



OPTIONS FOR TROY TRAVELERS TO BOOK TRAVEL RESERVATIONS

To begin, please self-register to access travel and create your traveler profile using this link: <https://legacy.cbtravel.com/business/profile/troyuniversity/>

Please bookmark this page or add as a shortcut to your desktop for future easy access to book travel. Completely fill out the traveler profile template including all of your contact information, travel preferences and your credit card information. After you submit this information your credit card number will be encrypted except for the last 4 digits, and it will be the only time you have to add this information. Once you complete the registration page click on submit. This will create your profile, and then you will receive your login credentials to create your password via email. **After you login to complete your traveler profile, please make sure that your full name showing in your profile is EXACTLY as it is on your government issued ID as TSA has implemented the Secure Flight requirement www.tsa.gov. You will then want to verify your name on your frequent flyer accounts to make sure they match and update if needed (otherwise you will not get reward credits for the miles).**

Booking Options and Service Fees

TEAM OF Advisors – Christopherson provides a team of experienced advisors 24/7/365 to handle all of your airline, car and hotel reservations.

Travel Advisor Assistance, 24/7/365 – 888-285-3603
universitytravel@cbtravel.com - (VIT – 6LV)

Full Service/Advisor Booking Fees

Traveler Advisor air booking service fee - \$26 domestic / \$34 international
(fee includes car/hotel booked in same record)
Traveler Advisor car and/or hotel only booking service fee \$11.00

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Concur Technical Help Desk Support, M-F, 8am-7pm CST 866-390-7206
onlinesupport@cbtravel.com

***Concur Online Booking Fees**

Online booking service fees - \$7.00 domestic or international
(fee includes car/hotel booked in same record)
Online car and/or hotel only booking service fee - \$4.00

**This is Troy University’s preferred method of booking*

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www.CBTRAVEL.COM