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## **AIR**

**\*All airline discounts are available for BU business travel only.**

### **Swiss Air**

Discounted airfares are available throughout Swiss Air's destinations. These discounts are built into Concur Travel, Boston University's online booking tool. They can also be accessed by agents at BCD Travel (617) 353-1700 or at [bu@bcdtravel.com](mailto:bu@bcdtravel.com).

Please consider signing up for Miles & More Rewards Program to start earning reward points for every flight. Enter your Miles & More number into your travel profile in Concur Travel to automatically earn points for all business travel flown on Swiss Air.

### **American Airlines**

Negotiated discounted fares are available through our membership with MASCO for Domestic and International Flights. The biggest cost savings travelers will see with this contract is with higher tiered international tickets, which are typically business and first class. For more information, please contact BCD at (617) 353-1700 or at [bu@bcdtravel.com](mailto:bu@bcdtravel.com).

Please consider signing up for AAdvantage Miles Program and then enter your AAdvantage number into your travel profile in Concur Travel to automatically earn points for all business travel on American Airlines.

### **Delta Airlines**

These discounts are built into Concur Travel, Boston University's online booking tool. They can also be accessed by agents at BCD Travel (617) 353-1700 or at [bu@bcdtravel.com](mailto:bu@bcdtravel.com).

Please consider signing up for Delta SkyMiles Rewards Program and then enter your SkyMiles number into your travel profile in Concur Travel to automatically earn points for all business travel flown on Delta.

### **JetBlue Airlines**

JetBlue discounts are automatically applied to all fares. Discounts vary by destination, but on average are 8%. All discounted fares are accessible through BCD Travel and Concur Travel.

Please consider signing up for JetBlue True Blue Rewards Program and then enter your True Blue number into your travel profile in Concur Travel to automatically earn points for all business travel flown on JetBlue.

### **US Airways**

Deeply discounted Shuttle rates between Boston, NYC and Washington, DC are available through our MASCO agreement. These tickets are fully refundable and exchangeable with no airline change fees (agent rebooking fee may apply). These discounts are built into Concur

Travel. They can also be accessed by agents at BCD Travel (617)353-1700 or at bu@bcdtravel.com.

Please consider signing up for US Airways Dividend Miles Preferred Rewards Program to start earning reward points for every flight. Enter your Dividend Miles number into your travel profile in Concur Travel to automatically earn points for all business travel flown on US Air.

### **Virgin America**

Virgin America offers Boston University a percentage discount off the ticket base fare. Please consider signing up for Virgin America's Elevate Rewards Program to start earning reward points for every flight. Enter your Elevate miles number into your travel profile in Concur Travel to automatically earn points for all business travel flown on Virgin America. Please be aware that Virgin America tickets are instant purchase and non-refundable. Changes to tickets will result in fees. These discounts are built into Concur Travel. They can also be accessed by agents at BCD Travel (617) 353-1700 or at bu@bcdtravel.com.

### **Porter Airlines**

Negotiated discounted fares are available through our membership with MASCO. Porter offers expertise in travel to and from the following destinations: Toronto, Ottawa, Montreal, Halifax, St. John's, Mont Tremblant, Quebec, Thunder Bay, Sudbury, Moncton, NY, Boston and Chicago. These discounts are built into Concur Travel. They can also be accessed by agents at BCD Travel (617) 353-1700 or at bu@bcdtravel.com.

## **TRAIN**

### **Amtrak**

Price discounts are available on the Acela Express throughout the northeast corridor through our membership with MASCO. Discounts can range up to 30% on the Northeast Corridor routes Boston, Providence, NYC, Philadelphia, and Washington DC.

Book these fares using the online booking tool Concur Travel, by calling a BCD Travel Agent at (617) 353-1700 or contacting them via email at bu@bcdtravel.com. You can pay with a personal credit card or Diners Club card or ISR via SAP. When traveling, simply step up to a kiosk and swipe the same card that was used to book the reservation to receive your ticket or any credit card if paid by ISR.

## **BOSTON AREA HOTELS**

### **Bertram Inn**

(617) 566-2234

Built in 1907, the Bertram Inn retains the beautiful charm and architectural detailing of the period and offers guests a luxury respite just outside of Boston's city center. The Inn boasts comfortable deluxe beds, with luxury linens, and private baths with Turkish towels and bath amenities. Some rooms have working fireplaces. Wireless internet and workspaces are available. Discounted rates are available through Boston University.

