

August 9, 2007

UW Extension Employees,

As you are probably aware, the Department of Administration (DOA) has awarded a contract for online booking of airfare to Fox World Travel. The contract is mandatory meaning that all UW business related air travel booked online must utilize Fox World's online booking product called "Travelport".

Two orientation sessions have been scheduled. The first will be held on **Tuesday, September 18th @ 10:00 AM** at the Pyle Center in room 335 and the second will be held on **Monday September 24th @ 10:00 AM** at the Pyle Center in room 235. These sessions will be web cast and archived. During the sessions, representatives from Fox World Travel and DOA will demo Travelport and address any questions or concerns you may have concerning the reservation process, contract compliance, etc. All employees who book airfare for themselves or for other employees in their department should attend one of these sessions.

Prior to the session, we request that you go to the following URL and, using the **attached instructions (please print these instructions and have them in front of you)**; self register and complete your traveler profile:

<https://www.travelport.net/registration>

Note: You must use **internet explorer**. Travelport does not support Firefox.

Prior to logging on, you should have the following information at your desktop*:

- UW **Visa** Procurement card and/or US Bank **Visa** Travel card. (Airfare must be charged to one of these two visa cards.)
- Your airline frequent flyer numbers; Emerald Club car rental account number; hotel chain frequent stay card information; etc.

* You will have the capability to enter the above information at a later date if you don't have it available at the time you register.

If you have any questions or problems regarding the above information or completion of the profile, please bring them to the orientation session.

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