

How to Set up a new Account for MA23226 Travel Management Services (2023-2029) - NASPO
VALUEPOINT - CORPORATE TRAVEL MANAGEMENT

Main Point of Contact:

Lynn Kerntz

Director of Operations/Account Manager

Corporate Travel Management

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Information to Send to Lynn for Account Setup:

1. Name of the new Account:
 - a. Billing Address
 - b. Ship to Address
 - c. Phone number
2. Main Point of contact name:
 - a. Main Point of contact phone
 - b. Main Point of contact email
3. Approximate number of traveler profiles?
4. Approximate number of travelers annually?
5. Approximate annual spend?
6. Do you currently have a travel provider or travel policy?
7. Are you interested in an online booking option?