



OPTIONS FOR TROY TRAVELERS TO BOOK TRAVEL RESERVATIONS

TEAM OF AGENTS – Christopherson Business Travel provides a team of experienced agents to handle all of your airline, car and hotel reservations, Monday - Friday, 7:00 am – 8:00 pm CST. **Full service fee - \$24.00 domestic**
\$33.00 international
\$10.00 car/hotel only

CONCUR ON-LINE BOOKING TOOL - This is Troy University's preferred method of booking. Christopherson Business Travel provides an on-line booking tool called Concur.

To self-register and create your traveler profile, click this link:
<https://legacy.cbtravel.com/business/profile/troyuniversity/>

Please bookmark this page or add as a shortcut to your desktop for future easy access. Completely fill out the traveler profile template including all of your contact information, travel preferences and your credit card information. After you submit this information your credit card number will be encrypted except for the last 4 digits, and you will only have to add this information one time. Once you complete the registration page click on submit. This will create your profile, and then you will receive your login credentials to create a password via email.

After you login to your traveler profile, please make sure that the full name in your profile is EXACTLY as it is on your government issued ID as TSA has implemented the Secure Flight requirement www.tsa.gov. You will then want to verify your name on your frequent flyer accounts to make sure they match and update if needed (otherwise you will not get credit for the miles).

Online service fee - \$7.00 domestic or international
\$4.00 car and/or hotel only fee
Traveler Advisor booking assistance - \$24 domestic / \$33 international
\$10.00 car and/or hotel only fee

24 HOUR, 800 Urgent Needs SERVICE* - After hour's service is provided anytime our office is closed. Regular business hours are from Monday - Friday, 7:00 am – 8:00 pm CST.

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Travel Agent Assistance, M-F, 7am-8pm CST – 800-285-3603,
universitytravel@cbtravel.com

Concur Technical Support, M-F, 8am-5pm CST – 866-390-7206,
onlinesupport@cbtravel.com

After Hours Urgent Assistance, 24/7/365 – 800-285-3603, VIT – 6LV