

# SETTING UP YOUR PROFILE IN TRAVELUVA

Your guide to setting up your profile  
and adding a travel assistant



**TRAVELUVA**

## GO TO THE TRAVEL PLANNING HOMEPAGE

Bookmark this page and use it to book your travel in the future!

<https://uvafinance.virginia.edu/travel-planning>

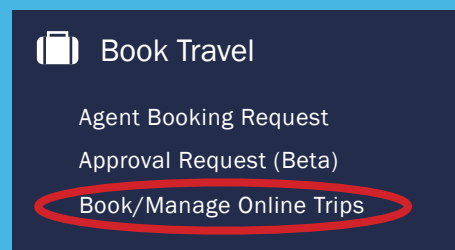
## CLICK THE “LAUNCH TRAVELUVA” BUTTON

This link will prompt you to log in through NetBadge.

## FIND AND SET UP YOUR PROFILE

Once you are logged in, proceed with the following steps:

- 1) Click on “Book Travel” on the left-hand bar, then “Book/Manage Online Trips.”
- 2) Select Profile in the top right corner, then Profile Settings.
- 3) Under Profile Options, select “Personal Information.”
- 4) Verify the name in your profile matches the name on the Photo ID with which you will be traveling (including Middle Name).
- 5) Update the Work Phone and Mobile Phone numbers if necessary.



## ADD AN ASSISTANT

- In your profile, scroll down to “Assistants and Travel Arrangers.” Click “Add an Assistant” on the right-hand side.
- Search by [last name (space) first name] or by computing ID.
- Click “Can book travel for me” check box when assigning.
- To ensure a travel assistant receives a copy of all your itineraries, scroll up to the Email Addresses section, click “Add an email address”, and add their email to the “Email 2” field.

Assistants and Travel Arrangers

Go to top

**When searching for an Assistant/Travel Arranger, please search by computing ID or last name - space - first name. Do not use a comma to separate last and first names.**

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

Refuse Self Assigning Assistants

Your Assistants and Travel Arrangers

 Add an Assistant

Harouff, Carol R.

Can book travel? 



Save

Have questions? Email us at [Travel@virginia.edu](mailto:Travel@virginia.edu)