



## **Global Travel dba Giselle's Travel**

### **BOOKING PROCESSES**

**Giselle's Travel is the preferred travel management company of choice for Cal Maritime. (Master Agreement valid through 12/31/17.)**

**Online via website: go to [www.globaltrav.com](http://www.globaltrav.com), click on the *Corporate* link, then *Corporate Travel Request* link, then *State of CA LINK*. Use the dropdown box to select Cal Maritime (first in list). Fill in and then hit submit at the bottom.**

**For agent assistance, call 800-523-0100 or 916-922-0330 or email the department at [smfcorpres@globaltrav.com](mailto:smfcorpres@globaltrav.com) for airline ticketing, hotel, rail or rental car needs.**

**Giselle's is open 8:30am-6:00pm PST Monday through Friday, however calls after that time are forwarded to our emergency after hours service to assist you with your travel accommodations accordingly.**

**Online reservations are invoiced at \$10 plane ticket. Telephone reservations are \$15 plane ticket. Contact via phone for any group travel of ten or more people.**

**Contact Procurement if any questions.**