**NEWS FLASH!**

**Attention All Travelers:** due to the upcoming conversion to UTShare/Peoplesoft, travelers are required to use the new accounting chartfield coding when requesting full service or using CONCUR to book travel. The change is effective **May 1st, 2014**.

Required information when booking travel:

- **Travel Authorization ID** (equates to RTA or TV# in Define). This 10 digit number can be obtained from the electronic Travel Authorization created in UTShare/Peoplesoft (e.g. 0123456789). Travel Authorizations must be approved before booking travel. Changes do not apply to STUDENT or GUEST travel.
- **Speed type or Cost Center** (equates to departmental account number in Define). Define/UTShare/Peoplesoft crosswalks are available to identify the department’s cost center code.

*Please note that we will be updating user profiles in CONCUR to include the defaulted additional chart string coding to reflect the UTShare/Peoplesoft fields. The purpose to this change is to accurately identify the allocation of the travel management fees billed at the end of the month.*

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**MARK YOUR CALENDARS!**

Corporate Travel Planners (CTP) and Anthony Travel Inc. (ATI) will both be participating at the upcoming UTSA Vendor Fair on Wednesday, April 16, 2014 from 9am-1pm at the H-E-B University Center Ballroom.

This is an excellent opportunity for travelers to meet their agents as well as inquire more about their services and their discounted travel programs!

**Link to UT Systemwide Contracted Vendors:** [CLICK HERE](#) for more information.

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**Future CONCUR trainings for travelers and travel arrangers**

Due to the development of required trainings for upcoming UTShare/Peoplesoft conversion, we have postponed CONCUR trainings for travelers and travel arrangers until the FALL of 2014. Please stay tuned for future training dates!
Additional Travel Agency Services offered by CTP and ATI

**Corporate Travel Planners:**
- Full service and online tool (CONCUR)
- Airline Reservations: domestic, international, multi-segment, first*, business, coach class, airline certificates and frequent flyer mileage
- Hotel Reservations: hotel, meeting, conference room reservations, hotel points reservations and upgrades*
- Car Reservations: limo*, car service, rental cars
- Passport & Visa: expedited Visa/Passport, destination requirements consultation and assistance, document procurement
- 24 Hour Assistance: after hours/emergency service available
- Trip Case Travel Application available
- Personal Travel: Vacation Portal CLICK HERE to learn more
- VIP Service for key employees
- LEARN MORE

**Anthony Travel Inc.:**
- Full service only
- Specializes in group/team travel (i.e.: Athletics)
- Preferred Hotel Program: exclusively negotiated low rates, coaches’ upgrades*, complimentary rooms, Wi-Fi and breakfast deals
- Group Airline Program: Free tickets, discounted group rates, free name changes, waiver of deposits
- Motor Coach Connection: preferred pricing, DOT safety compliance, background checks, certificate of insurance
- International travel: study abroad support, international exhibition games, customized itineraries, 36+ team tours to 30+ destinations
- Fan Travel: more than 10,000 fans annually, final four and bowl games, specialized trip experiences, mobile messaging
- LEARN MORE

*NOTE: Seating and other travel upgrades require department approval.*
Fields to complete in CONCUR as part of your traveler profile

- Personal Information
- Company Information
- Credit card information (you can add more than one credit card)
- E-Receipt Activation (electronic receipts)
- Travel Vacation Reassignment
- Mobile registration (setup access to CONCUR on your mobile device)
- System settings
- Contact Information (how can CTP contact you about your travel arrangements?)
- International Travel: Passport and Visas
- Setup travel assistants (allow an admin assistant to book and pay for trips on your behalf)
- Travel preferences (carrier, hotel, rental car, frequent travel programs, SW credits, TSA Secure Flight)
- Change password

Where can I process or renew a Passport or Visa?

Travelers no longer have to drive up to Houston to process or renew a Passport or Visa. CTP can easily expedite this process. There is an expert available on site to assist with destination requirements consultation and document procurement. For more information please call Damita McGarity-Jones at (210) 375-7333 or email her at dmcgarity@ctp-travel.com. Her hours are from M-F from 9am-6pm.