

TravelUVA



# Travel & Expense Team

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# What is TRAVELUVA?

We are the  
University's Travel Program



Making Business Travel Personal

What does this  
mean for your unit?



One area saved more than \$12,000 in  
one year by utilizing TravelUVA!

# How Do I Book?

## Christopherson Business Travel

### 2 Options



#### **Concur Self-Service Online Booking Tool**

- No Fee (New Bookings)
- Real Time Availability
- Lowest Fare Guarantee



#### Designated University Advisors – phone/email

#### Advisory Fees

- \$26 Domestic
- \$35 International

# Benefits



- Customized for UVA employees and policy
- Discounted rates pre-loaded
- Duty of Care – Travel Alerts
- 24/7 Urgent Assistance
- Customized Travel Profile

## Airlines

- Contracts with American, Delta, Southwest, and United
- 2-10% Discount
- Flight Protection
- Flexibility on name changes
- Priority Boarding & Seating
- Frequent Flyer Miles
- Unused tickets:
  - Tracking, flexibility in name changes, refund opportunities and/or extended expirations dates

# Benefits

## Hotel

- Discounts
- Flexible cancellation
- Availability close to Grounds
- No individual contracts for events/groups

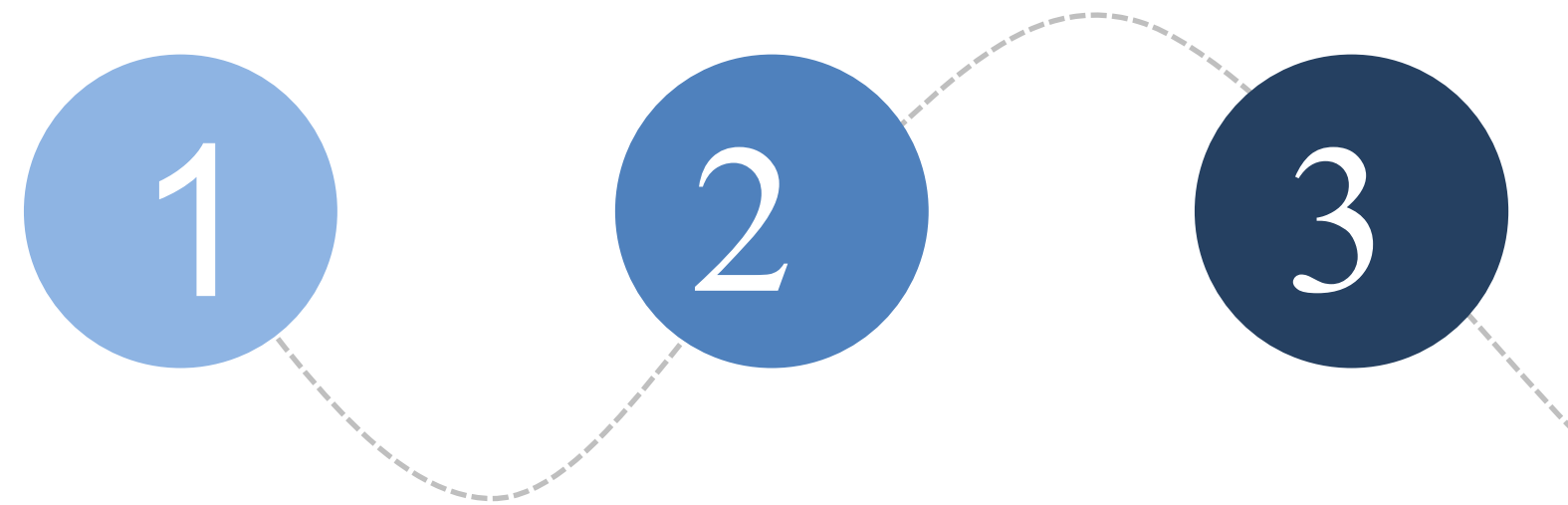
Contracts with 21 local hotels in addition to Hilton Global, IHG Worldwide, Sonesta U.S. & Canada

## Rental Car

- Discounts
- Upgrades
- Insurance included
- Status matching
- Waived second driver fees
- Direct bill accounts

Contracts with Enterprise, Hertz, and National

# Next Steps & Feedback



1. Start using [TravelUVA](#) to book your travel!
2. Complete your traveler profile
3. Review unused tickets available in your department
4. Email [Travel@virginia.edu](mailto:Travel@virginia.edu) with any questions

