

Welcome!
Expedia Corporate Travel
New Users Guide

How to gain access to Harvard's ECT web site:

1. First, obtain your ECT User Name by sending an email request to fad_travelmgr@harvard.edu. The e-mail must include your Name, HUID, and Harvard email address. Requests may take up to 48 hours to process.
2. Once your User Name has been established, open the ECT site on your browser <http://www.expediacorporate.com/>.
3. Click on "Sign Into Your Individual Account Here"
4. In "User Name" enter the name provided to you via email. The initial password, **travel** is the same for all new users and it's case sensitive
5. On the next screen you will be instructed to change your password, then click Continue using ECT"
6. Click on the "My Profile" link that appears on the bar at the top of the Home Page.
7. Update your E-mail settings, Traveler contact information and preferences, Purchase & billing information and home airport.
8. Detailed help for these tasks along with many helpful hints are available at the ECT on-line customer support center via a link found on the ECT Home page.

Administrators and Faculty Assistants may request a Travel Arranger account, which will allow you to easily make travel arrangements for others. Include the names and e-mail addresses of travelers you support. If you will be booking for non-employees, request a guest account.

Harvard Travel Office Support: For more information call 495-9308 or email to fad_travelmgr@harvard.edu

The Harvard/Expedia web site provides direct access to:

- Over 400 fare options for a single trip including **Harvard Negotiated Fares**
- Exclusive Expedia Hotel Rates providing great low rates at thousands of hotels.
- Car Rentals – Access to Harvard negotiated discounts with Hertz and Avis.

Harvard's Low Transaction Fees:

\$5 = On-line Domestic and International

\$20 = Agent Assisted Domestic

\$30 = Agent Assisted International

Reservations and Technical Support: Expedia agents are able to assist with bookings, traveler support-related questions, and site and technical support related questions. Call 1-866-444-4947 for 24/7/365 assistance.

Expedia Corporate Travel is for the exclusive use of Harvard University employees. Non-employees may not obtain a log-in. The site is for business use only.