2017 UIC Procurement Symposium
Presenters

- Cathy Young
  Sr. Coordinator Outreach, Education, Communication
  University Payables Travel Management Office
  cyoung45@uillinois.edu or tmo@uillinois.edu

- Alissa Flynn
  University of Illinois Account Executive
  Corporate Travel Planners
  aflynn@ctp-travel.com
Please …

- Turn off cell phones
- Avoid side conversations
- Ask questions at any time
- Sign the attendance roster
- Complete the evaluation at the end of the workshop
Objectives

- Review the iTravel Resource Page
- iTravel Demonstration
  - How to register and set up a profile
  - How to set up a travel arranger
  - Making travel arrangements
  - Trip library, templates, mobile apps, etc.
- Why should you use iTravel?
iTravel Resource Page

https://www.obfs.uillinois.edu/itravel-resources/

Contact Information
Corporate Travel Planners
Office of Business and Financial Services
University of Illinois
Urbana-Champaign
Champaign, IL 61820
Phone: 217-244-7222
Email: ctp@otravel.com

Airport/Hotel/Travel Resource
7:00am - 6:00pm CST Monday - Friday
Phone: 217-244-7222

After Hours Emergency
800-368-1124
To be used between 6:00pm - 6:59am CST Monday - Friday
and all day on weekends.

Full Service Travel Agency
The Office of Business and Financial Services (OBFS) has contracted with Corporate Travel Planners (CTP) to provide a robust online travel booking tool and full service travel agency assistance for all University business travel needs. CTP is one of the top travel management companies in the industry. Employees have the option of working directly with an experienced travel agent or accessing iTravel which is backed by the software that powers the industry’s most comprehensive and innovative online corporate travel booking tool. In addition, departments may book a single group trip which exceeds the bid limit, currently $55,000.00, without an additional competitive bid or Request for Proposal (RFP).

Please note: booking fees can be as low as $5.00 when air travel arrangements are made online.

iTravel Online Booking Tool
First-time users to CTP’s online booking tool (iTravel) will be asked to register using their University e-mail address as their login and to complete a profile prior to searching for travel services. Employees have the opportunity to add frequent traveler numbers, seating preferences, passport information, etc., to their individual.
Registration

Registration Link

User Registration

Welcome to Concur!

Registering for your account is quick and easy. Please fill in the information requested below to continue.

Your account will be created under the University of Illinois account. If this is incorrect, please contact your administrator for the correct registration URL.

Your Concur Login is the same as your University email address (Net ID)

Account Information

Concur Login ▼

Choose Domain ▼

Contact Information

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.

First Name *

Middle Name

Last Name *

Work Phone *

Home Phone

Configuration Settings

Time Zone *(UTC-06:00) Central Time (US & Canada) ▼

Date Format * M/D/Y ▼

Submit ▼ Reset ▼
Completing Your Profile

![Profile Settings](image)

- **Profile Settings**
- **Sign Out**

**Acting as other user**

- Act on behalf of another user
- Book travel for any user (Self-assign)

**Choose a user**

- **Cancel**
- **Start Session**

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**Office of Business and Financial Services**

- **University Payables Travel Management Office**

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**9/15/2017**
Logging In

iTravel Log In
What’s in it for YOU!

Cost Savings

- Significantly lower booking fees for airline reservations.
- No booking fees for hotel or car.
- Only place to book the negotiated discounts with Southwest, United, and any future airline discounts.
- Guaranteed return of most competitive fares including web fares.
- Preferred seat requests accommodated whenever possible at no additional cost.
- Tickets voided within 24 hours of issuance at no cost.
- Access to University discount agreements with National, Enterprise, and Club Quarters.
- Access to over 70,000 discounted hotel room rates that include either Wi-Fi or breakfast.
- Tracking and management of unused tickets.
What’s in it for YOU!

Convenience

- One-stop shopping for air, hotel, car, and train reservations.
- Profiles to store frequent traveler program information, seat and meal preferences, passport and visa information, assign travel arrangers, etc.
- Ability to create templates for repeat itineraries and/or other travelers.
- Direct connect to Southwest and Frontier airlines.
- Only travel agency able to book a domestic group trip that exceeds the current bid limit without a competitive solicitation.
What’s in it for YOU!

Efficiency

- Experienced, full service agents dedicated to the University for domestic, international, individual and group travel.

- Dedicated University phone line, e-mail address, and 24/7 emergency assistance.

- Agent assistance with “Waivers and Favors” to include clearing of special seats, often at no cost, voiding non-refundable tickets within 24 hours of ticketing, and frequent flier upgrades.

- Knowledge of international airlines including safety and service records.
iTravel Webinars

- September 19, 2017
- October 10, 2017
- November 14, 2017
- December 12, 2017

Register at www.obfs.uillinois.edu >> Training Center >> Course Registration >> OBFS Webinar Training Events >> UNIVERSITY TRAVEL MANAGEMENT OFFICE: iTravel Online Booking Tool
Questions
Contact Information

Corporate Travel Planners:
iTravel Help Desk: 877-727-5188
Full Service Agent Desk: 844-214-9225
Email: uofi@ctp-travel.com
After Hours Emergency: 800-358-1229

UPAY Travel Management Office:
(217)244-8785 or (888) 871-2835
Email: tmo@uillinois.edu