel.com

Trent Sawyer: 801.988.9436 Trent.Sawyer@CBTravel.com

Michelle Yanez Newcomb: 801.327.7635 Michelle.YanezNewcomb@CBTravel.com

Group Travel Agents*

Tonja Smith: 205.874.8540 Tonja.Smith@CBTravel.com

Charlotte Liner: 205.874.8530 Charlotte.Liner@CBTravel.com

***Note:** Travelers/Departments are encouraged to send e-mails to the main CBT e-mail address. It is also acceptable to contact one of the Advisors directly, but please do not send an e-mail to all Advisors at once as it will delay the response time for other requests.

Summary of pertinent information:

1. Christopherson Business Travel normal business hours are 7:00am to 7:00pm CST Monday-Friday.
2. The agent-assisted transaction fee is **\$24** for domestic and **\$31** for international.
3. Any calls to (800) 961-0720 made between 7pm and 7am CST will roll over to the After-Hours Service Provider. After-Hour services should be limited to true emergencies. Airfare bookings should be made during normal business hours.

CBT CONCUR TRAVEL ONLINE SUPPORT

Monday – Friday 7a.m. – 7p.m. CT

P: 888-535-0179

E: OnlineSupport@CBTravel.com

Christopherson Bus Charters STM Ground Inc. – STM Driven

1203 W. Ridgeway Avenue

Waterloo, IA 50701

Direct: 319-433-0851

Cell: 773-766-8123

Fax: 319-234-2490

E-mail: Nick Gyllin: NGyllin@STMDriven.com