Overview

• What is TravelUVA?
• Traveler Benefits
• How to Book in Concur
• Travel Assistants
• International Travel Registry
• Next Steps
What is TravelUVA?

The University’s travel program for university-related travel

40+ Travel Contracts

Travel Agents & Online Booking Tool

Customer Service & Communications
What is TravelUVA?
40+ Travel Contracts

**Airlines**
- American (and partners)
- Delta (and partners)
- United (and partners)
- Southwest

**Car Rentals & Ground Transportation**
- Enterprise/National
- Hertz
- 23 Motorcoach, Limo, and Executive Transportation Services
- Lyft

**Hotels**
- 17 Local Hotels
  - New hotel contracts coming this Fall!

**Other Services**
- CISI International Health & Emergency Assistance Insurance
  - Automatically enrolled when you complete the international travel registry
What is TravelUVA?
Travel Agents and Online Booking Tool

### Booking Options
- Concur Self-Service Online Booking Tool
- Designated Advisors- available via phone and email

### Functionality
- NO FEE for online bookings
  - Advisor Fees: $26 domestic, $35 international
- Real Time Availability
- Lowest Fare Guarantee

### Benefits
- Customized for UVA employees and policy
- Discounted rates pre-loaded
- Travel Alerts

### Profile Creation
- Create a customized traveler profile
  - Preferences and rewards programs
  - Profile info automatically applied to bookings
What is TravelUVA?
Customer Service & Communication

TravelUVA team available via email and phone to answer questions- Travel@virginia.edu

- Tracking your feedback with surveys

Tracking unused tickets

- Unused ticket lists sent to each MBU quarterly

TravelUVA Website & Monthly Newsletter

Departmental presentations, Annual Travel Expo, Special Events (i.e. Real ID Days)
Traveler Benefits

**Airline Benefits**
- 2-10+% Discount
- Preferred Seats
- Priority Boarding
- Frequent Flyer Miles
- Name change flexibility
- Flight Protection

**Hotel Benefits**
- Discounts
- Flexible cancellation
- Shuttle or walking distance to Grounds for most properties
- No individual contracts for events/groups

**Rental Car Benefits**
- Discounts
- Upgrades
- Status matching
- Waived second driver fees
- Insurance included
- Direct bill accounts
## Personal Travel Discounts

### Rental Car Discounts

- **Enterprise/National**
  - Use the leisure code on the Travel Contracts page
  - Insurance not included

- **Hertz**
  - Use the leisure code on the Travel Contracts page
  - Insurance not included

### Flight Discounts

- **United**
  - Register for the Break for Business discount using your UVA email address

- **Southwest**
  - Link UVA's Company ID to your Rapid Rewards account

### Vacation Program Discounts

- **American**
  - Book via the unique link on the Travel Contracts page

- **Delta**
  - Apply promo code to your flight + hotel booking

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*Personal travel should be booked directly with vendor
*Different terms/conditions apply*
How to Book Online with TravelUVA

Travel Planning

- Booking Travel
- International Travel
- Lodging
- Air & Rail
- Vehicle Rental
- Ground Transportation
- Paying for Travel

Click here to book a trip!

Instructions for how to build a profile

Launch TravelUVA  Travel Contracts
How to Book Online with TravelUVA
How to Book Online with TravelUVA
Profile Setup

Required Fields
- Middle Name
- Phone Numbers

My Profile - Personal Information

Important Note
Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

Contact Information
A mobile phone number is recommended so the airlines may contact you in case of a flight status change while you are traveling.

*You must specify either a home phone or a work phone.
Profile Setup

T&E Card is the preferred method of payment for all travel expenses.
Travel Assistants

Travel Assistants have permission to book travel and update the profile on behalf of the traveler.

- One-time setup
- TSA info automatically added to bookings
- Traveler still receives all travel alerts

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Travel Assistants - How to Book

Hello, Chris

TRIP SEARCH

ALERTS

COMPANY NOTES

TravelUVA

Helpful Links:
TravelUVA Online Support and Agent Contact Information
Know Before You Go

MY TRIPS (0)

You currently have no upcoming trips.
Travel Assistants - How to Book

TRIP SEARCH

Company Notes

1. University travel policy will automatically be applied. If you are using Sponsored Research funds to pay for travel in part or whole, additional guidelines from the sponsor agreement that are more restrictive than University policy may apply. Refer to the terms of your agreement and see the Office of Sponsored Programs site for additional information.

2. CIST Return Price Guarantee for Concur Air Bookings:

   Submit the itinerary to CIST via your travel agent team or the online holdback within one (1) hour of the original booking. The lower price must be available for booking on Concur or other UVA-based website at the time you contacted CIST. The price guarantee is available only for first itinerary matches — same origin, class of service, identical fares, dates, and reservations (including applicable refund, change, and cancellation polices). Your same date, flight numbers and times of travel for all legs of the trip. Check here for more details.

News:

Travel Assistants - Additional Features

- **Upcoming Travelers**
  - See everything you’ve booked for other travelers in one place

- **I’m Assisting tab**
  - View everyone you are an assistant for and remove yourself as an assistant if needed

- **Trip Library tab**
  - View past trips you booked for others.
International Travel Registry

Who needs to complete the registry?

• All Faculty/Staff going on university-related international trips
  - Does not apply to personal travel
  - Traveler must complete registration - travel assistants are not able to complete it on their behalf
  - Faculty/staff traveling on a UVA Education Abroad program do not need to complete this registry

When should I register?

• We recommend registering at the same time you make travel reservations

What information will I need to complete the registry?

• Registration takes approximately 10 minutes. You will need:
  - Itinerary (travel dates and locations, as well as flight/transit details)
  - Emergency contact information
  - On-site contact information

Why do we have an international travel registry?

• Allows university to keep travelers safe in case of emergency and initiates enrollment in CISI International Insurance program
What to do now?

- Start using TravelUVA to book your travel!
- Complete your traveler profile
- Set up Direct Bill Accounts with Enterprise and Hertz
- Review unused tickets available in your department
- Email Travel@Virginia.edu with any questions
<table>
<thead>
<tr>
<th>FAQs</th>
<th>Flight Upgrades</th>
<th>Non-refundable vs. Refundable Flights</th>
<th>Mixing Personal &amp; Business Travel</th>
<th>Lodging Per Diem</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Additional approval required for:</td>
<td>Non-refundable is recommended and can be cancelled for a credit</td>
<td>Print a cost comparison at the time of booking</td>
<td>$300 per night (not including taxes)</td>
</tr>
<tr>
<td></td>
<td>Domestic: Business or first class tickets</td>
<td>Refundable is allowed if necessary</td>
<td>The less expensive of the two itineraries will be reimbursed</td>
<td>Justification and additional approval required if rate is $600 or more per night</td>
</tr>
<tr>
<td></td>
<td>International: First class tickets</td>
<td></td>
<td>Purchase on T&amp;E card only if the trip with personal travel is less expensive than the business trip</td>
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<td></td>
<td>Airline upgrades &gt; $350</td>
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<td>Rail Sleeping Car ticket</td>
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Mixing Personal & Business Travel:
- Print a cost comparison at the time of booking
- The less expensive of the two itineraries will be reimbursed
- Purchase on T&E card only if the trip with personal travel is less expensive than the business trip

Lodging Per Diem:
- $300 per night (not including taxes)
- Justification and additional approval required if rate is $600 or more per night
Questions?
THANK YOU!