

Receive the University's discounted car rental rate from National Car Rental using the Big Ten/Northwestern Discount ID number (5004464). To make a reservation, call 800.CAR.RENT, or visit: www.northwestern.edu/userservices/travel.

Car Rentals
<p>View the complete policy for car rentals in Section 2, i & j of the Travel Policy and Procedures found at: www.northwestern.edu/finsys/policydoc/t&manual.pdf</p> <p>For more information, visit: www.northwestern.edu/userservices/travel flights. For more information, visit: www.northwestern.edu/userservices/travel domestic flights and most international receive reduced fare on all United Airlines through our approved travel agencies to on select fares with these air carriers Book and is able to offer a substantial discount (Lufthansa, SAS, and British Midlands) United Airlines and its Star Alliance Partners Northwestern University contracts with</p>
Airfare
Travel Discounts

POCKET TRAVEL GUIDE	A quick reference guide for Northwestern University Faculty & Staff, including:
	▫ <i>Airfare</i>
	▫ <i>Car rentals</i>
	▫ <i>Hotels</i>
	▫ <i>Approved Travel Agencies</i>
▫ <i>Travel tips</i>	

Car rental through National includes:
<ul style="list-style-type: none"> • Loss Damage Waiver (LDW): protects Northwestern and its travelers from any financial responsibility for loss or damage to the rental vehicle. • Liability Insurance: The Big 10 negotiated rate includes \$100,000 liability coverage per person, \$300,000 per accident, and \$50,000 in property damage. <p>Contact: Sheila Rafferty, 847.994.5272 raffertys@nationalcar.com</p> <p>View the complete policy for car rentals in Section 2, i & j of the Travel Policy and Procedures found at: www.northwestern.edu/finsys/policydoc/t&manual.pdf</p>
In the event of an accident:
<p>Report the accident to the Office of Risk Management (847.491.5610) immediately if it results in personal injury or towing. Otherwise, it must be reported within 24 hours.</p>

To learn more about NU's Travel Program including fixed price menus, travel reimbursements and detailed information on approved travel agencies, hotels, airlines and travel policies visit: www.northwestern.edu/userservices/travel

Visit www.northwestern.edu/userservices/travel for the latest version of this Pocket Travel Guide.



Last Updated June 2009

Hotels
<p>Follow the rental agency accident report instructions and forward a copy of the report to the Office of Risk Management.</p> <p>Please note: Departments falling to report an accident within 24 hours will be charged a \$1,000 deductible that will increase by \$500 for every day the accident goes unreported to the Office of Risk Management.</p> <p>For more information, visit: www.northwestern.edu/risk/vehicle.htm#rental</p>
Hotels

Or call the airline directly:

- Air Canada: 888-247-2262
- American: 800-433-7300
- British Airways: 800-247-9297
- Delta: 800-221-1212
- Lufthansa: 800-645-3880
- Northwest: 800-225-2525
- Southwest: 800-435-9792
- United: 800-241-6522
- US Airways: 800-428-4322

Travel Notification Service

United Easy Update notifies travelers of pertinent information including flight information, cancellations, upgrades, gate locations, and any additional information. These free alerts can be sent to your cell phone, pager, fax or email.

American Airlines offers a similar service, Flight Status Notification.

To sign up for these services, visit the airline's website.

Approved Travel Agencies
<p>Book hotels through the approved travel agencies using Northwestern's negotiated rates, which can be found at: www.northwestern.edu/userservices/travel.</p>
Hotels

- 8. Review Northwestern's travel policy and procedures at: www.northwestern.edu/finsys/policydoc/t&manual.pdf.
- 9. Purchase collision and loss damage waiver insurance coverage only when renting autos internationally.
- 10. When traveling overseas, consult iSOS: www.internationalsos.com. Northwestern's membership code is 11BCAS000003.
- 11. Check your itinerary for your flights' minimum check-in times.

Last Minute Travel Changes

Contact your travel agency:

Tower or Compass: 866-682-8785 (24-hour service. \$10 charge after Towers' normal business hours.)

Four Corners: 800-221-1611
IntraWorld: 800-626-6963

Four Corners Travel/Travel 100 Group
<p>519 Park Drive Kenilworth, IL 60043 Phone: 847.256.7570 Fax: 847.256.9475 E-Mail: Tina@t100g.com, judy@t100g.com, kathy@t100g.com Hours: 9:00 am - 5:00 pm, M-F, Sat. by appointment only</p>
IntraWorld Travel
<p>1740 Ridge Avenue, Lower Level 15B Evanston, IL 60201 Phone: 847.491.6930, outside Illinois 800.626.6963 Fax: 847.491.0923 www.intrawd.com E-mail: dialair@aol.com Hours: 9:00 am - 5:30 pm, M-F, 10:00 am - 1:00 pm, Sat. M-F</p>
Compass (On-Line Booking System)
<p>www.northwestern.edu/userservices/travel. Phone: 630.928.7090 E-mail Support: onlinesolutions@towerravel.com Hours: 8:30 am - 5:30 pm, M - F System: 24/7; Support: 8:30 am - 5:30 pm, M-F</p>

Tips for Booking Travel

1. Save money by using Compass, the online booking system.
2. Update your travel profile with preferences, frequent flyer number, etc. to streamline the booking process.
3. Give the agent a window for travel time to expand your flight and fare options.
4. Consider alternative airports, within reasonable driving time of your destination, to take advantage of lower fares.
5. Book all travel arrangements—multiple city destinations, air, car, and hotel reservations—at the same time.
6. Save your travel receipts and submit them as soon as possible using the Reimbursement Form available in NUFinancials on the NU portal: <https://nuportal.northwestern.edu>.
7. When charging a chart string, make sure the account field is open and funded. (Note: Typically, a non-grant account is 76710 and a grant account is 76765 for domestic and