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ASCOT TRAVEL SERVICES

2026 Employee & Advisor Support Guide

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TAKING OFF WITH ASCOT

It is with great pleasure we welcome you to ASCOT Travel Services!

We are so excited to have you on board as part of our growing family. Proudly, ASCOT has been family owned and operated since our doors first opened in 1968. This is an integral aspect as to why we have become the brand we are today. We have dedicated our organization to its core values, but also worked incredibly hard to evolve with, and reflect the movements of the ever-changing travel industry. Whether you are joining us as a team member or as an independent advisor and agency, our appreciation for your contribution is well celebrated today, and every day in our future together. We hope you feel at home and once again, welcome to ASCOT Travel Services.

Warm Regards,

Christine DiMeglio & Zach Wolf

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COMPANY VISION & MISSION

Our organization exists to provide unparalleled travel services to our clients, relying on our cultivated partnerships with premier suppliers and vendors.

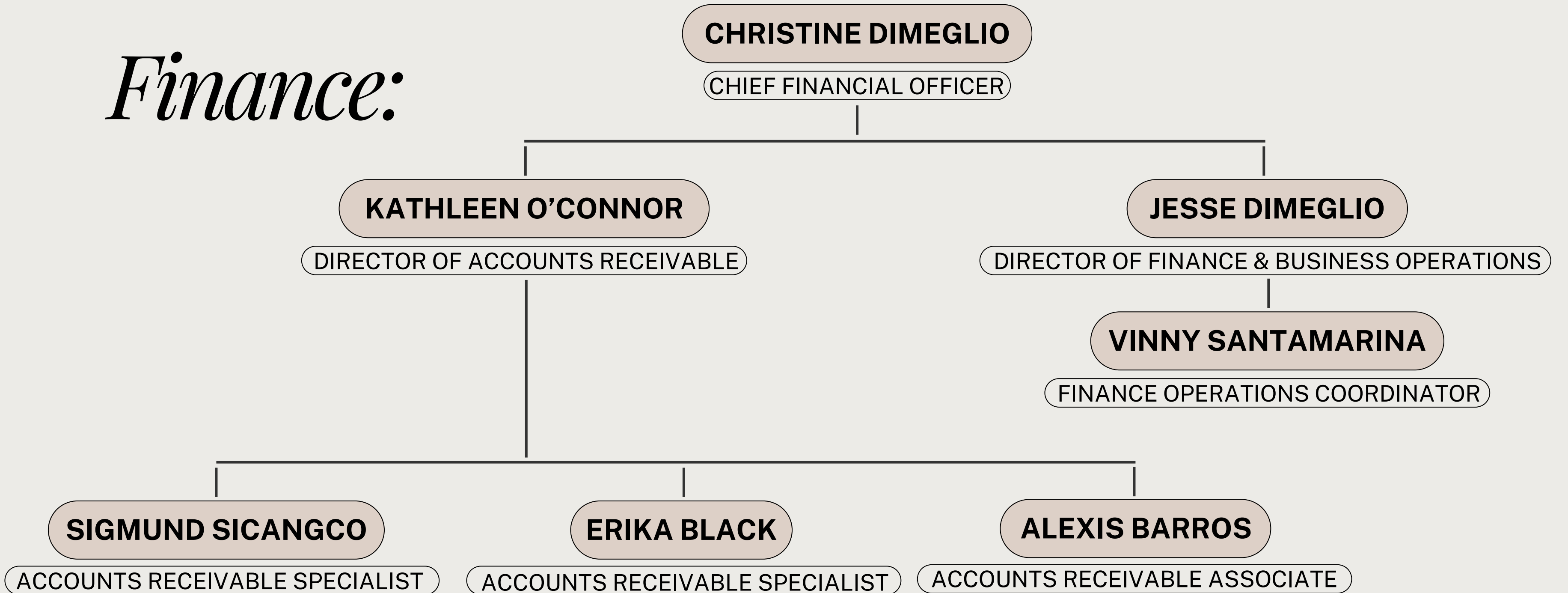
We aim to harness our expansive and impactful support to create categorical success for our agency members.

