
RESERVATION CHECKLIST

Use this checklist before making travel reservations. This is the information you will need to book a reservation (car, air or hotel) in Concur or directly with Travel Incorporated.

1. TRAVELER INFORMATION

- Traveler Type: UW Employee, Guest or Student?
- Campus funding the travel
- Traveler Date of Birth, Gender, and Full Legal Name (include any prefix or suffixes) for proper ticketing
- Traveler e-mail and phone number to communicate itinerary and alerts
- If the traveler is a UW Employee, do they have an active Concur profile? This is a requirement for ticketing
- If you are booking for a guest or student, you (the arranger) must also have an active Concur profile

2. FLIGHT INFORMATION

- Round Trip, One Way or Multiple Locations?
- Departure and Destination Airport (From Where to Where) and if agency should check nearby airports
- Travel Date and Times and if there is flexibility in schedule
- Airline Preferences and Frequent Flier information
- Flight numbers if pre-determined

3. CAR/HOTEL RESERVATIONS

- Location of hotel and per diem for the location. If hotel is associated with a conference, arrangements should be booked separately and not through the Travel Agency
- If a car rental is needed provide the dates, location, and car type. Car types over standard SUV are allowed with proper justification

4. PAYMENT INFORMATION

- What payment method should be used for flights? If you have a payment method stored in your Concur profile that you would like used - make note of it and the agency can use that for ticketing.
- If you need to provide payment information, make note and contact the agency to provide it. Credit Card information should never be sent via email.
- Car Rentals and Hotel Reservations require a payment card to hold the reservation. Designate if this should be different than the airfare payment. (Separate card required for UW Parkside and UW Platteville)