

Travel Services & Contact Information

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

Corporate Mailing Address: Globetrotter Travel Management Services, Inc.
18121 Georgia Avenue, Suite 104
Olney, Maryland 20832

Services:

- Individual Travel for air, hotel, car rental, visa services, travel insurance
- Official Business Travel for Prince George's County Public Schools
- Meeting Planning for groups and events
- Hotel Selection, Contracts, Reservation Service, Registration Technology and services for Meetings, Conventions, Events and Forums
- Group Travel and Study Missions for Domestic and International Travel
- Sports Travel for teams. Alumni, fans, golf outings

Phone/Fax/E-Mail/Web: Reservation Travel Office: (301) 570-0800, press 1
Reservation Travel Toll Free: (800) 322-7032, press 1
Travel Fax: (301)-570-9514
General Travel E-Mail: travel@globetrottermgmt.com
Send Authorization Approvals to: pgcps@globetrottermgmt.com

Normal Operation Hours: M-F, 8:00 AM to 5:30 PM Eastern Time

Emergency Travel Helpline: 1-800-639-9278

Use only between the hours of 5:31 PM and 7:59 AM Eastern Time for airline emergencies. \$25.00 Service fee applies if used for non-emergencies. Give VIT (Very Important Traveler) code: S9TX5
For official PGCPS travel give profile name: PGCPS.

Air, Hotel, Car Rental

PRESS 1 to reach first available agent or call individual extensions.

Lead Travel Consultants: Cindy Treta ext.122 cindyt@globetrottermgmt.com
Kim Averno ext.123 kima@globetrottermgmt.com
Dina Averno ext.116 dinaa@globetrottermgmt.com
Kathleen Betancourt ext. 222 kathyb@globetrottermgmt.com

Manager of Air Travel Operations: Sandi Colwell
Phone: (301) 570-0800, ext. 119
E-Mail: sandic@globetrottermgmt.com

Full Meeting and Event Planning Services, Venue and Hotel Selection, Hotel Contracting

Group Travel:

Michael Buttner 301 570 0800 ext. 104 mikeb@globetrottermgmt.com
Karen Gibbs 301 570 0800, ext. 153 kareng@globetrottermgmt.com
Rick Milam 301 570 0800, ext. 108 rickm@globetrottermgmt.com

Group, Sports, Student, Buses – Study Abroad Travel and Alumni Travel

Sandi Colwell 301 570 0800, ext. 119 sandic@globetrottermgmt.com

Accounting - Reports

Fariba Farid 301 570 0800, ext. 150 faribaf@globetrottermgmt.com

COPY OF INVOICE and Credit Card Reconciliation

Rhonda Melvin 301 570 0800, ext. 114 rhondam@globetrottermgmt.com

Pre Pay Hotel Confirmation and Follow up

Mike C. and John F. 301- 570-0800, ext. 150 vipres2@globetrottermgmt.com
Kevin Melvin 301-570-0800, ext. 111 kevinm@globetrottermgmt.com
Diane Waller 301-570-0800, ext. 112 dianew@globetrottermgmt.com

Client Services

Spencer Long 301 570 0800, ext. 118 spencerl@globetrottermgmt.com

Administration

Michael Buttner 301 570 0800, ext. 104 mikeb@globetrottermgmt.com
Chairman and CEO
Glenn Harris 301 570 0800, ext. 115 glennh@globetrottermgmt.com
President
George Evans 301 570 0800, ext. 106 georgee@globetrottermgmt.com
Controller

Vacation Planning

Services: Cruises, Tours, Honeymoons, Weekend Get-a-ways, Adventure Packages, Amtrak Tours, Hotel Packages, Disney, Caribbean Dream Packages, Ski Packages, Golf Packages, Travel for Singles, Travel for Alternative Lifestyles, Senior Travel, Auto Train, Auto Europe Car Rentals

Address: 18121 Georgia Avenue, Suite 105, Olney, MD 20832

Hours: M – F – 9:00 to 5:30

Phone: (301) 570-2600 press 6 for consultation, or 800 443 5562

Fax: (301) 570-5186

General Email: leisure@globetrottermgmt.com

Lead Agents:

Sharon Lillie, Ext. 161 - sharonl@globetrottermgmt.com

Gisela Fitzgerald, Ext 164 - giselaf@globetrottermgmt.com