



University Contract # 1606 – General Travel Services

The University's contracted travel agency is **FOS Tours Travel LLC**. Utilizing FOS Tours for general University travel has several benefits, including:

- The travel agency can book complex, multi-city reservations, group travel, or other travel-related services on your behalf.
- Direct billed by FOS - no expense reports required.
 - *An expense report would still be required if using the travel card or for meals or services not handled directly by the travel agency.*
- Use your University budget to cover the expense instead of relying on a personal credit card (if you do not have a University travel card).
- Potential discounts, including:
 - Group travel, depending on the destination
 - Individual discounts with Hilton and Marriot

To book through FOS Travel, please see the below steps:

- **Step 1** - Contact FOS (via phone or email)
 - Office Phone: 516-937-7757
 - Cell Phone: 516-754-4901
 - Email: info@fostours.com or fostours@earthlink.net
- **Step 2** - FOS Tours provides travel options (a dedicated service team is available Monday through Friday, from 9:00 A.M. to 5:30 P.M)
- **Step 3** - Select an option, advise FOS Tours, and provide the following:
 - Traveler's name(s)
 - Email address(s)
 - Cost center information
- **Step 4** - FOS Tours to complete booking,
 - In most instances, FOS will send the invoice(s) directly to Accounts Payable for processing and payment
 - Alternatively, a University Travel card can be used.

MONTCLAIR

STATE UNIVERSITY

Pricing (cost is an additional fee above the cost to FOS Tours):

- General Travel Pricing:
 - \$30 airline fee, per ticket, for non-group travel (quantity of 1-9)
 - \$20 lodging booking fee, per room (quantity of 1-9)
 - \$20 ground transportation fee, per reservation
 - \$50 conference fee, per booking
- Group Travel Pricing:
 - \$25 airline fee for international group travel (quantity of 10+)
 - \$15 airline fee for domestic group travel (quantity of 10+)
 - \$15 land services fee per person (quantity of 10+)
- General:
 - \$50 travel modification request fee, per request
 - \$15 wire transfer fee (as required)

Services and applicable references from the [University Travel Policy](#)

AIRFARE	
Economy (above Basic Economy)	Non-stop flights are acceptable. A credit card is required for individual purchases for additional services or upgrades.
LODGING	
Hotel Selection	FOS will prepay and then provide an invoice to Accounts Payable. Conference Hotels are permitted regardless of the rate. If there is no conference hotel or specific hotel recommendation, stay within GSA rate limits. *Exception: Travelers may select a different hotel up to the conference rate, even if it exceeds the GSA rate.
FOS Services	FOS offers (3) hotel options with the available rates provided. It is best to find accommodations within walking distance if possible, but if not, these hotels and their lowest rates are recommended. Will avoid non-refundable options and prioritize semi-flexible or flexible rates.
Room and Tax	Individuals are responsible for paying any incidental charges.
TRANSPORTATION	
Bus/Rail Service	Train – Economy permitted. Amtrak – coach permitted.
OTHER	
Travel Insurance	From Departure to Return is permitted. FOS Tours can provide a quote as requested.