

Use an online site (ie. Travelocity, United):

- Make your own travel selections and save the itinerary.
 - Have the account you will be charging the travel to ready.
 - Come see Business Office staff in person.
 - Login to your itinerary so she can add the credit card and print the required documentation.
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- **What if I want to use an online site, but I am not in town?**
 - One option is using a university approved travel agent. Any itinerary sent by email should be very specific on flight requirements so Business Office staff do not have to guess as to intention.
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- **To use a travel agent for yourself, your student, or your visitor:**
 - Call or email any local travel agency
 - Provide:
 - Your name, as on your passport (international trip) or driver's license (domestic trip)
 - Your birthdate
 - Your cell phone number
 - Your frequent flyer number
 - Any travel preferences (aisle, vegetarian)
 - The travel details, including if using a Federal Grant
 - Your department contact information:
 - All other travel:
 - Ann Byers, Mathematics, annbyers@illinois.edu, 333-8406