



TRAVELUVA

TravelUVA: What's New



Overview

- Booking System Upgrade
- Hotel Updates
- Unused Tickets
- Ground Transportation & Lyft
- Rental Cars vs. Mileage Reimbursement
- Travel Insurance
- Personal Discounts
- Concur Tips & Tricks



TravelUVA & CBT Booking System Upgrade

Upgraded on June 28th



Tickets booked before June 28th

- Not viewable in Concur, but can view in AirPortal
- To make changes, please contact a CBT advisor directly (booking fees apply)

Tickets booked June 29th and after

- Viewable and changeable in Concur (if booked in Concur)

Benefits

- ~2 million hotel properties will be available
- More airline content available
 - Airlines will likely offer more bundles (including seats, baggage, upgrades, etc.)
 - If you book a bundle, expense report needs to be itemized to show what was included in the bundle

New Hotel Properties

- **RFP Completed In January**
 - 21 hotel properties
- **New Locally Contracted Hotels**
 - DoubleTree by Hilton
 - The Doyle
 - The Forum Hotel by Kimpton
 - Holiday Inn Express & Suites (Pantops)
 - Little Mod Hotel
 - Sonesta ES Suites
- **Executive Summaries**
 - Includes discounted rates
 - Family/friends discounts at many hotels
 - Negotiated rates for meeting room spaces
 - Terms/conditions for UVA groups or events booked at the hotel

CONFERENCE & LODGING SERVICES (LOCAL)


Vendor	Shuttle Services	Conference Services	Virginia Green Certified	Suite Available	On-Site Dining	Complimentary Breakfast	SWaM Vendor
+ Boar's Head Resort	No	Yes	No	No	Yes	No	No
+ Country Inn & Suites Charlottesville	No	Yes	No	No	No	Yes	No
+ Courtyard Marriott UVA Medical Center	No	Yes	Yes	No	Yes	No	No
+ DoubleTree by Hilton	Yes	Yes	No	No	Yes	No	No
+ Draftsman Hotel	No	Yes	Yes	No	Yes	No	No
+ Fairfield Inn & Suites Downtown University Area	No	Yes	No	No	No	Yes	No
+ Graduate Charlottesville	No	Yes	Yes	No	Yes	No	No
+ Hampton Inn & Suites @ the University	Yes	Yes	No	No	No	Yes	No
+ Hampton Inn Charlottesville	Yes	No	No	No	No	Yes	No
+ Hilton Garden Inn	Yes	Yes	Yes	No	Yes	No	No
+ Holiday Inn Express and Suites, Charlottesville	No	Yes	No	No	No	Yes	No
+ Holiday Inn Monticello	No	Yes	No	No	Yes	No	No
+ Holiday Inn University Area	Yes	Yes	Yes	No	Yes	No	No
+ Homewood Suites	Yes	Yes	No	No	No	Yes	No
+ Kimpton The Forum Hotel	No	Yes	No	No	Yes	No	No
+ Little Mod Hotel	No	No	No	No	Yes	No	No
+ Oakhurst Inn	No	Yes	No	No	Yes	No	No
+ Omni Charlottesville Hotel	Yes	Yes	Yes	No	Yes	No	No
+ Quirk Hotel Charlottesville	No	Yes	No	No	Yes	No	No
+ Residence Inn By Marriott Charlottesville Downtown	Yes	Yes	Yes	No	No	Yes	No
+ Sonesta ES Suites Charlottesville University	No	No	Yes	No	No	Yes	No

[Executive Summary of the Contract](#)



Group Hotel Bookings

- **Locally-Contracted Hotels**
 - Reach out to hotel to request a group booking and confirm availability
 - Tell the hotel that you are a UVA group booking under the UVA Master Agreement
 - Hotel will send you UVA's pre-approved Order Confirmation Document (OCD) to confirm your group
 - You are permitted to initial/sign this as it refers back to the UVA Master Agreement terms and conditions
 - Don't sign any agreements that contain their own terms and conditions
 - Review the Executive Summary on the Travel Contracts page and note all attrition and cancellation deadlines on your calendar
 - Use a separate OCD for each group/event
- **Non-Contracted Hotels**
 - Negotiate directly with the hotel
 - Send contract to Procurement for signature

