

From: University Finance and Administration
To: info_fs_allcampuses@rams.rutgers.edu
Subject: Introducing the Rutgers Travel Online Booking Tool!
Date: Wednesday, April 6, 2022 11:24:52 AM
Attachments: [image.png](#)

Dear Members of the Rutgers Community,

I am pleased to announce that Rutgers University is simplifying and expediting the reservation booking process. The **Rutgers Travel Online Booking Tool** is the university's official destination to book university-related air, hotel, rental car, and Amtrak reservations. The online booking tool is comparable to web-based booking sites in that it searches hundreds of travel sites to find the information you need to make travel arrangements. The Rutgers Travel Online Booking Tool will be available for your use beginning today, April 6, 2022. At this time, the current use of DocuSign forms as well as restrictions on most travel will end.

The booking tool's integrated workflow, including approvals, enables costs for air and rail travel to be charged directly to a designated university account or project/grant. This significantly reduces out-of-pocket expenses and expedites approvals without the use of DocuSign workflows. Over time, increased use of the travel program is expected to result in additional discounts and amenities from travel partners, leading to a better travel experience as well as lower expenses and impact on department budgets.

Additional Benefits

- **Customer Service 24/7/365** – Travelers will have access to around-the-clock support from the university's global travel agency, Direct Travel.
- **Better Insights, Better Care** – This program offers better visibility into confirmed travel bookings, allowing the university proactively to assist travelers affected by medical or security incidents (natural disasters, civil unrest, acts of terrorism, war, pandemics, etc.).
- **Loyalty Counts** – Travelers accrue frequent flyer and hotel loyalty points in their individual accounts for bookings made through the Rutgers Travel Online Booking Tool or Direct Travel.

To learn more about the online booking tool, please attend an informational session. Rutgers Travel Services will host these virtual sessions to explain the new online process, to browse the platform, and to highlight helpful resources.

- **Monday, April 11 at 1:00pm**
[Join via Zoom](#)
- **Thursday, April 14 at 1:00pm**
[Join via Zoom](#)

- **Monday, April 18 at 1:00pm**

[Join via Zoom](#)

I am excited about the many ways that the Rutgers Travel Online Booking Tool will meet your domestic and international university-related travel needs.

You can find more details and resources on the [Travel and Expense website](#). If you have questions about the new program, please contact the [University Procurement Services Help Desk](#).

Kind regards,

J. Michael Gower, Executive Vice President - Chief Financial Officer & University Treasurer

