



Saint John's University announces today that Marathon Travel has been selected to provide business travel services for the Saint John's University. Marathon Travel was founded in 1949 and has had extensive experience in collegiate and business travel, and is committed to providing superior service by leveraging technology. Marathon Travel was selected because of their experience with higher education travel requirements and a state of the art web portal which will simplify airline, hotel and car rental reservations.

How to Access the Saint John's University Online Booking Tool Portal:

Saint John's University's Online Booking Tool Portal can be accessed at:

<http://wcp.getthere.com/marathoncorporate> or www.marathoncorporate.com and click on the 'Book Now' button, click on the GetThere link. On the GetThere log in screen, Click on "Create Account" underneath the red LOG IN button, and enter:

- Subsite ID: saintjohns
- Password Key: sjuprofile (*these are case sensitive*)

Traveler Profiles:

Saint John's University travelers and travel arrangers are encouraged to build their traveler profile online. Marathon Travel system stores personal preferences and other pertinent information, and then automatically places this data in reservation records, accessible for both online and counselor-assisted reservations; saving you time and ensuring your preferences and loyalty memberships are always noted and transmitted to suppliers.

To create an account (profile), you need to provide a User Name and Password. You will use this information to sign in for future use. Please enter your email address as your user name.

Upon Completion of Building your Account (Profile):

In the red bar of the upper left hand corner, click on 'profile' to review and update your profile.

In the personal information section of your profile, please enter in your email address in the space below your University name. This will allow you to view your reservations made online and over the phone, all within the online booking tool under 'Trips'.

Services Available Through Marathon Travel:

- Dedicated Saint John's University Travel Desk staff 24/7/365 with dedicated telephone numbers
- Assistance with individual or group travel
- Continuous airfare monitoring to capture the lowest fare
- Online booking tool
- Assistance reserving lodging and ground transportation
- Assistance for stranded or delayed travelers
- Emergency medical assistance
- Concierge service and roadside assistance
- No service fee charged for hotel or car rental reservations

Agent Assisted Reservations:

Marathon Travel has provided Saint John's University with a dedicated team of agents and phone numbers. To contact Marathon Travel via phone for questions, reservations or emergency travel assistance please contact them directly at: **877.879.2143**

To contact Marathon Travel while you are traveling outside the United States, call collect at: **715.344.6203**

For further information, please contact the SJU Business Office