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 miami.edu/travelportal, 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 miami.edu/travelportal and click on the **Book Online Concur tool**.

Step 3: Click on the **Profile dropdown**, located on the top right corner and select **Profile Settings**
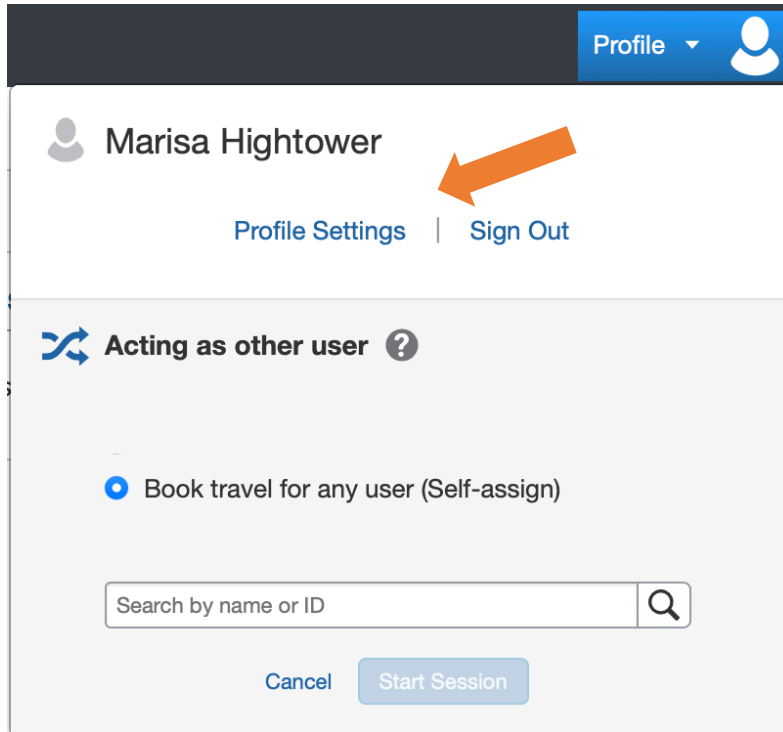
Step 4: Click on **Setup Travel Assistants**.
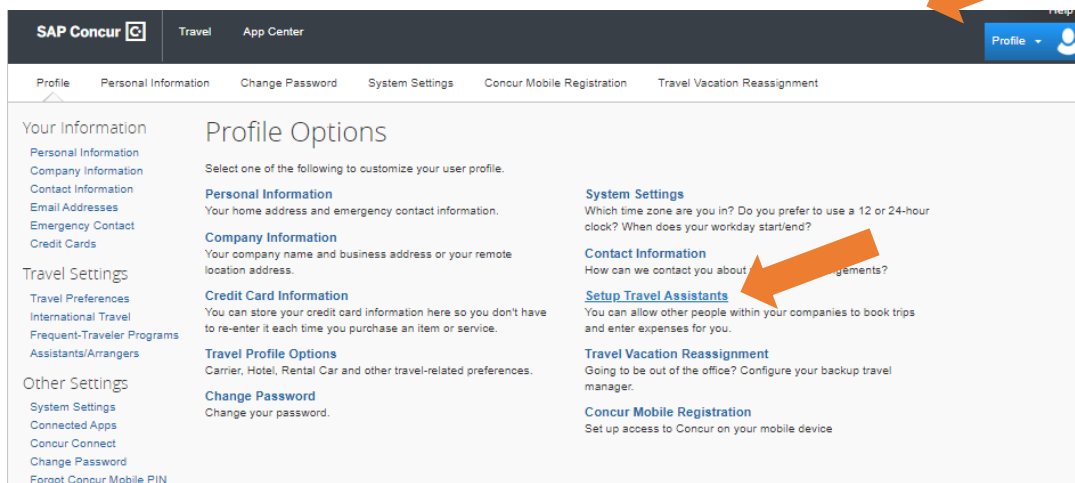
Step 6: Click on **Add an Assistant**.

Assistants and Travel Arrangers   Go to top

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.
☐ Refuse Self Assigning Assistants ❓

Your Assistants and Travel Arrangers   ➕ Add an Assistant

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**.

Add an Assistant - Google Chrome

🔒 concursolutions.com/profile/AssistantEditor.asp...

Add an Assistant

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

Assistant

Never, William

☑ Can book travel for me
☐ Is my primary assistant for travel*

*Individuals/Groups with **no work phone number in their profile** cannot be designated as primary assistant for travel.

Save   Cancel