

CI Azumano Business Travel, LLC

Office Hours: Monday through Friday 8:00 AM – 5:00 PM CST

Any assistance needed outside of those hours of operation will be handled by our after-hours emergency service. Our after-hours emergency service has access to all of our travel records and profiles so that your travelers can receive needed assistance.

Service Fees:

- Domestic Air Reservations: \$12.79 per
Please note that hotel/car reservations booked at the same time as the air reservation are included in the \$12.79 fee per ticket
- International Air Reservations: \$22.99 per ticket (for credit card form of payment)
Please note that hotel/car reservations booked at the same time as the air reservation are included in the \$19.99 fee per ticket
- Exchange/Refund Fees: \$6.00 for each exchange or refund
- Hotel/Car Fees: \$3.00 for each hotel/car reservation that is not requested at the same time
<https://www.ciazumano.com> After Hours Call Fees: \$20.99 for each call, per passenger record

Email Contact:

- For initial travel requests for quote, please email the distribution group of: ttuttravel@ciazumano.com

Phone Contact:

- 1-800-542-0452 will route your call to our dedicated TTU Travel
**Any calls made to this number outside of our normal hours of operation will automatically roll over to a voice menu that provides the opportunity to speak with our after-hours service if needed.

Accounting/Reporting Contact:

- Please contact ttuttravel@ciazumano.com for any questions regarding billing, or reporting.

Website:

- State of Texas travel portal - <https://www.ciazumano.com>