



Sunovion Business Travel Policy Work Instructions

The following requirements are enforced throughout the Travel process in coordination with the Travel Policy.

Sunovion's Travel Agency of Record:

Carlson Wagonlit Travel

Sunovion's Preferred Airlines:

US Airways, American Airlines, and All Nippon Airways.

Sunovion's Preferred Hotel Partners:

- Marriott Courtyard Boston Marlborough
- Teaneck Marriott at Glenpointe
- Homewood Suites by Hilton Edgewater
- Marriott Hotels
- JW Marriott Hotels
- Renaissance Hotels
- Courtyard by Marriott
- Residence Inn by Marriott
- Fairfield Inn & Suites
- TownePlace Suites by Marriott
- Springhill Suites by Marriott
- Four Points by Sheraton
- Westin
- Sheraton Hotels
- W Hotels

Sunovion's Preferred Car Rental Agency:

Avis. In certain cases Enterprise may also be utilized.

Sunovion's Preferred Sedan Service:

Boston Coach