



## Leading the Way in Travel

*Travel Leaders is pleased to do business with Dartmouth College, and we commit to maintaining a forward-thinking relationship built on mutual trust and integrity.*

# Dartmouth

*We are committed to providing high-level satisfaction to you, the travelers and travel arrangers, through flexible, tailored services, agent availability, and optimized customer service support. Driven by quality practices, our goal is to work in partnership with you to use our intellectual capital, technological resources, and experience to maximize your travel experience and reduce your travel costs.*

### TRAVEL LEADERS BUSINESS TRAVEL CENTER

Phone: **800 284 1647**  
Fax: **800 392 7059**  
Address: 460 Waverly Rd. Holland MI 49423  
**Hours of Operation: 8am – 8pm EST (Monday – Friday)**

### DEDICATED TOLL FREE NUMBER

**Dartmouth College Team Phone Number:**  
**800 284 1647 or 603 646 3900**

Follow prompts for Domestic or International travel, Online Support and Group Travel

### AFTER-HOURS EMERGENCY

Our Emergency Service Center is available to travelers who need assistance outside of our hours of operation. Do not hesitate to contact us! We pride ourselves in serving you.

**AFTER-HOURS EMERGENCY & RESERVATION CENTER**  
**800 284 1647 / ID CODE: 7VA-DARTMOUTH**

### VACATION TRAVEL FOR EMPLOYEES

As an added benefit to Dartmouth College, Travel Leaders offers all employees the opportunity to take advantage of Exclusive Vacation Specials.

For more information, or to receive Program Benefits, visit our website, <http://www.travelleadersvacationclub.com>



### ONLINE BOOKING TOOL

#### First Time Users

- 1) New employees that will be traveling for business or booking travel for others should contact the Dartmouth College Procurement Dept. at 603 646 2811 or [procurement.services@dartmouth.edu](mailto:procurement.services@dartmouth.edu) to be added to the tool.
- 2) An activation email will be sent with instructions to create your password and profile. Use the Get Started Now link.
- 3) Create a unique password and complete the profile information requested, making note of required fields and SAVE entered information.
- 4) Before booking travel or using any of the additional services, choose "Profile" on the top right side of the page and complete all areas of the profile.
- 5) When logging in to the site at :  
<https://dartmouthcollege-travel.reardencommerce.com>  
Your email address (including middle initial) is your LOG IN name.

### ONLINE SUPPORT DESK

**Hours of Operation: 8am – 6pm EST (Monday – Friday)**  
**Email: [ecommerce@travelleaders.com](mailto:ecommerce@travelleaders.com)**  
**Phone: 866-502-1926**

Requests for **Agent Assistance with Travel Bookings** can be sent to:  
**[College.travel.office@dartmouth.edu](mailto:College.travel.office@dartmouth.edu)**