



Business Travel Guide



Leading the Way in Travel

*Travel Leaders is pleased to do business with **Lehigh University**, and we are committed to maintaining a forward-thinking relationship built on mutual trust and integrity.*

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: 800-322-7720

Fax: 616-392-7059

Address: 460 Waverly Road, Holland, Michigan 49423

Hours of Operation: 8am - 8pm EST (Monday - Friday)

10am - 6pm EST (Saturday)

DEDICATED TOLL FREE NUMBER

Dedicated Lehigh University Team Phone Number: 866-502-1924

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

866-502-1924 / ID CODE: 7VA-LEHIGH

VACATION TRAVEL FOR EMPLOYEES

Travel Leaders Vacation Club

As an added benefit to Lehigh University, *Travel Leaders* offers all of our corporate travelers the opportunity to take advantage of Exclusive Vacation Specials.

For more information, or to receive Program Benefits, visit our website, www.travelleaderscorp.com/vacation-club.aspx or contact your company's travel administrator.



ONLINE BOOKING TOOL ASSISTANCE

For Assistance with Password Resets, Profile Completion, or General Questions, Please Contact the Cliqbook Support Specialist at 866-502-1924, prompt 4.

ONLINE BOOKING TOOL

To Access Cliqbook 

- 1) Direct access to Cliqbook is available through Lehigh's custom Travel Portal at: <https://portal.travelleaderscorp.com/lehigh> by clicking on the "Book Travel" icon, or you can go straight to the Cliqbook online booking tool at: www.concursolutions.com
- 2) Login: Lehigh University Email Address
- 3) Password: First time users -- Use the last 4 digits of your Lehigh University Identification Number (LIN#). You will be directed to create a password screen.
- 4) You will be directed to the Travel Center. Please click on the Profile link and complete your traveler profile.

LEHIGH UNIVERSITY DEDICATED TRAVEL PORTAL

Travel Leaders offers Lehigh Travelers a "one-stop shop" for all types of Important travel information.

Customized Travel Portal Includes:

- Business Center Contact Information
- Direct Access to the Online Booking Tool
- Lehigh Travel Policy Information
- Helpful Travel Links
- And More!

<https://portal.travelleaderscorp.com/lehigh>