

Travel Agency Vendor Guide

		
<p>Employee Services</p> <p>Will be used for majority of travel not NCAA related and not part of a group block of 10 or more from the UW</p> <ul style="list-style-type: none"> • Individual travel (employees, guests, students) • Administrative Groups • Group Air Groups 	<p>University Group Block Services</p> <p>Must be used for all groups of 10 or more where:</p> <ul style="list-style-type: none"> • Attendees are flying together on the same flight which requires direct agreements with the airlines to set up 	<p>NCAA Athletics Services</p> <p>Must be used for all NCAA related travel (individuals and groups)</p>
<p>Dedicated Team Business Hours: 7 am CST-8 pm CST Monday-Friday, excluding Holiday</p> <p>After Hours Emergency Support: 8 pm-7 am CST Monday – Friday & 24/7 Weekend and Holiday Coverage</p> <p>Direct phone: (470) 589-2205 Toll Free: (877) 811-9898</p> <p>Consultant Team Email: UWTravel@travelinc.com</p> <p><i>*In house service and support can be reached at the same phone number 24/7/365</i></p>	<p>Dedicated Team Business Hours: 7 am CST-5:30 pm CST Monday-Friday, excluding Holiday</p> <p>After Hours Emergency Support: 5:30 pm-7 am CST Monday – Friday & 24/7 Weekend and Holiday Coverage</p> <p>Direct phone: (920) 933-4180 Toll Free: TBD</p> <p>Consultant Team Email: FoxGroupBlock@foxworldtravel.com</p>	<p>Dedicated Team Business Hours: 7 am CST-5:30 pm CST Monday-Friday, excluding Holiday</p> <p>After Hours Emergency Support: 8 pm-7am CST Monday – Friday & 24/7 Weekend and Holiday Coverage</p> <p>Direct phone: (844)814-3936</p> <p>Consultant Team Email: uwsathletics@shortstravel.com</p>

Additional Assistance: Contact your [Campus Travel Manager](#)