Altour Booking Site

Altour is the preferred travel agency of Bard College. It is the ONLY travel site linked to our corporate card for booking flights and train tickets.

*If you need to reserve a car, please use the Enterprise link on the Human Resources site.

*If you need to book a hotel, you can book it through Altour, but you will have to enter your own personal credit card. Or you can contact the Purchasing Office.

Step 1: Setting up your profile:

Follow this Link to register and set up your profile:

https://bard-tvlon.deem.com/rc/registration/openEnrollment.do

Users can delegate other users to book reservations on their behalf. In order to do this, self-delegate should be turned on. This would be for two people who both work at Bard, not for guests or visitors.

*** **If you are booking travel for guests or visitors that do not have accounts, please set up your account first and then contact the Purchasing Office to get set up to be able to book for others.**

You must use a 14-digit budget code when booking.

For questions navigating the site, email ecommerce@tlcorporate.com (1-866-502-1926). This is only for technical assistance.

For assistance with reservations, please call 1-240-387-4045 or -1888-495-7770.

For group reservations over 10, please call 1-240-387-4200

Step 2: Logging on:

Once you have an account, you can log on using **https://bard-tvlon.deem.com**

Information needed:

Air Travel:

1. Name (as it appears on government issued ID)
2. Date of birth
3. Cell phone number
4. Rewards numbers, if applicable
5. Seat preference (aisle or window)
6. Email address of the traveler

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Train Travel:

Information needed:

1. Name (as it appears on government issued ID)
2. Traveler's email
3. Cell phone number
4. Rewards numbers, if applicable
5. The complete booking information (including locations and times)

Booking fees:

***** If you call after hours, the additional fee is $25.00 plus the ticketing fee (after 6pm – 8:30am)

*Change fee: $35.00 + airline change fee

Flights booked online: $10.00 service charge (round trip on the same airline)

Flights booked by phone: $30.00 service charge (round trip on the same airline) 1-240-387-4045

International flights: Must be booked over the phone

$35.00 service charge (round trip on the same airline) 1-240-387-4045

Group travel: 10 or more

If you need to book group travel, please call **1-240-387-4200** for assistance.

Domestic travel: group fee is $30.00 per ticket, international is $35.00 per ticket.

* For groups less than 10, please call the main number 1-240-387-4045 or 1-888-495-7770