



Cox Travel Services is the designated agency to make all business travel arrangements. You can:

- Research, reserve, change and cancel your business travel using Cliqbook
- Make sure you are covered by appropriate insurance
- Maximize company savings by utilizing preferred company vendors
- Make sure we can find you in case of an emergency
- Comply with your specific company's travel policy

Book online: <http://coxtravelservices.com>

Complex itinerary help: travelreservations@coxinc.com or 800.255.4883 to speak to an agent 8am-8pm EST.

Vacation & Cruises

[Coxvacationservices.com](http://coxvacationservices.com) allows employees and contractors to find everything they need for their vacation travel needs in one location, while also finding excellent deals without researching several different websites. You can:

- Research, price and book vacations and cruises
- Find packages and last-minute deals
- Purchase tickets and attractions

Whether you are traveling by plane, train or automobile, vacations are the perfect opportunity to get away to a favorite spot or experience new sights and adventures. So start planning your next adventure.

Our **Cox Travel Vacation Specialists** are ready to assist you with your next Dream Vacation! Contact us: Vacation.travel@coxinc.com or call 800.255.4883.

Meeting & Event Services (MES)

is the designated department to use for meetings, events, conferences, training and incentive planning for all Cox subsidiaries. Our services are free and unlike others, we use the power of ALL Cox companies' combined spending to negotiate the best rates and concessions on your behalf. We also contract with the vendors, make air reservations, offer on-line registration, operation and on-site staffing for your event if applicable. Contact us: <http://insite.coxenterprises.com/meetingsandevents> or call 678.645.0199.

Corporate American Express

All travel and entertainment expenses related to official Cox business should be charged to the Cox Corporate American Express Card (AMEX.)

This applies to all employees meeting any or all of the following criteria:

- Travel three or more times a year
- Entertain five or more times per year
- Manager of direct reports

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