### **Best Western Inn at Longwood Medical**

(617) 731-4700

Best Western Boston - The Inn at Longwood Medical offers choices of studio, one, and two bedroom suites and newly renovated and eclectically designed single queen and double queen guest rooms. Free Wi-Fi included. Negotiated discounted fares are available through our membership with MASCO and BU.

### **Club Quarters Boston Financial**

(617) 357-6400

Designed primarily for business travelers, Club Quarters are full service hotels in prime locations. By restricting entry, Club Quarters can be cleaner, quieter and safer. Amenities include bottled water and Wi-Fi. Boston University Employee Privileges: Use any Club Quarters at low member rates, enjoy low weekend/holiday period rates, and "Night on the House Certificate" every business stay after first stay. Negotiated discounted fares are available through our membership with MASCO.

### **Colonnade Hotel**

(617) 424-7000

Located in the heart of downtown Boston's fashionable Back Bay / Copley Square neighborhood, the Colonnade has recently undergone extensive renovations. The 11 story luxury boutique hotel includes a roof top pool, fitness center, restaurant, and 24-hour business center. Discounted rates are available for Boston University including complimentary high speed internet access. Corporate Discount Code: BOSUNIV

### **Doubletree Guest Suites Boston (Soldiers Field Rd)**

(617) 783-0090

Doubletree Guest Suites Boston offers a selection of comfortable guest rooms and suites at a great value. You'll enjoy 156 square feet of space and scenic views of the Charles River, not to mention our famous chocolate-chip cookies at check-in. Amenities include business center, high-speed Internet service, meeting rooms, fitness room, pool and whirlpool. Discounted rates are available for Boston University. 15% off best available rate, no blackout dates.

## **Fairmont Copley**

(617) 267-5300

Fairmont Copley has been a symbol of the city's rich history and elegance since its gala opening in 1912 and offers 383 guest rooms. Easily accessible to and from Logan Airport, the hotel is just steps from the upscale Copley Place Shopping Gallery, the Prudential Shops and famous Newbury Street, offering fine dining, art galleries, designer boutiques and sidewalk cafes. Amenities include on-site fitness facilities and restaurants.

## **Holiday Inn Brookline**

(617) 277-1200

The Holiday Inn Brookline Hotel is located just minutes from downtown Boston amidst the charming brownstones and tree-lined streets of historic Brookline. The hotel is near Boston University, Hynes Convention Center, and Fenway Park, and the most renowned Boston Hospitals with free shuttle service to the Longwood Medical Area. Boston's Logan International Airport is only 6 miles from the hotel. Amenities include Atrium Café, fitness center, and pool. Discounted rates are available Boston University including wireless Internet.

## **Hotel Commonwealth**

(617) 933-5000

Boston's Hotel Commonwealth is the grand cornerstone of the city's new Kenmore Square - the gateway to Boston's many neighborhoods, cultural, and historical attractions, as well as steps away from world-renowned medical institutions, universities, and Fenway Park. Offering classic style with a contemporary edge, this acclaimed independent 150-room luxury Boston hotel features oversized, elegantly appointed guest rooms, exceptional amenities and gracious, personal boutique hotel service. A destination unto itself, Hotel Commonwealth's notable list of on-site offerings includes two celebrated restaurants, a gallery of outstanding retail shops and a stylish lounge. Discounted rates are available for Boston University.

## **Hotel Marlowe – Kimpton Hotel**

(617) 868-8000

Offering services and amenities you expect from a four diamond boutique hotel, our Cambridge hotel features unexpected extras such as high-speed Internet access, complimentary to Kimpton InTouch Guest Loyalty members. Many of the 236 guestrooms boast views overlooking the park-lined Charles River, along with the Boston skyline. Hosted evening wine hour is a signature feature of Kimpton Hotels. Hotel Marlowe is a pet-friendly Boston hotel. Discounted rates are available for Boston University.

## **Marriott Courtyard Brookline**

617-734-1393

The Courtyard Marriott Brookline is located in the Coolidge Corner area of Brookline, MA and minutes from Downtown Boston and close to public transportation. The 187 room hotel offers complimentary Wireless Internet service and a restaurant which offers breakfast and dinner daily. The hotel also offers a fitness center and an indoor pool for guests. Discounted rates are available for Boston University.

