



World Travel Service is a travel agency contracted by UF to support our travelers with airfare, rental car and hotel reservations made through the UF GO booking tool or directly with their agents.

Our dedicated WTS team has agents available Monday – from 8 a.m. to 5 p.m. WTS also has agents available 24/7 to assist travelers during our team’s off-hours; please use code A-1RP8 when calling.

- University of Florida Local: (865) 288-1901
- University of Florida Toll Free: (800) 801-6201
- Email: BlueTeam@worldtrav.com

NOTE: Emails are worked during the business hours of 8:00 am - 5:00 pm. Turnaround time for emails can be up to 4 hours as phones take first precedence.

- Website: [Home - World Travel Service](#)

The Traveler will need to have a profile in UF GO before calling WTS. If the traveler does not have a profile cannot make the reservations unless they provide a credit card to purchase the ticket. An employee from UF can call in to make reservations for a non-employee of UF but they (the guest/non=employee) must have a profile in Concur.

The required fields in your Profile that are mandatory:

- UF ID
- Traveler Type (Employee, Guest, Other)

Note: If a traveler or admin books travel via UF GO they will be prompted to answer the required reportable fields.

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Travel Policies and Directives

Travel Office
352-392-1241
travel@ufl.edu

PCard Policies & Questions

PCard Team
352-392-1331
pcard@ufl.edu