AAA is available for you to use to make travel arrangements. You can contact them online at http://travel.cornell.edu. The benefit to accessing AAA online is that you will not be charged a $35.00 service fee, however, you will need research flight options yourself.

If you don’t want to research flight options yourself (and don’t mind paying the $35 service fee), you may contact them by calling the Ithaca office at (607) 257-3557 or by emailing any of the three agents there directly:

- April Brisbois: mabrisbois@nyaaa.com
- Melissa Honan: mhonan@nyaaa.com
- Theresa Saltsman: tsaltsman@nyaaa.com

The benefit to emailing or calling them is that you can tell them the date you’d like to depart, arrive, destination etc. and they will provide you with options from which to choose. When you book your flight, unless the travel is for a guest to DNS or for international travel (for which you may direct bill), you must provide personal credit card information as payment. You may then submit a travel reimbursement request or an advance (if at least four weeks before departure).

Upon booking, please send the business purpose and an account number to DNSHelpDesk@cornell.edu.