# University of Miami Travel Portal Tip Sheet: Assigning a Travel Assistant

When booking for another University of Miami employee or student, it is the best practice to be assigned as a travel assistant for their booking arrangements. If you are a traveler who normally needs someone to book your travel for you, it is recommended that you assign this individual as a travel assistant.

Online Booking Tool (Concur) Technical Support *M-F 7:30AM-Midnight EST* Contact: World Travel Online Technical Support Toll Free: 800-221-4730 (inside North America) Reservation Assistance: 888-206-6044 Online Email help: OnlineHelp@worldtravelinc.com World Travel Inc. Designated Agent Support M-F 8:30AM – 8:00PM. After-hours available for a fee. Contact: World Travel Toll Free: 888-206-6044 (inside North America) Direct: 610-695-6080 (outside North America) Email: UMiami@worldtravelinc.com

#### To assign someone as a travel assistant:

**Step 1:** If you have not done so already, log in to the Travel Portal at <u>miami.edu/travelportal</u>, and complete your travel profile. (Skip this step if you already completed your travel profile.)

**Step 2:** Once travel profile has been confirmed, log back in to the Travel Portal at <u>miami.edu/travelportal</u> and click on the **Book Online Concur tool**.

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HOME > BOOK TRAVEL > BOOK TRAVEL ONLINE					AAA 🛃					
Book Travel Online via the Travel Portal										
Book Travel Online Book with a Live	The University of Miami Travel Portal houses a self-booking tool for air, hotel, and rental car rentals. Our travel program aims to ensure the safety of faculty, staff, and students while they travel; deliver exceptional travel-related services; streamline the expense reporting process; and reduce travel costs.									

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Step 3: Click on the **Profile dropdown**, located on the top right corner and select **Profile Settings** 

Profile -						
Marisa Hightower						
Profile Settings   Sign Out						
Acting as other user 😮						
<ul> <li>Book travel for any user (Self-assign)</li> </ul>						
Search by name or ID Q						
Cancel Start Session						

### Step 4: Click on Setup Travel Assistants.



Step 6: Click on Add an Assistant.

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You currently have no assistants defined.

Step 7: Type the traveler's name into the search box and select the appropriate profile.

(Note: only employees/students who have completed their travel profiles within the Travel Portal will display up in the search box.)

Step 8: Check the box next to "Can book travel for me" and click Save.

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Can book travel for me		Can book travel?	1	Î
Is my primary assistant for travel*				
*Individuals/Groups with no work phone number in their profile cannot be designated as primary assistant for all.				
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