RFP No.	ORDER DATE	Contract Number	Order Number	Order Confirmation		
RFP#UVA-00080-SW052523		UVA-AGR-3384				
		University of Virginia Event Name: Event Dates: Event Time: Booking Event Number: Is this a Courtesy Block? No		University Address The Rector and Visitors of the University of Virginia 1001 N. Emmet Street Charlottesville, VA 22903 (434) 456-7890		Hotel Address
UVA Staff Contact	Title	Department	Email Address	Telephone Number	Mobile Telephone Number	Payment Terms
						T&E Card
Hotel Staff Contact	Title	Email Address		Telephone Number	Mobile Telephone Number	Reservation Due Date
Lodging						
Date	Room Type	Number of Nights	Responsible Party	Rate	DISCOUNT	LINE TOTAL
	Queen					
	King					
	Premium King					
	Junior Suite					
	Suite					
UVA Department Initials _____ Hotel Initials _____				TOTAL DISCOUNT		SUBTOTAL SALES TAX % TOTAL
<small>The terms and conditions contained within the Master Agreement between the University and Hotel apply (Agreement created in response to University RFP#UVA-00080-SW052523 for Local Lodging and Conference Services). Contract information including rates, cancellation fees, and attrition fees are available on the purchasing website: https://uvafinance.virginia.edu/travel-planning</small>						

Hotel Limit

\$300/night is recommended

- This recommended limit does not include taxes/fees.
- This rate may be exceeded when necessary (i.e., staying in an expensive destination, conference hotel, or during high season).
- If the rate is \$600/night or more, justification is required along with additional approval by the Senior Department Finance Approver.

Reminders:

- Non-refundable lodging is not allowed
- Alternative lodging such as Airbnb, VRBO, or similar is not allowed on the T&E card.
- Certain fund sources may have more restrictive lodging limits

Nationwide Hotel Discounts

- **IHG**
 - IHG Hotels & Resorts offers UVA employees a discount on travel bookings at most IHG properties worldwide. Most discounts are around 10%.
 - Instructions:
 - On the hotel website, enter the dates of stay. Then under “Corporate Special Rate”, enter UVA’s Corporate ID.
 - Corporate ID: 100198343
- **Sonesta**
 - Sonesta offers UVA employees a Business Pass discount of 12% on travel bookings at any Sonesta location in the U.S. or Canada for individual bookings (1-9 people), groups (10-20 people), and meeting facilities.
 - Instructions:
 - Go to [Sonesta.com/locations](https://www.sonesta.com/locations) to look up specific destinations. Business Pass discounts are available at US or Canada hotels only.
 - On the hotel website, enter the dates of stay. Then under the “Rates” dropdown, select Corporate/Promo and enter the UVA corporate code in this box.
 - Corporate ID: 2UVAACAD
- **Hilton**
 - New nationwide agreement coming!

Tip:

- For locally contracted hotels, still book through Concur or directly with the hotel to obtain the higher contracted discount.



IHG[®]
HOTELS & RESORTS



SONESTA[™]
INTERNATIONAL HOTELS

Unused Airline Tickets

Reminders

- Travel team sends lists of unused tickets every quarter to each MBU
 - For tickets booked through TravelUVA and CBT
- CBT sends reminders to the traveler via email at 120/60/30 days prior to the expiration date
 - For guest flights, the travel assistant will receive the email

Expiration Dates

- **American**- All tickets must be re-booked and the new travel must begin by the expiration date.
- **Delta**- New travel needs to be flown and fully completed before the expiration date
- **United**- All tickets must be re-booked and the new travel must begin by the expiration date.

Name Changes

- American and United tickets are eligible for free name changes
- Delta tickets are eligible for a name change with a \$100 fee

Don't Let Unused Tickets Expire!

