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Hi and Welcome to Qualis Corporation from the Contracts/Travel Department!

I am Marilee Foreman, the Travel Coordinator for Qualis Corporation. If you ever find yourself needing to travel for Qualis, I will be the one assisting you with your travel process! Listed below you will find all of the information you need to begin setting up your travel information. We use Linda Pearson with Christopherson Travel to book all of our travel needs. Please complete the Christopherson Travel profile at <https://legacy.cbtravel.com/business/profile/qualis/>. If you have any Airline, hotel, or rental car memberships/rewards, please include them in your profile. Your travel profile must be completed before any travel plans can be initiated.

The Travel Authorization Form is attached and has step by step instructions at the top of the form. Once you have completed the form (along with the necessary approval signatures), please send to me at the travel email. All travelers should make a concerted effort to request travel at least 2 weeks in advance to take advantage of available discount fares. The closer to the departure date, the more airfare rates will increase.

Once you have the details of your travel plans, please email Linda (linda.pearson@cbtravel.com) with your flight, hotel and rental car needs, and cc me at travel@qualis-corp.com. **The booking agent does not work from the TAF, so please do not include the TAF with your email to Linda.**

Contact: Linda Pearson
Contact Phone Number: 334-395-8583
Contact Email: linda.pearson@cbtravel.com
Office Hours: M-F 7:00-4:00 CST
After Hours Number: 866-283-4758
Web Address: <https://www.cbtravel.com>

When you e-mail Linda let her know:

- Travel to/from dates
- Time (if specific) you need to depart or arrive
- Location(s)
- Hotel (if needed)
- Rental Car (if needed)

Based on the information provided, Linda will send you 3 airfare options. Reply with your choice that best fits your needs (and most cost-effective). Once I have obtained approval from our Contracts department, I will notify Linda to ticket and you will receive your final itinerary. **Linda will not ticket trips until she has received approval from me.**

Once again, welcome to Qualis. I will be happy to help you with any travel questions you have!

Thank you,
Marilee Foreman
mforeman@qualis-corp.com
256-583-5829