



## Non-Employee/Small Group Travel Portal Request Form

The University of Miami [Travel Portal](#) allows employees and students the option to book travel for non-employees. However, if a non-employee or group is required to book their own travel arrangements, the following request form must be completed.

Once processed, non-employees will be able to call **World Travel Inc. Agent Support** (Travel Incorporated) to complete the purchase:

**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](mailto:UMiami@worldtravelinc.com)

**Note:** This form should also be used for group travel that will be funded by the University of Miami.

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**Step 1:** Complete a travel profile by visiting [miami.edu/travelportal](https://miami.edu/travelportal). You will be listed as the *Travel Assistant* for reservations pertaining to this request. Click [here](#) to view the first-time travel portal sign-ins tip sheet.

**Step 2:** Please complete the request form on the next page. The fields outlined in red are required.

**Step 3:** Once completed, please email the form to World Travel Inc. at [umiami@worldtravelinc.com](mailto:umiami@worldtravelinc.com) and CC Fran Holzapple, [fholzapple@worldtravelinc.com](mailto:fholzapple@worldtravelinc.com), and [travel@miami.edu](mailto:travel@miami.edu).

**Step 4:** 48 hours after submission of the form, you can notify your travelers that they can contact World Travel Inc. to make their travel arrangements. Please provide your contact information to the travelers for group validation.

For security reasons, please do *not* provide credit card information on the form. If a master credit card will be used, Travel Incorporated will reach out to obtain payment information.

**Step 5 (optional):** If you need to add or make changes, please contact World Travel Inc directly.

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<b>Requestor (employee) Information – include name, email, phone number, and employee ID</b>	
<b>Meeting name or requestor's department name</b>	
<b>Description of event/request</b>	
<b>Names and number of travelers, if available</b> (provide contact information if Travel Incorporated is to contact the traveler)	
<b>Name of contact that will call World Travel Inc to make arrangements</b>	
<b>Responsible party for payment of companion tickets</b>	
<b>Date Range this request should be active for:</b> (please include how long you'd like these individuals to have access to call World Travel Inc.)	
<b>Payment instructions:</b> (charged to University travel card, travelers pay for themselves, or mix)	
<b>Dates of travel</b>	

<b>Traveling to/from</b>	
<b>Flight time specifications or requests</b>	
<b>Budget per ticket</b>	
<b>Approval request (if ticket is over budget)</b>	
<b>If car and/or hotel reservations are needed, please specify here</b>	
<b>Special instructions – please provide any additional details, if applicable</b>	

<b>FOR TRAVEL AGENT USE ONLY</b>					
	<b>Cost Center Number * (Udid 22)</b>	<b>Cost Center Name* (Udid 23)</b>	<b>EmpID* (Udid 25)</b>	<b>Meeting ID* (Udid 26)</b>	<b>Trip Purpose* (Udid 57)</b>
<b>Account Codes</b>					