## **Marriott Courtyard South Boston**

(617) 436-8200

The Marriott Courtyard is located in South Boston with easy access to and from the airport and the Boston Convention and Exhibition Center. Shuttle service to and from Logan Airport and Boston University Medical Building is available. Complimentary high-speed Internet access in guest rooms, business library, and wireless in lounge and restaurant area are some of the amenities. Complimentary coffee/tea station served daily in our lounge area, refrigerators available in all guestrooms, guest laundry facilities on premises, indoor heated pool, whirlpool, and exercise room. Full Hot and Cold breakfast buffet served daily in our Courtyard Café. Discounted rates are available for Boston University.

## **Nine Zero – Kimpton Hotel**

(617) 772-5800

Nine Zero Hotel, a beautiful Boston boutique hotel, brings together everything the discerning traveler seeks: an ideal location in downtown Boston, luxurious accommodations, personalized service and thoughtful amenities. Recently named to Travel + Leisure's "Best 500 Hotels in the World" list, Nine Zero, is now a Kimpton Hotel. Nine Zero completes its luxury hotel services and amenities with exceptional meetings and events in our beautifully appointed meeting rooms (all boast views of the city). Nine Zero also features one of Boston's most popular dining spots, KO Prime. Other amenities offered are hosted evening wine hour, pet friendly, in-room spa services, wireless Internet access and fitness center. Discounted rates are available for Boston University.

## **Residence Inn Fenway**

617-236-8787

Residence Inn by Marriott opened in July 2013 in the Back Bay-Fenway area, ½ mile from both Kenmore and Fenway T Stations on the Green Line. The eight-story Inn has a modern glass and steel façade and offers 175 studio, one bedroom, and two bedroom suites with fully equipped kitchens. A complimentary daily hot breakfast, along with a hosted evening social hour (Monday-Thursday) with light bites and beverages are available for travelers. Other complimentary amenities offered by the Residence Inn are grocery shopping service, high speed and wireless Internet access, business center, and newspapers (Monday-Friday). An indoor

swimming pool, exercise room, guest laundry facilities, and a 24 hour on-site convenience store are also available. Discounted rates are available for Boston University.

### **Samuel Sewall Inn**

617-713-0123

Built in 1886 as a private residence, the Samuel Sewall Inn boasts beautiful Victorian accommodations two miles from the heart of the city and one block from public transportation. Accommodations include wood burning fireplaces, Italian linens, Turkish towels, their signature bathrobes and workspaces with Wireless Internet for the business traveler. Discounted rates are available for Boston University.

### **Sheraton Boston – Starwood Hotels & Resorts**

(617) 236-2000

Sheraton Boston Hotel is located just four miles from Boston Logan International Airport. Enjoy indoor access to shopping and restaurants at The Shops at Prudential Center and Copley Place or one of the Boston Back Bay restaurants. Amenities include high speed Internet access, pool, business center, fitness center, and laundry/valet. Discounted rates are available for Boston University including guestroom Internet access. Please provide BU's SET identification # at time of booking to ensure discount: **60969**

### **The Westin Copley Place – Starwood Hotels & Resorts**

(617) 262-9600

Winner of the AAA Four Diamond Award in the heart of trendy Back Bay, the Westin Copley has 803 guest rooms which overlook the scenic Back Bay and the Charles River. The Westin is linked to the Hynes Convention Center via a skybridge. They are also the recipient of the prestigious 4-Green Key Award, and one of four hotels in Massachusetts to be recognized as a Green Seal Certified Hotel. Rejuvenate at The Westin Copley Place featuring amenities like the invigorating Heavenly Bath®, the plush Westin Heavenly Bed®, high-speed Internet access, business center, spa and indoor pool. Discounted rates are available for Boston University including guestroom Internet access. Please provide BU's SET identification # at time of booking to ensure discount: **60969**.

