

TRAVEL DASHBOARD

SAP Concur 🖸 Requests Travel E	xpense App Center 1 Profile *
Travel Arrangers Trip Library Templates	(2)
Rule Class	Travel Alerts
Business Travel Class	Tripit creates a schedule with all your travel details in one place, accessible on Android or IPhone. Simply connect your Concur account to Tripit. Connect to Tripit. Not right new
Booking for myself Book for a guest	You haven't signed up to receive e-receipts. Sign up here
TIP: For the broadest range of flights change your search parameters from +/8 hours to +/12 hours.	Company Notes Upcoming Trips Trips Awaiting Approval Remove Trips KNOW BEFORE YOU GO 5
Mixed Flight/Train Search	WORLD TRAVEL SERVICE welcomes UNIVERSITY OF FLORIDA to Concur Travel
Round Trip One Way Multi City From 👔	For reservations or ticket changes, please call (865) 288-1901 or email blueteam@worldtrav.com during our normal business hours. (Monday – Friday, 8:00am to 6:00pm ET)
Departure city, airport or train station Find an airport Select multiple airports To () Arrival city, airport or train station	After hours emergency assistance is available 24 Hours a day for your convenience at the numbers below. Refer to code: A-1RP8 when calling (865) 288-1901 (collect calls accepted).
Find an arport Select multiple arports Search	For Concur technical support email online@worldtrav.com (Monday – Friday, 8:00am – 5:00pm ET). Please include a description of your issue and any screen shots of error messages you received.
Show More	Lost your air receipt? Please use the Passenger Airline Ticket Receipt Request form.
	ONLINE TUTORIALS – Click HERE to access tutorials which provide general information about navigating Concur Travel, updating your travel profile and making a travel reservation. These tutorials are interactive and also provide audio.
	Passport/Visa needs are provided by our trusted partner, Travisa. Travisa is enthusiastic about fulfilling your travel document needs easily, securely and quickly. All service fees for passport/visa services are collected directly by Travisa at time of service. Please reference the World Travel Service account number for discounted pricing.
	Travisa offers Visa and Passport services by calling 877-876-3266, emailing customerservice@travisa.com or going directly to their website. Please reference account code 401838 when calling or emailing. (Monday – Friday, 7:30am – 8:00pm CT)

- 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

UF Human Resources UNIVERSITY of FLORIDA

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