Email Travel@virginia.edu if you have an unused ticket that you won't be able to use before the expiration date so that we can repurpose it for other University travel.

Ground Transportation & Lyft

- **Motorcoach & Car Services**

- 22 Contracted Ground Transportation Suppliers
 - Pricing was updated in Spring 2024
 - Pre-negotiated airport pricing
- Non-Contracted Suppliers

- Verify the supplier has a “Satisfactory” safety rating per the Federal Motor Carrier Safety Administration: [USDOT - FMCSA](#)
- Provide the supplier with the required insurance provisions that must be agreed to and reflected on a Certificate of Insurance
- Submit to UVA Office of Property Liability & Risk Management for approval
- Send supplier invite to register in PaymentWorks
- Submit a requisition if a contract needs to be signed

- **Lyft**

- LyftPass
 - Create vouchers for guests that are billed back to your T&E card
 - Can restrict Lyft Passes by location, date, time, amount, etc.
- Business Profile
 - Set up a business profile with your T&E card attached and toggle between the two to book Lyft rides for business under your business profile.

For which VASCUPP school:		University of Virginia				
Vehicle Type:		Sedan	Suv	Van	Minibus	Coach Bus
Airport:	Charlottesville	\$	\$	\$	\$	\$
Airport:	Richmond	\$	\$	\$	\$	\$
Airport:	Dulles	\$	\$	\$	\$	\$
Airport:	Reagan	\$	\$	\$	\$	\$
Airport:	BWI	\$	\$	\$	\$	\$



Rental Cars vs. Mileage Cost Comparison

- Break Even Point- appx. 70 miles per day
 - Roundtrip from Charlottesville to Richmond is 140 miles
- [Mileage Cost Comparison Calculator](#)- compare the cost of mileage vs. renting a car for your trip

Car Rental	Mileage
<ul style="list-style-type: none">• Less expensive to rent if traveling 70 miles or more per day• Insurance included• Updated vehicles in good condition	<ul style="list-style-type: none">• Personal insurance is the primary coverage• Driver's insurance is responsible if a passenger in the car is injured• Driver responsible for wear and tear on car<ul style="list-style-type: none">• Vehicle costs and repair costs have increased

Three Local Off-Airport Locations



2 Locations:

- Pantops
- 29 North



1 Location:

- Pantops

Travel Insurance

- **NEW! USI Travel Insurance**

- **Domestic and International Coverage**

- Trip Cancellation
 - Trip Interruption
 - Trip Delay
 - Baggage Delay
 - Baggage and Personal Effects
 - Emergency Medical Evacuation
 - Accident & Sickness Medical Expense
 - 24/7 Worldwide Non-Insurance Assistance Services
 - *Optional Upgrades:
 - Cancel For Any Reason (CFAR)
 - Interruption For Any Reason (IFAR)

- **Three Plan Levels- Basic, Plus, Elite**

- **Coverage Start Date**

- Trip Cancellation coverage begins the day after your plan is purchased

- **Early Purchase Benefits**

- If you purchase the Plus or Elite plans within 21 days of your initial trip deposit, eligible for the following:
 - Pre-existing Medical Condition Exclusion Waiver
 - CFAR & IFAR Optional Upgrades

*CFAR and IFAR coverage are offered at an additional cost on the Plus and Elite plan levels. Additional terms apply. CFAR not available to residents of NY. IFAR not available to residents of NY and WA.



