

# 2017 UIC Procurement Symposium



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# Presenters

- **Cathy Young**  
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University Payables Travel Management Office  
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- **Alissa Flynn**  
University of Illinois Account Executive  
Corporate Travel Planners  
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# Please ...

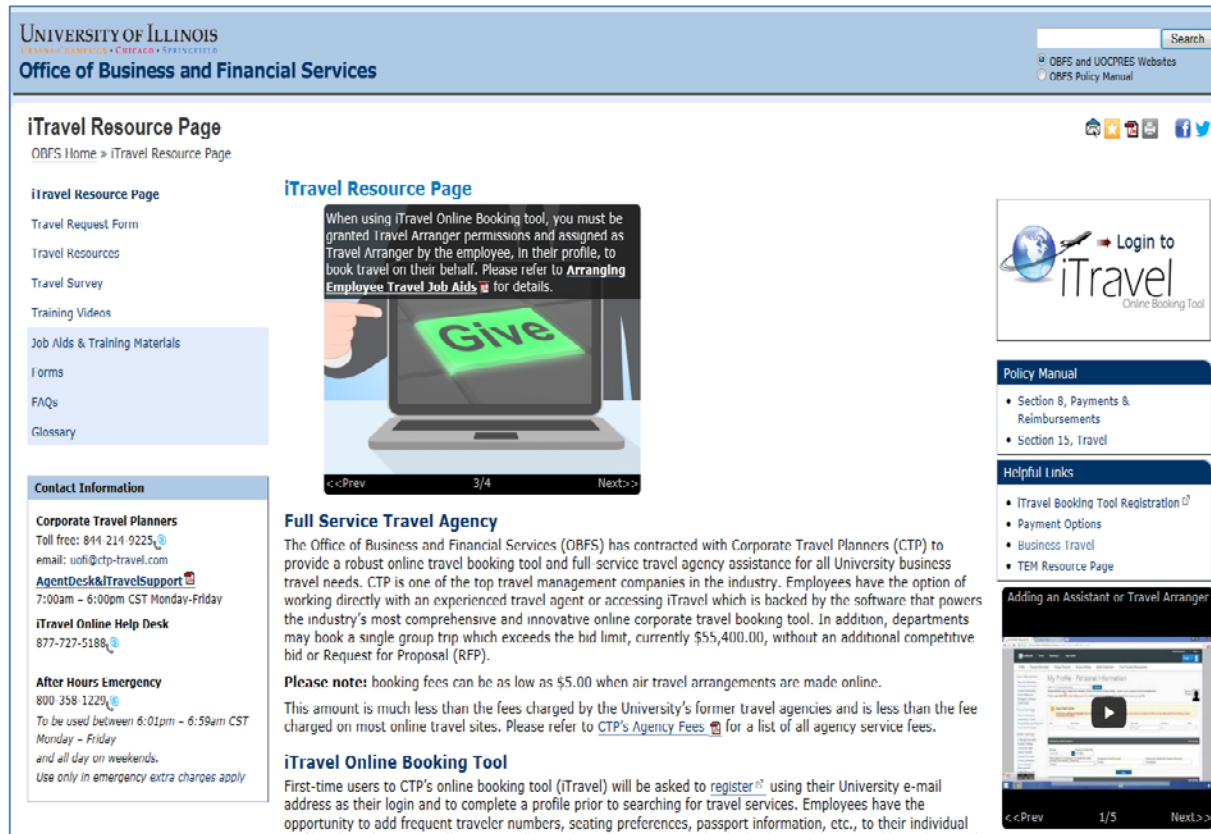
- Turn off cell phones
- Avoid side conversations
- Ask questions at any time
- Sign the attendance roster
- Complete the evaluation at the end of the workshop

# 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/>




The screenshot shows the iTravel Resource Page on the University of Illinois website. The page header includes the University of Illinois logo and the Office of Business and Financial Services (OBFS) name. A search bar is located in the top right corner. The main content area is titled "iTravel Resource Page" and includes a navigation menu on the left with links to Travel Request Form, Travel Resources, Travel Survey, Training Videos, Job Aids & Training Materials, Forms, FAQs, and Glossary. The main content area features a central image of a hand pointing at a laptop screen displaying the word "Give". Above the image is a text box stating: "When using iTravel Online Booking tool, you must be granted Travel Arranger permissions and assigned as Travel Arranger by the employee, in their profile, to book travel on their behalf. Please refer to [Arranging Employee Travel Job Aids](#) for details." Below the image is a "Full Service Travel Agency" section with a paragraph describing the service and a "Please note" section regarding booking fees. To the right of the main content area is a "Login to iTravel" button and a "Policy Manual" section with links to Section 8, Payments & Reimbursements, and Section 15, Travel. Below the Policy Manual is a "Helpful Links" section with links to iTravel Booking Tool Registration, Payment Options, Business Travel, and TEM Resource Page. At the bottom right is a "Adding an Assistant or Travel Arranger" section with a video player showing a screenshot of the iTravel system interface.

