

BROOKINGS

Travel Agencies

As of November 21, 2013

Name	Phone	Office Hours	24 Hr Emergency Phone	Service Charges	Agents
Garber/FCm Travel Solutions 2020 14 th Street N. Arlington, VA 22201	703-807- 0300 and 1-800-816- 8747	8:30am – 8pm EST	1-800-508- 7445, Code: PL8A	<ul style="list-style-type: none"> ▪ \$40/ domestic and international Air/Train Ticket ▪ \$0 for hotel or car reservation ▪ \$20 for emergency travel center fee ▪ No charge for voids/returns 	Office email: ARLINGTON2@corp.FCm.Travel Chelsea Morgan: Chelsea.Morgan@Corp.FCm.Travel Betsy Rainville: Betsy.Rainville@Corp.FCm.Travel Larissa Wallace: Larissa.Wallace@Corp.FCm.Travel Judy Bailey: Judy.Bailey@Corp.FCm.Travel Kris Tase: Kris.Tase@Corp.FCm.Travel Guled Hagi-Mohamud: Guled.Mohamud@Corp.FCm.Travel
Carlson Wagonlit Travel 4601 N Fairfax Road, Suite 150 Arlington, VA 22203	1-800-535- 9117	9am – 5:30pm EST	1-800-469- 3939, Code: 55RA	<ul style="list-style-type: none"> ▪ \$45/ domestic and international air/train ticket ▪ \$10 for car and hotel only ▪ \$20/call for after hour calls ▪ No charge for voids/returns 	Team Email: Arlington.us@contactcwt.com Marybelis Fernandez, ext 3083 Laura Shores, ext 3022 Sissel Smith, ext 3081
World Travel Service 1200 18 th Street NW, Suite 600 Washington, DC 20036	202-728- 4040 or 1- 800-633- 8822	9am – 5:30pm EST	1-8666-253- 0228, Code: WAS1S210F	<ul style="list-style-type: none"> ▪ \$40/domestic and international air/rail ticket ▪ \$0 for car rental and hotel only ▪ \$15 for emergency after hours call ▪ No charge for voids/returns 	Pat Ciazza, 202-293-9262, PatC@worldtravelservice.com Alan Koltun, 202-293-9270, AlanK@worldtravelservice.com Terry Tyler, 202-293-9272, TerryT@worldtravelservice.com Bryan Ashewood, 202-293-9265 BryanA@worldtravelservice.com