Request a Quote:

MY.TRAVELINSURE.COM/UVASTAFF

Travel Insurance Select: Plan Rates



Basic Plan

Age Band	Plan Cost*
0-34	4.22%
35-40	4.25%
41-55	7.41%
56-58	8.26%
59-65	8.67%
66-70	10.17%
71-75	10.99%
76-80	12.70%
81+	15.87%

Plus Plan

Age Band	Plan Cost*	Plan Cost with CFAR/IFAR Upgrade*
0-34	5.29%	8.45%
35-40	6.75%	9.89%
41-55	7.86%	12.15%
56-58	9.19%	14.13%
59-65	9.52%	15.16%
66-70	13.23%	19.15%
71-75	14.81%	21.75%
76-80	17.99%	25.70%
81+	20.10%	28.81%

Elite Plan

Age Band	Plan Cost*	Plan Cost with CFAR/IFAR Upgrade*
0-34	7.65%	10.81%
35-40	8.05%	11.19%
41-55	10.71%	15.00%
56-58	12.61%	17.54%
59-65	13.81%	19.46%
66-70	14.96%	20.88%
71-75	17.18%	24.12%
76-80	19.29%	27.00%
81+	21.79%	30.50%

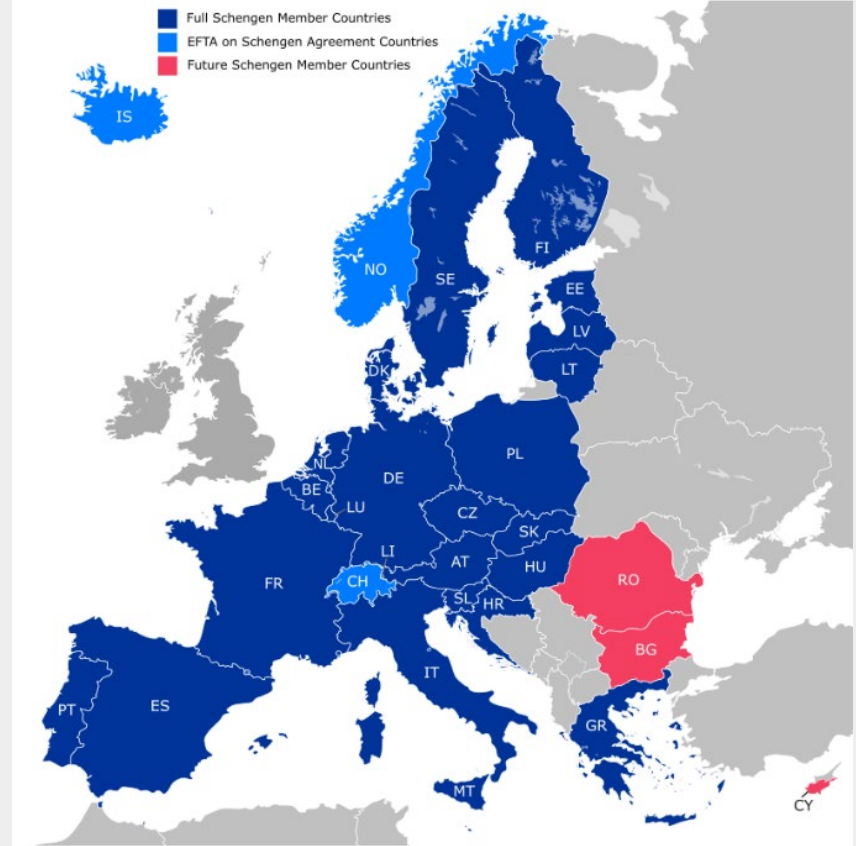
*Plan costs are determined as a percentage of the trip cost. Any pre-paid, non-refundable expenses should be included in the trip cost calculation.



Visas

- **ETIAS** (European Travel Information & Authorization System)
 - Electronic travel authorization will be required for U.S. citizens to enter the EU
 - Expected early 2025
 - Online application (website not active yet)
 - 7 euros
 - Beware of scam sites charging more
 - Valid for 3 years or until your passport expires (whichever is first)
 - Most authorizations will be issued within a few minutes
- **For All International Trips:**
 - Travelers are responsible for obtaining all required visas and travel documents
 - Passports should be valid for 6 months beyond your travel return date

