

## Travel Agency Vendor Guide

		
<p><b>Employee Services</b></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"> <li>• Individual travel (employees, guests, students)</li> <li>• Administrative Groups</li> <li>• Group Air Groups</li> </ul>	<p><b>University Group Block Services</b></p> <p>Must be used for all groups of 10 or more where:</p> <ul style="list-style-type: none"> <li>• Attendees are flying together on the same flight which requires direct agreements with the airlines to set up</li> </ul>	<p><b>NCAA Athletics Services</b></p> <p>Must be used for all NCAA related travel (individuals and groups)</p>
<p><b>Dedicated Team Business Hours:</b> 7 am CST-8 pm CST Monday-Friday, excluding Holiday</p> <p><b>After Hours Emergency Support:</b> 8 pm-7 am CST Monday – Friday &amp; 24/7 Weekend and Holiday Coverage</p> <p>Direct phone: (470) 589-2205 Toll Free: (877) 811-9898 Concur Support: (866)738-6444</p> <p>Consultant Team Email: <a href="mailto:UWTravel@travelinc.com">UWTravel@travelinc.com</a></p>	<p><b>Dedicated Team Business Hours:</b> 8 am CST-5 pm CST Monday-Friday, excluding Holiday</p> <p><b>After Hours Emergency Support:</b> 5:30 pm-7 am CST Monday – Friday &amp; 24/7 Weekend and Holiday Coverage</p> <p>Direct phone: (920) 933-4180 Toll Free: TBD</p> <p>Consultant Team Email: <a href="mailto:FoxGroupBlock@foxworldtravel.com">FoxGroupBlock@foxworldtravel.com</a></p>	<p><b>Dedicated Team Business Hours:</b> 8 am CST-5 pm CST Monday-Friday, excluding Holiday</p> <p><b>After Hours Emergency Support:</b> 8 pm-7am CST Monday – Friday &amp; 24/7 Weekend and Holiday Coverage</p> <p>Direct phone: (844)814-3936</p> <p>Consultant Team Email: <a href="mailto:uwsathletics@shortstravel.com">uwsathletics@shortstravel.com</a></p>

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