We are ASCOT Travel Services.



DEPARTMENT WORKFLOWS

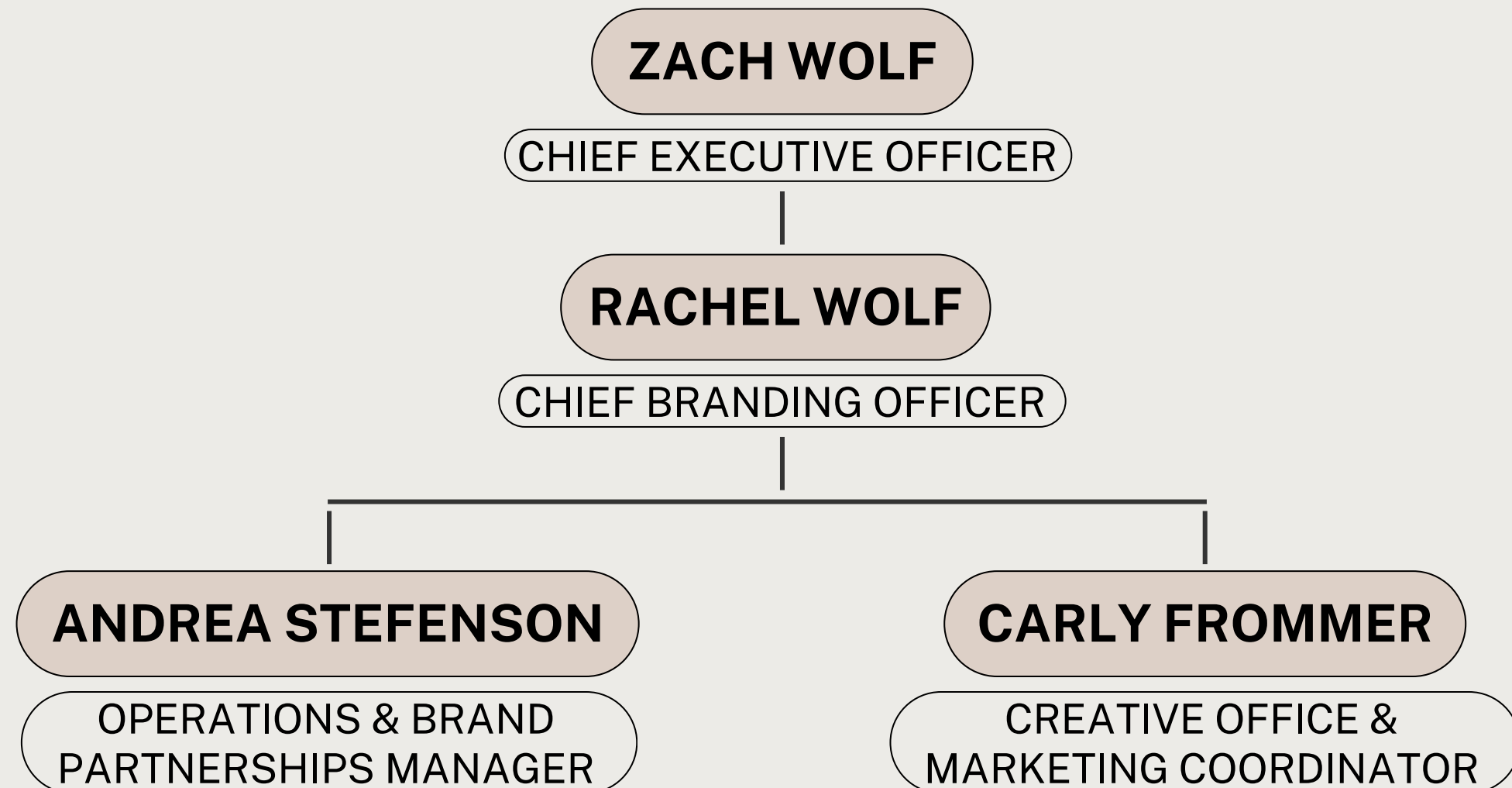
Finance:





