**Florida International University: How to Book**

Uniglobe Travel Designers is a minority, women owned, award-winning, full-service travel management company specializing in corporate and leisure travel. Our mission is to be the leading and most dependable TMC in the world, thereby setting the standard for professionalism and reliability to its customers. We are your partner in travel and are here to assist you with:

* **Profile Management**
* **Domestic and International Travel**
	+ Flights
	+ Hotel Reservations
	+ Car Rentals
	+ Car Services
	+ Train Tickets
	+ Personal Vacation Packages
	+ Chartered Flights or Buses
	+ Conferences & Groups

*We also help with group details including meeting space, catering, AV equipment, tours, etc.*

* **Cancellations and Changes**
* **After Hours 24/7 Emergency Services**
* ***Any Other Travel Needs!***

**To Book Travel with Concur:**

* Go to[www.concursolutions.com](http://www.concursolutions.com).
* If you are unable to log-in or need assistance, please email us at concur@uniglobetd.com.

**To Book Travel by E-mail/Phone:**

* Traveler emails or calls with dates/times/cities for travel. fiu@uniglobetd.com
* Consultant provides available flight/hotel/car options and pricing round trip.
* Consultant confirms name, date of birth, phone number, form of payment, etc.
* Consultant asks for any approval codes that may be required for reservation.
* Consultant recaps the entire reservation with the traveler and receives approval to book.
* The reservation is placed through quality control and a final confirmation email is sent to all email addresses in the traveler’s profile.

**Who To Contact:**

* **Business Hours** (M-F 8:30am-5:15pm ET)
	+ **Email:** fiu@uniglobetd.com
	+ **Phone:** 614-237-4488, say “Corporate”
* **Concur Support**
	+ **Email**: concur@uniglobetd.com
	+ **Phone:** 614-237-4488, say “Concur Program”
* **After Hours** (after 5:15pm ET, weekends)
	+ **Email:** afterhours@uniglobetd.com
	+ **Phone:** 1-800-966-6512

*All of Uniglobe Travel Designers’ consultants are trained to be able to assist you.*