

APTA TRAVEL GUIDE

ARRANGING AIRLINE TICKETS THROUGH OPTIONS TRAVEL:

- To make your air travel arrangements using Options Travel, click on the link: <https://www.concursolutions.com>. Please use the Username and temporary password that was created by the Accreditation Department. If you forget your password, click on "Forgot Your Password?" link. **NOTE:**
- To change your temporary password:
 - ✓ Click "My Account" (upper right-hand side)
 - ✓ Click "Change password" (last option available)
- Please be sure to read the Announcements (that are periodically updated) before proceeding to "Book Travel"
- Select the flight itinerary that meets your needs and fill out all required fields
 - ✓ Then Click "Continue to Purchase"
- When you get to "Review Your Itinerary", you will be asked to choose your APTA Program number and Activity Number as shown below:

Trip Specific Information

One or more of the items purchased may require you to provide more information. To continue with your reservation, you will need to provide the Program Number and Sub-Activity Number.

[6204-002 for Candidacy Visits](#)

[6204-003 for On-site Visits](#)

[6204-004 for Commissioner Travel](#)

[6204-005 for Workshops](#)

[6204-006 for OSR Training](#)

Staff Sort

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The Staff Sort should be completed as follows:

- ✓ [Sponsored Member\(631\) for PT/PTAs,](#)
- ✓ [Sponsored Non Member\(632\) for Non PT/PTA/Other](#)
- "Select Your Form of Payment" section is always grayed out; you cannot change the credit card information. **Please disregard any request to provide your personal credit card information in your travel profile.
- Once you have completed reviewing your Itinerary: Click "Complete Purchase". Please make sure to name your trip to easily identify and sort your trip history.

CONFIRMATION

You will receive a confirmation and e-ticket via email. If you do not receive a confirmation, please use the contact information provided below.

OPTIONS TRAVEL HOURS: 8:30 (ET) - 6:30 pm (ET) Monday-Friday

TOLL FREE PHONE #: 888-678-7908

EMAIL: concur@optionstravel.com

CONTACTS:

Michael Toles (Account Manager)

847-803-4444, Ext: 327

Email: mtoles@optionstravel.com

Kristen Jackson

847-803-4444, Ext: 147

Email: kristen@optionstravel.com

Carole Fetzko

847-803-4444, Ext: 222

Email: carole@optionstravel.com

Susan Nicola

847-803-4444, Ext: 221

Email: susan@optionstravel.com

Janeen Bendis

847-803-4444, Ext: 224

Email: janeen@optionstravel.com

Mary Deruz

847-803-4444, Ext: 122

Email: maryd@optionstravel.com

Should any of these agents be unavailable, please know that any travel consultant can assist you!

Online Assistance

concur@optionstravel.com

Web chat and Online Booking Tool Traversa

www.aptatravelcenter.com

24 Hour Emergency Service (Since there is a fee for this service, it should only be used when their office is closed)

Member code is 0YW. (Zero Y W)

Domestic: 800-823-1797

International: 303-876-4247