

Tips for Booking Travel

1. Save money by using Orbitz for Business, the online booking system.
2. Update your travel profile with preferences, frequent flyer number, etc. to streamline the booking process.
3. To expand flight and fare options, use as wide a range of travel dates and times as possible.
4. Consider alternative airports (for both departure and destination) within reasonable driving time to take advantage of lower fares.
5. Save travel receipts and submit as soon as possible using the Reimbursement Form available in NUFinancials: nuportal.northwestern.edu.
6. When charging a chart string, make sure the account field is open and funded. (Note: Typically, for airfare use 76765 for domestic and 76770 for international, and for hotels use 76766 for domestic and 76771 for international.)
7. Review Northwestern's travel policy and procedures at: www.northwestern.edu/financial-operations/policies-procedures/policies/travel.pdf.
8. Purchase collision and loss damage waiver insurance coverage only when renting cars internationally.
9. Check your itinerary for your flight's minimum check-in times.

Last Minute Travel Changes

Contact your travel agency:

Orbitz for Business: 877-672-4891
(312-469-1956 from outside of the U.S.)
Open 24 hours a day, 7 days a week

Travel 100 Group: 800-245-9335
(For after hours service only: 800-823-2593;
\$20 charge any time this number is called)

Intra World: 800-626-6963

Contact the airline or car rental company:

Air Canada: 888-247-2262
American: 800-433-7300
British Airways: 800-247-9297
Delta: 800-221-1212
Enterprise Rent-a-Car: 800-736-8222
Lufthansa: 800-645-3880
National Car Rental: 800-227-7368
Southwest: 800-435-9792
United: 800-864-8331
US Airways: 800-428-4322

Travel Notification Services

Most major airlines offer services that notify travelers of pertinent information including flight information, cancellations, upgrades, gate locations, and any additional information. These free alerts can be sent to your cell phone, pager, fax or email. To sign up for these services, visit the airline's website.

In addition, Orbitz for Business offers Care Alerts, which send notifications to the traveler and other specified persons regarding delays, departure information, gate changes, and baggage claim information. To set up Care Alerts, visit the My Account section of the Orbitz for Business website.

POCKET TRAVEL GUIDE

A quick reference guide for Northwestern University faculty and staff, including:

Airfare

Car Rentals

Hotels

Travel Agencies

Travel Tips



NORTHWESTERN
UNIVERSITY



Travel Discounts

AIRFARE

Northwestern University is able to offer discounts on select domestic and international itineraries through a partnership with United Airlines and its Joint Venture carrier partners including Lufthansa, SWISS, Austrian Airlines, Brussels Airlines, Air Canada, and All Nippon Airways. Book through our approved travel agencies to receive discounted fares on these airlines.

HOTELS

Northwestern has negotiated rates at some national and local hotels as listed on our website. Book hotels online using Orbitz for Business (www.northwestern.edu/userservices/travel), use one of NU's approved travel agencies, or contact the hotels directly.

CAR RENTALS

Northwestern has negotiated rates with National Car Rental and Enterprise Rent-a-Car (Contract ID#XZ15011). Save money when you book on the NU page on National's website by following the link at www.northwestern.edu/userservices/travel/car_rental.

National & Enterprise US Car Rentals include:

- Loss Damage Waiver (LDW): protects NU and its travelers from any financial responsibility for loss or damage to the rental vehicle
- Liability Insurance: includes \$100,000 liability coverage per person, \$300,000 per accident, and \$50,000 in property damage

International Car Rentals:

For rentals outside the US, drivers must purchase insurance from the international rental agency.

View the complete policy for car rentals in the Travel Policy and Procedures document at: www.northwestern.edu/financial-operations/policies-procedures/policies/travel.pdf.

In the event of an accident:

- Report the accident to the Office of Risk Management (847-491-5610) immediately if it results in personal injury or towing. Otherwise, it must be reported within 24 hrs.
- Follow the rental agency accident report instructions and forward a copy of the report to the Office of Risk Management.

Please note: Departments failing to report an accident within 24 hours will be charged a \$1,000 deductible that will increase by \$500 for every day the accident goes unreported to the Office of Risk Management.

For more information, visit: www.northwestern.edu/risk/policies/university-vehicle/index.html#rental

Approved Travel Agencies

Orbitz for Business

www.northwestern.edu/userservices/travel/
Phone: 877-672-4891
(312-469-1956 from outside of the U.S.)
E-mail: northwestern@orbitzforbusiness.net
Support Hours: 24 hours a day, 7 days a week

Travel 100 Group

519 Park Drive
Kenilworth, IL 60043
Phone: 847-256-7570
Toll-free: 800-245-9335
Fax: 847-256-9475
E-Mail: nutravel@t100g.com
Hours: 9:00 am - 5:00 pm, M-F; Sat. by appt.
(For after hours service only: 800-823-2593;
\$20 charge any time this number is called)

Intra World Travel (MBE)

1740 Ridge Ave. #LL15B
Evanston, IL 60201
Phone: 847-491-6930
Toll-free: 800-626-6963
Fax: 847-491-0923
E-mail: ajaydg@aol.com; intrawld@gmail.com
Hours: 9:00 am - 5:30 pm, M-F;
10:00 am - 1:00 pm, Sat.

To learn more about NU's Travel Program, visit our website:

**[northwestern.edu/
userservices/travel](http://northwestern.edu/userservices/travel)**

Smartphone users:
Use your QR Reader
application to go
directly to our site.



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