



# Travel Management Program

	<u>Maritime Agent</u>	<u>Concur</u> (Maritime online booking tool)	<u>3rd party booking</u>
UCalgary negotiated discounts for Air, Hotel and Auto			
Access to UCalgary preferred corporate benefits			
24/7 assistance on the road with national agents (call or email)			
Dedicated agent for end-to end coordination of individual or group travel			
Traveller alerts including access to GardaWorld Travel Security	✓	✓	Maybe
Trip cancellation/Travel credit tracking			
Ensures compliance with UCalgary Travel & Expense guidelines	✓	✓	
Liaise with UCalgary Risk Management	✓	✓	
Access to CAUBO discounted rates	✓		
Travel quote form for individual or group travel	✓		
Online self-serve convenience for simple travel bookings		✓	✓
Personalized service by phone or email for complex itineraries	✓		Maybe
Guest booking with initiator access to booking documents	✓	✓	Maybe
Availability to collect points with travel provider	✓	✓	✓
Booking with UCalgary corporate credit card	✓	✓	
Travel insurance tailored to University travellers			