



QUICK START Online Booking

About TravelSource Direct

TravelSource Direct is Interpublic's 'Self-Booking' Reservation System. The system is fully supported by American Express Travel and can be used in combination with traditional telephone reservations. SP&P encourages employees to book all simple round-trip travel online, phone reservations are still recommended for multi-stop International and same day travel, within 12-hours.

Telephone Reservations – Mo-Fr 9a to 6p EDT
1-888-256-0868 Option 3

Online Reservation Assistance (24/7)
1-888-256-0868 Option 1

Access Online Booking - <http://direct.interpublic.com> or
<http://cb.interpublic.com>

You can 'bookmark' the URL address above for direct access to the online booking log-in page. There is also a link on the Interpublic Intranet under [employee tools > travel > book online](#).

The screenshot shows the 'User Log In' page for IPG TravelSource Direct. It features a header with the IPG logo and 'TRAVELSOURCE DIRECT ONLINE RESERVATIONS'. Below the header, there are instructions for logging in, including a note about not using a default password. There are two input fields: 'Employee ID' and 'Profile Password'. A red circle highlights the 'Forgot your Password?' link and the 'Profile Password' field. There are also links for 'Click Here' to 'Online Travel Profile' and 'Online Booking'. At the bottom, there is a copyright notice for TravelSource Development Corp. 2001-2007.

Log In Requirements

You will need your 10-digit Employee ID and Travel Profile Password to access online booking. If you do NOT have a travel profile, please contact Central Services at 888-474-8778 (Option 3) or at tashelp@interpublic.com.

Forgot Your Password?

Use the [Forgot your Password](#) feature on the Log In page. You will need your Employee ID and the answer to one of these 'Secret Questions' selected when you originally requested a password ('Secret Questions' are now listed on the site!) If you still need help, contact Central Services at 888-474-8778 (Option 3) or tashelp@interpublic.com.

Self-Training

TravelSource Direct is easy to navigate and use, even without training. For self-training guides look under the [Help](#) option on site to [View the Training Video](#), [Download User Guide](#) or [Download Quick Reference Guide](#).

Notes

Online booking, like any other new application, will take a little time to learn and master – remember the first time you used an ATM? Try it and you may be surprised how fast and easy booking online will become!