DEPARTMENT WORKFLOWS

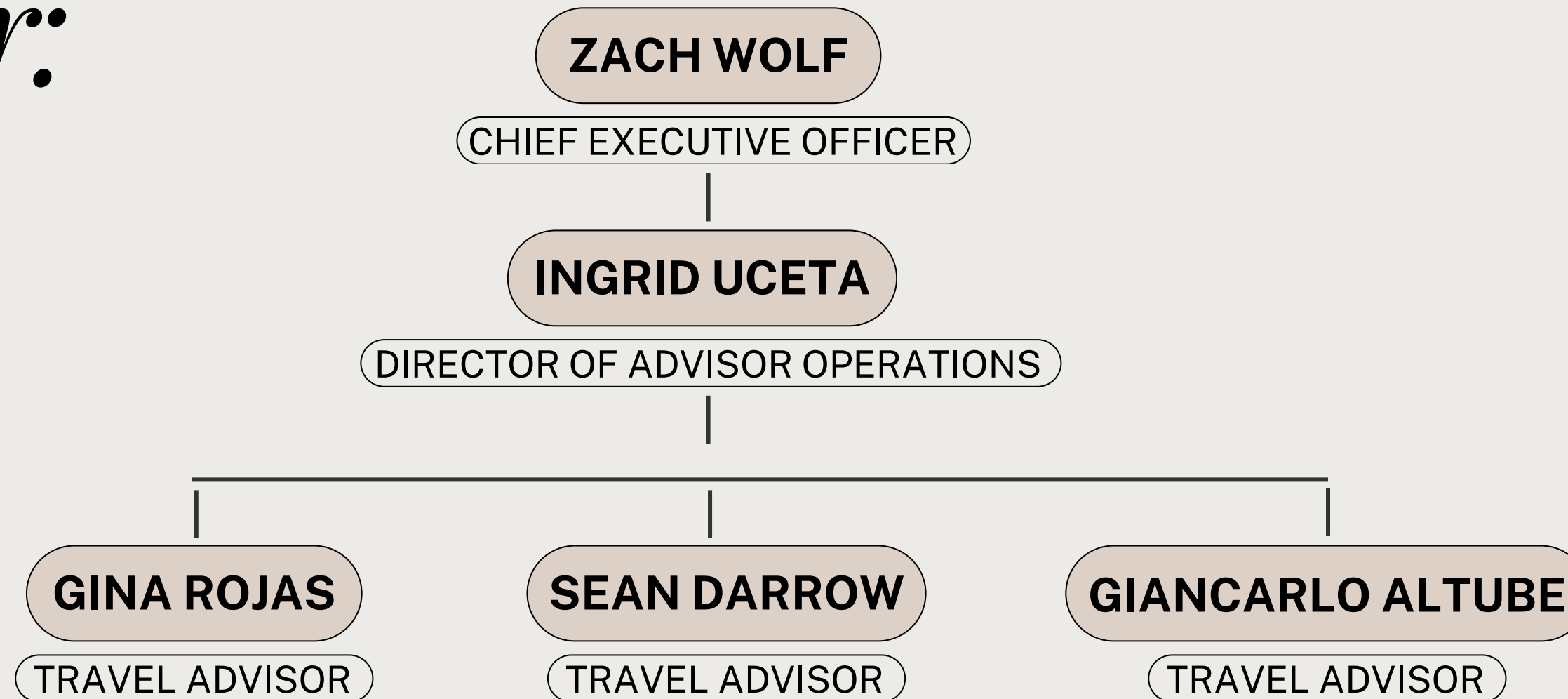
Marketing & Branding:





DEPARTMENT WORKFLOWS

Advisor:





