



## TRAVEL TIME AGENT CONTACT INFORMATION

### Business Hours of Operation:

- Monday – Friday  
8:00AM – 5:00PM ET

### Business Travel Arrangements:

- Primary Agent: Kim Bair  
717-855-2133  
[kim@trvltime.com](mailto:kim@trvltime.com)
- Secondary Consultant: Holly Smith  
717-855-2122  
[holly@trvltime.com](mailto:holly@trvltime.com)

### Group Travel Arrangements:

- Primary Agent: Cheryl Tobin  
717-945-5031  
[cheryl@trvltime.com](mailto:cheryl@trvltime.com)

### Meeting Planning:

- Meeting Coordinator: Hillary Dodds  
717-945-5029  
[hillary@trvltime.com](mailto:hillary@trvltime.com)

### For Problem Resolution and Other Comments:

- Account Administration: Brooke Hoxworth  
717-945-5034  
[brooke@trvltime.com](mailto:brooke@trvltime.com)

### Concur Issues:

- Matt Kulczak  
717-945-5036  
[matt@trvltime.com](mailto:matt@trvltime.com)

### After-Hours Emergency Service:

- 717-299-6600  
*Please note: A fee is applied for calls outside of business hours*

## CONCUR TRAVEL – ONLINE BOOKING TOOL

Employees and Staff that will travel for business or book travel for others must first be registered as a new user.

Please contact Brenda Bachman to be set up as a new user: [bkb204@lehigh.edu](mailto:bkb204@lehigh.edu) or 83266.

- To log in the site for the first time go to: <https://concursolutions.com> and enter the Username and Password provided by Brenda Bachman.
- Prior to making the first reservation, go to the Profile link on the top left side of the page and review ALL areas of the profile. Enter and update all personal profile information including your frequent traveler programs. Ensure your OneCard information is entered correctly. If you do not have a OneCard, please contact your Travel Site Administrator, Brenda Bachman, at [bkb204@lehigh.edu](mailto:bkb204@lehigh.edu) or 83266. SAVE once if new information is added to multiple profile sections.
- Save the link: <http://concursolutions.com> as a favorite for easy access later. Create a unique password from the link under Profile on the concur home page.
- Contact Travel Time for all navigational and technical assistance with online booking.