ETIAS Countries



The ETIAS countries that will require travellers to have an EU travel authorisation will be those that are currently full EU Schengen States, as well as countries that are European Free Trade Association (EFTA) Members, European Microstates With Open Borders, as well as Future Schengen Members. Future Schengen Member Countries will need to implement ETIAS as part of joining the EU as a full member. A list of these countries and their classification is provided below:

Personal Discounts

Airlines

Delta

Delta Vacations offers discounts to UVA employees

Southwest

Same discounts on flights to/from Richmond (RIC) and Reagan National (DCA)

United

Up to 10% off domestic flights for UVA employees and up to 8 others on your reservation

Hotels

Locally Contracted Hotels (Charlottesville)

Friends & Family Discounts at Locally Contracted Hotels

IHG Hotels & Resorts

10% discount for UVA employees at most properties worldwide

Sonesta

12% discount on personal travel bookings at any Sonesta location in the U.S. or Canada

Rental Cars

Enterprise/National

5% discount on rentals for UVA employees using the Leisure Contract ID

Hertz

Same discount as UVA business rentals using the Leisure Contract ID

*Terms and conditions may vary. Insurance not included on personal rentals.



Travel Assistants

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

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

travel a little easier.

International travelers: Many countries do not allow entry without a round-trip ticket. Be sure that you know the requirements for the country you will visit in advance of your travel and plan accordingly. Please visit <http://travel.state.gov/content/passports/en/passports.html> to check Visa requirements.

Passports

I do not have a passport

Passport Nationality	Passport Number	Date Issued	Place Issued (City, State)	Country Issued	Passport Expiration	
United States of America	xxxxxxxx	10/15/2011		United States of America	10/14/2021	

[+] Add a Visa

International Visas

Assistants and Travel Arrangers

Please select the individuals within your organization

Refuse Self Assigning Assistants

Your Assistants and Travel Arrangers

Organization Name
McGowan, Carrie S. (Primary Travel Asst.)
Harouff, Carol R.
Hildebrand, Dolores J.

for you.

[+] Add an Assistant

Add an Assistant - Internet Explorer

https://www.concursolutions.com/profile/AssistantEditor.asp?u

Add an Assistant

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

Assistant

Harouff, Carol R.

Harouff, Carol R.
MB-Procurement and Supplier Diversity Service
crh7p@virginia.edu
4349244354

*Individuals/Groups with **no work phone number** in their profile cannot be designated as primary assistant for travel.

Save Cancel

Credit Cards

When adding or editing a credit card, you must

Card Type	Card Number	Exp: Date	Icons	Actions
VISA Connie's Travel and Expense Card	xxxx-xxxx-xxxx-1111	Exp: 12/2020		
VISA personal card	xxxx-xxxx-xxxx-1234	Exp: 09/2017		

[+] Add a Credit Card

Save



Go to top

[+] Add an Assistant

Travel Assistants- Setup Tips

- Add Travel Assistant's email address to the Email 2 field
 - This ensures assistants receive all receipts for any booked travel
- Travel Assistants also need to set up their OWN Concur profile
 - To reduce travel-related fraud, CBT advisors will ask two of the following authentication questions when travel assistants work with an advisor to book travel for a guest (does not apply to Concur bookings for guests)
 - Date of Birth
 - Manager
 - Cell Phone
 - Home address
 - Emergency Contact

 Add an email address

Email Addresses				Go to top
Please add at least one email address.				
How do I add an email address?				
				 Add an email address
	Email Address	Verify	Contact?	Actions
Email 1	dap2h@virginia.edu		Yes	

Travel Assistants- Additional Features

The screenshot shows the SAP Concur Travel interface. The top navigation bar includes 'SAP Concur', 'Travel', 'App Center', and 'Administration'. Below this, a secondary navigation bar contains 'Travel', 'Arrangers', 'Trip Library', 'Templates', and 'Tools'. The main content area is titled 'Travel Arranger View' and includes a 'Booking for myself | Book for a guest' section with travel mode icons. A 'Travel Alerts' section features a Triplt integration notification and an 'Upcoming Travelers' tab. Below this is a 'Mixed Flight/Train Search' section with fields for 'From' and 'To' and a 'Search' button. A 'Weather' section is also present with a 'Local Weather' placeholder and an input field for an airport. Three orange callout boxes labeled 'Step 1', 'Step 2', and 'Step 3' point to the 'Travel' menu item, the 'Arrangers' tab, and the 'Upcoming Travelers' tab, respectively.

