

PAREXEL

Contact Sheet

FCM Office Contact Details and Hours

800 West Cummings Park,
Suite 5650, Woburn, MA 01801

Hours: Monday — Friday
8:30 AM — 8:00 PM ET

T: +1 866 277 4344

International: 781-287-9074

Option 1 – Domestic

Option 2 – International

Option 3 – Online Technical Support

Option 4 – Patient Travel

E: parexel@us.fcm.travel

FCM Mobile App

FCM Mobile offers travelers access to your travel itinerary, flight status notifications, airport guides, currency converter, weather forecasts and other features on your mobile device.

Download in your app store under "SAM". Your login info would be the same as the FCM HUB.

Leisure Travel

As a corporate client of FCM, you will have the option to utilize our leisure brand Travel Associates Concierge for personal use. Please register at the link below to receive our monthly newsletter consisting of the latest travel deals and specials.

You will receive **\$100** off your first vacation package of 5 nights or more.

[Click here to Register](#)

Your Dedicated Travel Team

Cathy Petkus – Team Leader

Laurie Dupuis – Assistant Team Lead

Carla Chase – Corporate Travel Consultant

Vanessa Savy – Corporate Travel Consultant

Sharon Amore – Corporate Travel Consultant

Joshua Tuttle – Account Manager

After Hours Emergency Service

Need assistance with your travel arrangements and our office is closed?

Please contact our after-hours emergency service team as follows:

Calling from within the US:
+1 866 277 4344

Executive code: 0KPB
(Zero-Kilo-Papa-Bravo)

Calling from overseas:
+1 781 287 9074

Note: After hours service is for urgent bookings/changes only. Additional service fees may apply.

FCM Online Support

For technical assistance with Concur Travel, please contact support.

H: 8:00 AM — 8:00 PM ET

T: +1 866 540 1205

E: online@us.fcm.travel

FCM Travel Portal

Please utilize the travel portal for up to date travel alerts, office info, PAREXEL travel info, obtain past invoices, etc.

The first time you login to the FCM HUB, you must create your travel profile.

In order to do this, login to the FCM HUB at <https://portal.fcm.travel> and follow these instructions:

- Click on "Forgot your Password"
- Enter your Employee PID under "username"
- You will then be sent a temporary password to login

Please call online support with any questions you might have.

Concur Self-Booking Tool

Please access the Concur Travel tool through the FCM Portal. Your Profile options and personal information can be updated in the FCM Portal.