## **HOTELS OUTSIDE OF BOSTON**

### **Club Quarters**

Please reference MASCO and or Boston University when booking reservations to receive membership rates. Both overnight and extended stay rates are available for the following properties:



Rockefeller Center  
25 West 51st Street  
NY, NY 10019

Midtown  
40 West 45th Street  
NY, NY 10036

Wall Street  
52 William Street  
NY, NY 10005

Washington, DC  
839 17th Street, NW  
Washington, DC 20006

Philadelphia  
1628 Chestnut Street  
Philadelphia, PA 19103

Chicago - Central Loop  
111 West Adams Street  
Chicago, IL 60603

Chicago - Wacker at Michigan  
75 East Wacker Drive  
Chicago, IL 60601

San Francisco  
424 Clay Street  
San Francisco, CA 94111

Houston  
720 Fannin Street  
Houston, TX 77002

London - Gracechurch  
7 Gracechurch Street  
London, England EC3V-ORD

London - St. Paul's  
24 Ludgate Hill  
London, England EC4M-7DR

London - Trafalgar Square  
8 Northumberland Avenue  
London, England WC2N 5BY

## **CHAUFFEURED TRANSPORTATION**

### **Boston Coach**

Boston Coach offers discounts on convenient and reliable executive car service in cities in the U.S. Negotiated rates are available through our membership with MASCO. To make a reservation, call 800-672-7676. Be sure to reference the MASCO Account No. 92601.

## **CAR RENTALS**

### **Avis**

Discounted corporate and personal use rates are available for BU employees. Please remember that personal travel is not allowed on Concur Travel. Visit <http://www.avis.com> to utilize this discount for personal use. Reference # for all personal and business reservations is A294000.

Enjoy faster reservations and rentals every time with Avis' complimentary My Avis/Wizard Program at <https://www.avis.com/car-rental/profile/register.ac>. You can save your personal data, rental preferences, and special discount information in the Wizard profile.

Employees renting vehicles with the permission of the University for University business purposes should decline any physical damage coverage, commonly called the collision damage waiver (CDW). This coverage is self-insured by the University and is handled by the Office of Risk Management. As in the University's own fleet, a \$500 deductible is applied to any department that has an at-fault accident. It is important to inspect any rented vehicle before driving it. Make sure any dents, scratches or other damages to the vehicle are noted on the rental form prior to leaving the rental office.

Boston University employees renting a vehicle with the permission of the University for University business purposes should not purchase additional rental liability insurance. The University's automobile policy will provide excess coverage over the minimum coverage provided by the rental agency. For international travel, when not using a Diners Club, Boston University employees should purchase additional rental liability insurance.

**IT IS STRONGLY RECOMMENDED THAT ALL VEHICLES BE RENTED USING BOSTON UNIVERSITY'S CORPORATE CREDIT CARD WITH DINERS CLUB.** Benefits under this card include primary collision/loss damage insurance up the full value of the rental

car. This not only helps the University, but also helps the department avoid a \$500 deductible for any at-fault accident.

**Avis is Boston University's Preferred car rental supplier. All travelers are encouraged to join *Avis Preferred* for counter bypass benefits, e-receipts, loyalty rewards and the opportunity to take advantage of *Avis Preferred Select & Go* service. If not already enrolled, [click here to enroll in AVIS PREFERRED](#).**

### **Dollar Rent A Car**

Discounted corporate and personal use rates are available. Please remember that personal travel is not allowed on Concur Travel. Visit [www.dollar.com](http://www.dollar.com) to utilize this discount for personal use. Reference number for all personal and business discount reservations is TA8732.

Dollar EXPRESS Rental Program® -- the fastest way ever to rent a car from Dollar. Dollar EXPRESS Members enjoy the convenience of quicker reservations, rentals and returns. Your established profile of preferences means your reservations and rentals are expedited at the touch of a key through your membership number. No more repeating lengthy personal information to an agent. Dollar EXPRESS Renter Rewards® is an optional rewards program that gives you a free rental day at Dollar rather than airline frequent flyer miles. When you've rented 16 days, we'll send you a Renter Rewards Certificate for a FREE day.

Employees renting vehicles with the permission of the University for University business purposes should decline any physical damage coverage, commonly called the collision damage waiver (CDW). This coverage is self-insured by the University and is handled by the Office of Risk Management. As in the University's own fleet, a \$500 deductible is applied to any department that has an at-fault accident. It is important to inspect any rented vehicle before driving it. Make sure any dents, scratches or other damages to the vehicle are noted on the rental form prior to leaving the rental office.

