

From: UWS Travel Office (uwstraveloffice@wisconsin.edu)

Date: July 1, 2024

Subject Line: Important information for your upcoming UW travel

To: All Travelers With A Future Booking

Greetings,

You are receiving this email because you have an upcoming trip that was booked with Travel Incorporated.

**As of Monday, July 1st, UW Travel Services have been transitioned from Travel Incorporated to Fox World Travel.** Travel Incorporated is no longer available to aid or support for your upcoming booking.

**No action is required by the traveler or travel administrator**. All reservations remain valid and confirmed.

* If you Should the traveler or travel administrator require changes on a booked reservation, Fox World Travel is available to support via phone.
* Fox World Travel contact information: 608-710-4172 or 844-630-3853.
* Fox World Travel business hours: 7am-7:30pm CST Monday-Friday. (Additional fees apply after hours.)
* A credit card, including the security code, must be provided to Fox for any changes that result in a fare increase. Previous credit card data will not be available to Fox agents.
* Fox will work directly with their airline support desks to assist with changes.
* Fox will send a new itinerary with any charges invoiced once the changes are confirmed.

We appreciate your patience during this time of transition. For more information related to the transition to Fox World Travel, please visit our [website](wisconsin.edu/travel).

If you have questions or challenges with changing your reservation, don’t hesitate to reach out to your university travel contact or [campus travel manager](https://www.wisconsin.edu/travel/support/).

Best Regards,

UW Travel Services