

TravelUVA

Customer Service | Care | Ease

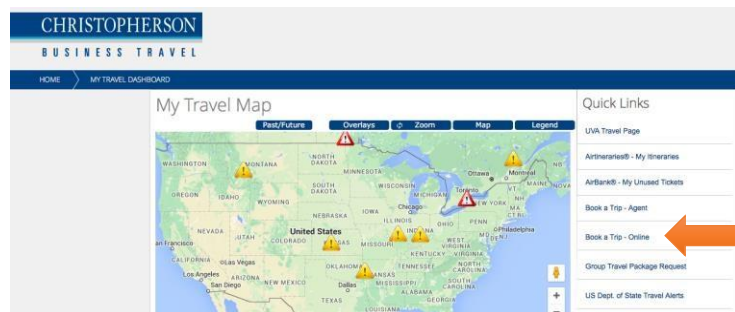
Are you planning to travel for research, conferences or other professional activities? Let the TravelUVA team take care of all your travel needs. We have dedicated travel agents and an online travel reservation system providing access to negotiated discounts, emergency assistance, built-in UVA policy and compliance messaging that makes it easy for you to plan your next trip. TravelUVA also eases the burden of keeping track of your unused tickets, personal reward programs, and travel documents.

Get Started in Four Simple Steps

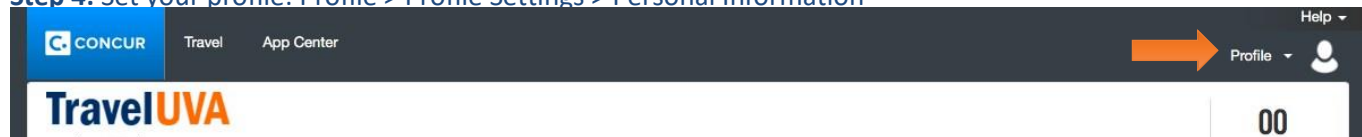
Step 1: Go to <http://www.procurement.virginia.edu/pageTravelandExpense> (*Bookmark this page and use it to book your travel*)

Step 2: Click on the TravelUVA logo - This link will prompt you to log in through NetBadge

Step 3: Click on *Book a Trip- Online* (right side of page)



Step 4: Set your profile: Profile > Profile Settings > Personal Information



Verify the name in your profile matches the name on the Photo ID with which you will be traveling – update as needed. Complete all of the **[Required]** fields. They are:

1. Middle Name
2. Date of Birth
3. Gender





Click any of the  buttons. **DONE!**

You can either continue customizing your profile or begin booking your travel!

*Please note: To add an assistant search by last name, space, first name (no comma) or computing ID

Tips:

- Your name must match the name on the government issued photo ID with which you will be traveling exactly, including middle name or initial. Once your name is completed, you cannot edit it. If changes are needed, contact Travel@virginia.edu.
- When adding a credit card, there are four *Use this card as a default for boxes*. Check all.
- If you receive a *Screen Cleared* inactivity warning, click the **I need more time** box.
- Click on the pencil icon  to edit information in your profile and on the trashcan icon  to delete.
- To view tutorials on completing a profile visit <http://training.foc.virginia.edu/travel/data/toc.html>

Questions? Email travel@virginia.edu or call 924-4212

For more information, visit <http://www.procurement.virginia.edu/pageTravelandExpense>.