Boston University employees renting a vehicle with the permission of the University for University business purposes should not purchase additional rental liability insurance. The University's automobile policy will provide excess coverage over the minimum coverage provided by the rental agency. For international travel, when not using a Diners Club, Boston University employees should purchase additional rental liability insurance.

**IT IS STRONGLY RECOMMENDED THAT ALL VEHICLES BE RENTED USING BOSTON UNIVERSITY'S CORPORATE CREDIT CARD WITH DINERS CLUB.** Benefits under this card include primary collision/loss damage insurance up the full value of the rental car. This not only helps the University, but also helps the department avoid a \$500 deductible for any at-fault accident.

Drivers must be 21 years of age to rent. Rates include additional driver fee, business rentals only.

## Enterprise Rental Car

Discounted corporate and personal use rates are available through our MASCO membership. Please remember that personal travel is not allowed on Concur Travel. Visit <https://www.enterprise.com> to utilize this discount for personal use. The Corporate Discount to be referenced in all personal reservations is 10E8829, and if booking via the internet at enterprise.com, the online pin number is "BOS". The Corporate Discount to be referenced in all business reservations is XZ10289, and if booking via the internet at enterprise.com, the online pin number is "MAS". Free pick-up and delivery service is included in rate.

For New England rentals only: Daily & weekly rates include unlimited mileage for compact through premium vehicles. All other car classes include 150 free miles per day and 1050 free miles per week. Monthly rates for all vehicles include 2500 free miles per month. Any additional miles will be charged at the rate of \$0.20 per mile. For outside New England area: 5% Discount off of best daily rental price available at time of reservation.

Employees renting vehicles with the permission of the University for University business purposes should decline any physical damage coverage, commonly called the collision damage waiver (CDW). This coverage is self-insured by the University and is handled by the Office of Risk Management. As in the University's own fleet, a \$500 deductible is applied to any department that has an at-fault accident. It is important to inspect any rented vehicle before driving it. Make sure any dents, scratches or other damages to the vehicle are noted on the rental form prior to leaving the rental office.

Boston University employees renting a vehicle with the permission of the University for University business purposes should not purchase additional rental liability insurance. The University's automobile policy will provide excess coverage over the minimum coverage provided by the rental agency. For international travel, when not using a Diners Club, Boston University employees should purchase additional rental liability insurance.

**IT IS STRONGLY RECOMMENDED THAT ALL VEHICLES BE RENTED USING BOSTON UNIVERSITY'S CORPORATE CREDIT CARD WITH DINERS CLUB.** Benefits under this card include primary collision/loss damage insurance up the full value of the rental car. This not only helps the University, but also helps the department avoid a \$500 deductible for any at-fault accident.

## Thrifty

Discounted corporate and personal use rates are available. Please remember that personal travel is not allowed on Concur Travel. Visit <http://www.thrifty.com> to utilize this discount for personal use. Corporate Discount to be referenced in all reservations: 0010228606

Consider signing up for Thrifty's rewards program, BlueChip at <https://www.thrifty.com/BlueChip/Index.aspx>.

Employees renting vehicles with the permission of the University for University business purposes should decline any physical damage coverage, commonly called the collision damage waiver (CDW). This coverage is self-insured by the University and is handled by the Office of Risk Management. As in the University's own fleet, a \$500 deductible is applied to any department that has an at-fault accident. It is important to inspect any rented vehicle before driving it. Make sure any dents, scratches or other damages to the vehicle are noted on the rental form prior to leaving the rental office.

Boston University employees renting a vehicle with the permission of the University for University business purposes should not purchase additional rental liability insurance. The University's automobile policy will provide excess coverage over the minimum coverage provided by the rental agency. For international travel, when not using a Diners Club, Boston University employees should purchase additional rental liability insurance.

**IT IS STRONGLY RECOMMENDED THAT ALL VEHICLES BE RENTED USING BOSTON UNIVERSITY'S CORPORATE CREDIT CARD WITH DINERS CLUB.** Benefits under this card include primary collision/loss damage insurance up the full value of the rental car. This not only helps the University, but also helps the department avoid a \$500 deductible for any at-fault accident.

Drivers must be 21 years of age to rent. Rates include additional driver fee, business rentals only.