HOLIDAY CALENDAR

January

New Years Day / Thursday, January 1st

MLK Jr. Day / Monday, January 19th

February

President's Day / Monday, February 16th

May

Memorial Day / Monday, May 25th

June

Juneteenth / Friday, June 19th

July

Independence Day Observance / Friday, July 3rd

September

Labor Day / Monday, September 7th

November

Veteran's Day / Wednesday, November 11th

Thanksgiving Eve - Early Closure (3:00PM) / Wednesday, November 25th

Thanksgiving / Thursday, November 26th

Thanksgiving Day After / Friday, November 27th

December

Christmas Eve - Early Closure (3:00PM) / Thursday, December 24th

Christmas Day / Friday, December 25th

New Years Eve - Early Closure (3:00PM) / Thursday, December 31st



AGENCY RESOURCES

Management Support Management@ascot-travel.com 

Internal distribution list for the entire ASCOT organization. Typically used to escalate long standing issues, concerns, or questions.

Finance Support AccountingandFinance@ascot-travel.com

For all account and commission related questions/information.

Reporting Support/Inquiries Reporting@ascot-travel.com

For all client reporting related questions/information.

IT Help IThelp@ascot-travel.com

For all IT requests. Please be sure to include details of the issues you are experiencing.

Sabre & GDS Assistance GDShelp@ascot.com

Internal distribution list for any Sabre-related questions regarding formats or functionality.

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AGENCY RESOURCES

Agent Support Agents@ascot-travel.com

External/Internal distribution list reserved for ASCOT in-house staff and clientele ONLY.

Independent Advisor IA@ascot-travel.com

Internal distribution list reserved for intercommunication between ASCOT in-house staff and Independent Advisors ONLY.

Social Media Content Social@ascot-travel.com

Internal distribution list reserved for those who would like to feature their travel destinations on the ASCOT Instagram account.



PHONE EXTENSION LIST

In-House

Alexis Barros ●●● 3597

Andrea Stefenson ●●● 3551

Carly Frommer ●●● 2005

Christine DiMeglio ●●● 3592

Erika Black ●●● 3712

Giancarlo Altube ●●● 5676

Gina Rojas ●●● 6030

Ingrid Uceta ●●● 3709

Jacqui O'Connor ●●● 3257

Jesse DiMeglio ●●● 3440

Kathleen O'Connor ●●● 1627

Rachel Wolf ●●● 3998

Sean Darrow ●●● 4729

Sigmund Sicangco ●●● 3332

Vinny Santamarina ●●● 6160

Zach Wolf ●●● 3872



PHONE EXTENSION LIST

Independent

Allyson Pavone ●●● 1277

Audrey Turner ●●● 1258

Cassie Keller ●●● 4903

Caitlin Markidis ●●● 6194

Cynthia Kilgore ●●● 3552

Evan Sander ●●● 6137

Hayley Parman ●●● 3591

Jake Bush ●●● 6159

Jennifer Chiara ●●● 2884

Jessica Destefano ●●● 3437

Joe Mauceri ●●● 3593

John Collura ●●● 3550

Jose Lopez Fontane ●●● 2642

Kaitlynn Dotts ●●● 3873



PHONE EXTENSION LIST

Independent

Keenan Ford ●●● 8376

Kishia D'Addario ●●● 1645

Kristen Hood ●●● 7709

Liam Valdes ●●● 7311

Lisa Novik ●●● 3438

Loretta Cargill ●●● 3325

Luke Downs ●●● 9396

Lulu Ramirez ●●● 2455

MacKenzie Osborne ●●● 6136

Mannon McIntosh ●●● 2077

Mary Bush ●●● 1256

Mary Loving ●●● 3326

Noah Cummins ●●● 4439

Rich Ascitutto ●●● 1278



PHONE EXTENSION LIST

Independent

Ruth Friedman ●●● 3439

Sophia Hogan ●●● 8570

Susan Opremcak ●●● 3359

Tehillah Harris ●●● 7104

Tom Pickford ●●● 3596

Zinette Menist ●●● 3331

Zoe Shanks ●●● 4156

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THANK YOU!

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