# 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 \*  @

#### 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 \*

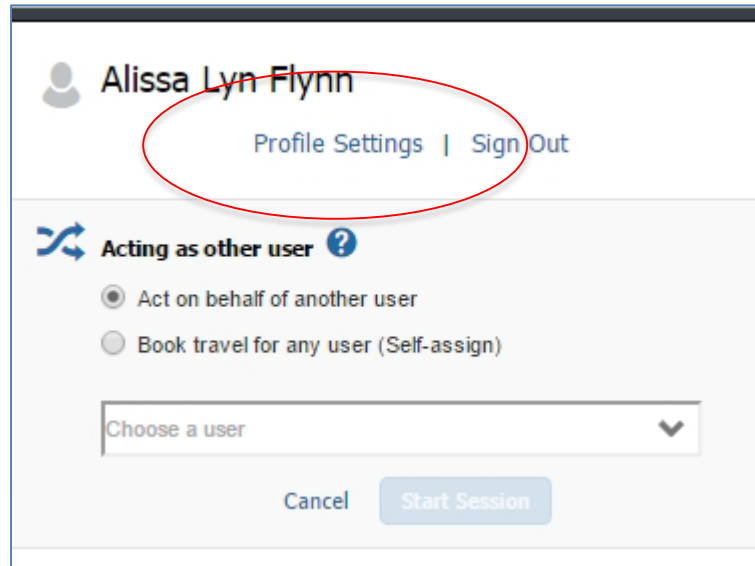
Home Phone

#### Configuration Settings

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

Date Format \* M/D/Y ▼

# Completing Your Profile



Alissa Lyn Flynn

Profile Settings | Sign Out

Acting as other user ?

Act on behalf of another user

Book travel for any user (Self-assign)

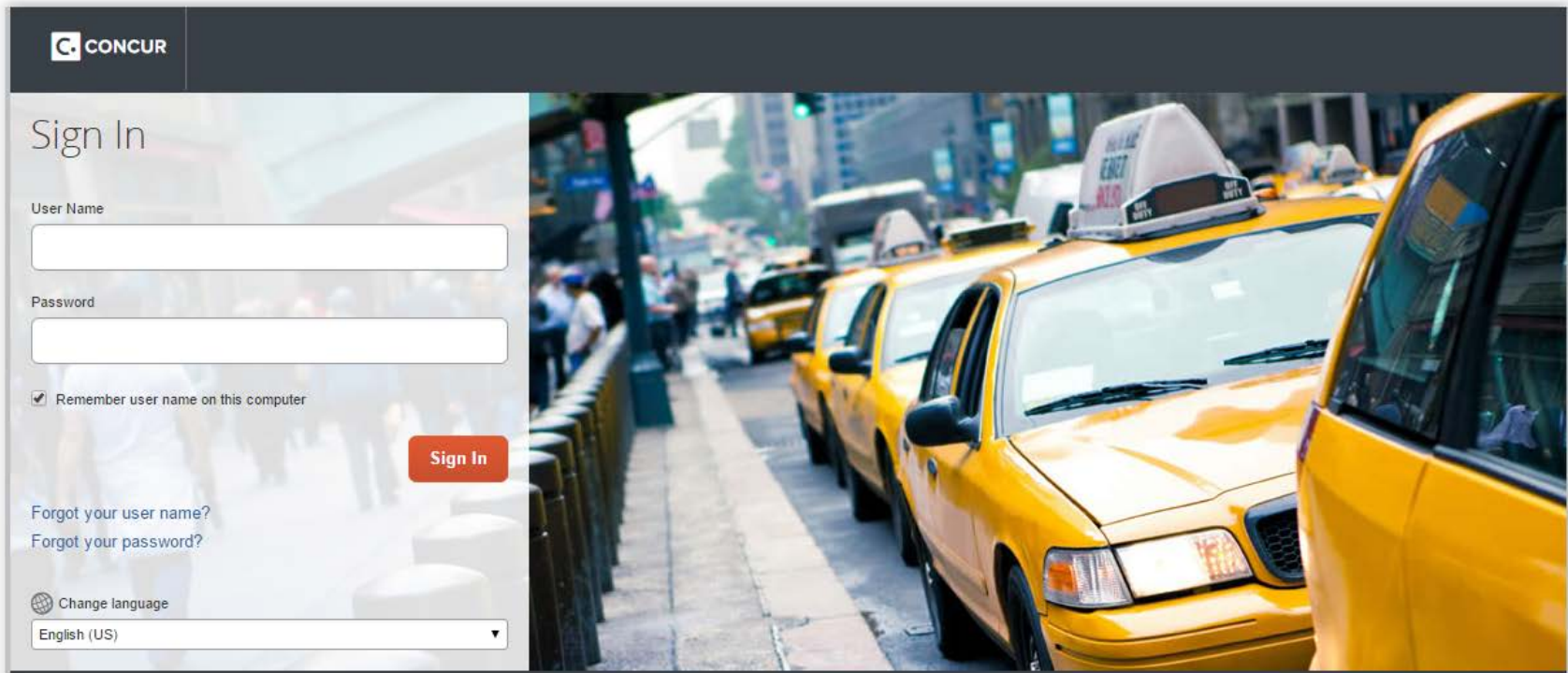
Choose a user

Cancel Start Session



# Logging In

[iTravel Log In](#)



**CONCUR**

## Sign In


User Name

Password

Remember user name on this computer

**Sign In**

[Forgot your user name?](#)  
[Forgot your password?](#)

 Change language  
English (US) ▼



# 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](http://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](mailto: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](mailto:tmo@uillinois.edu)