



Leading the Way in Travel

Travel Leaders is pleased to do business with DePaul University, and we commit to maintaining a forward-thinking relationship built on mutual trust and integrity.



We are committed to providing high-level satisfaction to you, the travelers and travel arrangers, through flexible, tailored services, agent availability, and optimized customer service support. Driven by quality practices, our goal is to work in partnership with you to use our intellectual capital, technological resources, and experience to maximize your travel experience and reduce your travel costs.

TRAVEL LEADERS BUSINESS TRAVEL CENTER

Phone: **800 322 7720**
Fax: **847-323-0902**
Address: 460 Waverly Rd. Holland MI 49423
Hours of Operation: 7am – 7pm CST (Monday – Friday)

DEDICATED TOLL FREE NUMBER

DePaul University Team Phone Number: 800 489 1546

Follow prompts for Domestic or International travel, Online Support and Group Travel

AFTER-HOURS EMERGENCY

Our Emergency Service Center is available to travelers who need assistance outside of our hours of operation. Do not hesitate to contact us! We pride ourselves in serving you.

AFTER-HOURS EMERGENCY & RESERVATION CENTER
800 389 1546 / ID CODE: 7VA-DEPAUL

VACATION TRAVEL FOR EMPLOYEES

As an added benefit to DePaul, Travel Leaders offers all employees the opportunity to take advantage of Exclusive Vacation Specials.

For more information, or to receive Program Benefits, visit our website, <http://www.vacationsbytravellers.com>



ONLINE BOOKING TOOL

First Time Users

- 1) Employees that will be traveling for business or book travel for others should go to <https://depaul-travel.reardencommerce.com> to create an account and profile.
- 2) Click the link – **Create a New Account** and complete all fields. The Corporate email address and User Name should be your DePaul email.
- 3) An activation email will be sent with instructions to log in. Use your email address as User Name and password created in the step above. Use the Get Started Now link.
- 4) Complete the registration process by entering profile information requested, making note of required fields and SAVE entered information.
- 5) Before booking travel or using any of the additional services, choose “Profile” on the top right side of the page and complete all areas of the profile, including credit cards.
- 6) For additional information go to the travel page on the Depaul intranet or visit the DePaul Compass Travel Portal – www.compass.travellers.com.

ONLINE SUPPORT DESK

Hours : 7am – 5pm CST (Monday – Friday)
Email: ecommerce@travellers.com
Phone: 866-502-1926