

## **Dickinson College: How To Book With Uniglobe Travel Designers**

Uniglobe Travel Designers is a minority, women owned, award-winning, full-service travel management company specializing in corporate and leisure travel. Our mission is to be the leading and most dependable TMC in the world, thereby setting the standard for professionalism and reliability to its customers. We are your partner in travel and are here to assist you with:

- **Profile Management**
- **Domestic and International Travel**
  - Flights
  - Hotel Reservations
  - Car Rentals
  - Car Services
  - Train Tickets
  - Personal Vacation Packages
  - Chartered Flights or Buses
  - Conferences & Groups

*We also help with group details including meeting space, catering, AV equipment, tours, etc.*

- **Cancellations and Changes**
- **Travel Insurance**
- **After Hours 24/7 Emergency Services**  
*Any Other Travel Needs!*

### **\*ALL BOOKINGS SHOULD ORIGINATE IN CONCUR\***

*\*With the exception of groups consisting of 10 or more travelers.*

Concur is our online booking tool. To access the site, please visit: [www.concursolutions.com](http://www.concursolutions.com)

For more information and/or technical assistance, please contact: [concur@uniglobetd.com](mailto:concur@uniglobetd.com)

**Booking Tip:** Skip basic economy! UTD doesn't even offer this class of service unless specifically asked for. [Learn why here.](#)

## **Have a complicated booking or group reservation?**

### **To Confirm E-mail/Phone reservation:**

- Traveler calls in or e-mails with date/times/cities for travel.
- Consultant provides available flight/hotel/car options and pricing round trip.
- Consultant confirms name, date of birth, phone number, form of payment, approval codes needed, etc.
- Recap of entire reservation is made with the traveler before ending the call.
- After call has ended, the consultant does the finishing entries needed and emails the reservation to the traveler for review and final approval to ticket.
- Once approval is received via email from the traveler, the reservation is placed through UCQM for final quality control. Once QC is passed, the airline ticket is issued and a final confirmation email is sent to all email addresses in the profile.

### **Who to Contact:**

For **General Travel**, please contact:

- [dickinson@uniglobetd.com](mailto:dickinson@uniglobetd.com)
- (614) 237-4488

For **Group Travel** such as **Study Abroad** or **Athletic Travel**, please contact:

- [groups@uniglobetd.com](mailto:groups@uniglobetd.com)
- (614) 237-4488

To utilize our **After Hours Support** you can reach us at one of the followings:

- **Phone:** 1-800-966-6512
- **E-mail:** [afterhours@uniglobetd.com](mailto:afterhours@uniglobetd.com)

Travel  
Well

#### **HEADQUARTERS**

480 South Third St. | Columbus, OH 43215  
(614) 237-4488

#### **ATLANTA OFFICE**

400 Westpark Ct. #210 | Peachtree City, GA 30269  
(770) 487-0487