- 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.

Guest Booking Guidelines

Airfare

- Can book through Concur or a CBT advisor
- Avoid sending TSA information (like date of birth) via email. Request this information over the phone or set up the flight with a CBT advisor and have the guest call the advisor to provide their TSA information
- Payment via T&E card

Hotels

- Book in Concur or by calling the hotel directly. Ask for the UVA rate.
- Call hotel after booking is confirmed to arrange for pre-payment on the T&E card. No third-party authorization forms required for locally contracted hotels
- Guest will still need to provide a credit card at check-in for incidentals

Rental Cars



- Book guest rental cars directly through the vendor website using the Leisure/Personal Contract ID
Rental cars for guests should NOT be booked through Concur
- Guests will still need to provide payment at pick up and request reimbursement after the trip is over
- Direct Bill Accounts may not be used for guest rentals



Concur Tips & Tricks

Hotel Rate Changes & Total Cost

- Click on the Rules and cancellation policy link in Concur to see rate changes and overall total

Room Options	
Member Rate Flexible Guest Room 2 Queen (Galileo) Rules and cancellation policy	 \$215
Flexible Rate Guest Room 1 King (Galileo) Rules and cancellation policy	 \$219
Flexible Rate Guest Room 2 Queen (Galileo) Rules and cancellation policy	 \$219
Flexible Rate Guest Room 1 King (Galileo) Rules and cancellation policy	 \$219

Rules and cancellation policy ✕

Important information:
TOTAL RATE: 547.55 USD
RATE CHANGES OVER DURATION OF STAY

Hotel Rates
219 USD 07/15/2024 - 07/16/2024
279 USD 07/16/2024 - 07/17/2024

CXL: 240.79 USD CXL FEE PER ROOM CANCELLATION PERMITTED UP TO 2DAYS BEFORE ARRIVAL
MUST GUARANTEE LATE ARRIVAL
A00REGA: FLEXIBLE RATE
GUEST ROOM 1 KING







[Close](#)

Concur Tips & Tricks









UVA Contracted Travel Suppliers

- Look for the “Preferred” designation
- Contract discounts and benefits will be automatically applied

Hide matrix Print / Email

	 American Airlines	 Delta	 United	 Southwest	 Multiple	 jetBlue JetBlue
All 157 results	Preferred	Preferred	Preferred	Preferred		
Nonstop 2 results	—	—	1 results	1 results	—	—
1 stop 146 results	21 results	42 results	25 results	3 results		
2 stops 9 results	2 results	—	2 results	4 results		

Hide matrix Print / Email

All 51 results	Economy	Compact	Intermediate	Standard	Full-size	Mini	Premium	Luxury
 Hertz	47.60	47.60	49.75	49.75	53.13	--	84.51	271.14
Preferred								
 Enterprise	63.30	63.30	65.68	69.42	69.42	106.72	--	--
Preferred								
 National	63.30	63.30	65.68	69.42	69.42	95.07	123.14	129.29
Preferred								
 Budget	--	33.59	37.61	48.00	--	--	--	--
 FOX	71.57	70.13	61.72	71.07	71.51	68.74	--	--
 Sixt	--	67.44	67.90	68.34	68.77	--	--	--
 ACE	71.40	70.48	70.94	71.41	71.85	--	--	--
 Thrifty	--	76.99	--	--	--	--	--	--

International Travel Registry

[Register Here](#)

Technical Issues?
Need to modify or cancel
your registration?
Email mim5bm@virginia.edu

Who needs to complete the registry?

- Required to complete for all 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



Questions?





THANK YOU!



TRAVELUVA