**TRAVEL DASHBOARD**

1. **Black Menu Bar:** Select Travel to access the booking tool
2. **White Menu Bar**
   - **Travel** can be used to navigate to the main Travel module
   - **Arrangers** view used to arrange travel as a travel arranger
   - **Trip Library** to view upcoming trips and bookings
   - **Trip Templates** can be used to set up frequent trip templates
   - **Tools** useful travel tools including airport guides and government travel warnings
3. **Booking tool** to make reservations for airfare, car rental, hotel, and train
4. **Travel Alerts** (if any) that every UF traveler should be aware
5. **Blue Tabs**
   - **Company Notes** contain UF specific information
   - **Upcoming Trips** for current travel bookings
   - **Trips Awaiting Approval** for trips pending approval
   - **Remove Trips** for completed trips that need a Report
**FOR ADDITIONAL ASSISTANCE**

<table>
<thead>
<tr>
<th>Technical Issues</th>
<th>Travel Policies and Directives</th>
<th>PCard Policies &amp; Questions</th>
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<tbody>
<tr>
<td>The UF Computing Help Desk 352-392-HELP</td>
<td>Travel Office 352-392-1241</td>
<td>PCard Team 352-392-1331</td>
</tr>
<tr>
<td>helpdesk.ufl.edu</td>
<td><a href="mailto:travel@ufl.edu">travel@ufl.edu</a></td>
<td><a href="mailto:pcard@ufl.edu">pcard@ufl.edu</a></td>
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