

Tangerine Travel - Implementation Phase 1



Welcome to Tangerine Travel. The first phase of implementation is to set up of the company profile. The following information is required.

| Primary Company Information | |
|---|---|
| Company Name | |
| Company Address | |
| Company Main Phone | |
| Company Main Fax | |
| Company Website | |
| Federal Tax ID Number | |
| Estimated Annual Travel Spend | |
| Number of Employees | |
| Number of Profiled Travelers | |
| Main Contact | |
| Name | |
| Job Title | |
| Business Phone | |
| Mobile Phone | |
| Email | |
| Secondary/Alternative Contact | |
| Name | |
| Job Title | |
| Business Phone | |
| Mobile Phone | |
| Email | |
| Quick Set Up – Traveler Profiles | Profile Link |
| If you want to travel prior to your site rollout please complete a travel profile for each traveler. | Please use the link below to create traveler profiles: https://www.tangerinetravel.com/travel-profile |
| Form of Payment (FOP) for Traveler Profiles | Company Card |
| | Please use the link below to securely provide us your company credit card information: https://tools.tangerinetravel.com/ccsubmission/ |
| Other Company Information | |
| <u>Internal use only:</u> Please list fee structure: Concur Direct/Fulfillment: Yes Concur Indirect: ____ Standard: ____ Professional: Yes | Agent assist domestic: \$32.00 Agent assist international: \$40.00 Elite Desk: \$50 / Car/Hotel only: \$11.00 |