

CHRISTOPHERSON

B U S I N E S S T R A V E L

Reservations 800-285-3603 [university.travel@cbtravel.com](mailto:university.travel@cbtravel.com)

Program contact: [Kelly Tisdale](#) 8450 East Crescent Pkwy, STE 410  
Greenwood Village CO 80111 (800) 685-0038 x8741

Clemson University has contracted with [Christopherson Business Travel](#) (CBT) for our managed in-state, out-of-state & international travel needs—available for all employee, group, guest (student, speaker, interviewee, et al) and leisure travel.

We've completed tests loading our *PeopleSoft* HR data with Christopherson, this secure file transfer will occur weekly in order to keep track of the current university employee roster. This initial file transfer helped to build over 5,800 employee traveler profiles. Each employee will be able update and add to their traveler profile.

Though Christopherson offers traditional agents to book travel, over the phone, we encourage online and mobile adoptions via Christopherson's *AirPortal* booking system.

With this travel system, we should be better able to assist our travelers—in budgeting, planning, sharing itineraries, booking, or figuring out changes—whenever and wherever, around the globe. Deans, Chairs, and Business Officers will be able to real-time manage their organizational travel dollars, visualize trends, and execute other programs.

## Booking

### *Individual Travel*

To access *AirPortal*, you first must receive an email from our Christopherson Account Manager, Kelly Tisdale, with a link to establish your *AirPortal* login credentials. Once you can log into *AirPortal*, you'll gain access to your travel profile and update it with your travel information, such as travel program memberships, emergency contacts and passport details. In order to comply with TSA requirements, please verify the spelling of your name exactly as it appears on your driver's license or passport. Once your profile is updated, you are ready to start booking your travel reservations.

While in *AirPortal*, you will see a digital business traveler dashboard **My Travel™** which provides all of the following tools and resources 24/7.

- **Airtineraries®** All of your past, present and future itineraries for easy reference.
- **AirBank®** View, manage and apply your unused airline tickets.
- **Book a Trip - Online** Direct access to our online booking tool for simple and quick arrangements.
- **Book a Trip - Agent** Send an easy online travel request to our team of expert agents.
- **My Travel Map** This interactive map is part of our company's "Duty of Care" initiative to keep you safe while on the road. View warnings and receive alerts about harmful situations such as weather, civil disruption, acts of terrorism, etc. And know that through Christopherson's mapping and tracking system, we are able to locate, help and assist you around the globe in a moment's notice.
- **My Upcoming Travel** View an easy-to-read, at-a-glance list of all your upcoming travel.

- **My Travel Profile** Your profile data is always available to you. It is critical to keep it current and complete; this is the data that will populate into your reservations, whether you are booking with our online booking tool or an agent.
- **Travel Policy Summary** A quick reference guide to our company's business travel policies to assist you with your compliance.
- **Travel Agency Contacts** Easily find all the numbers you could possibly need; our dedicated travel agent team and account manager, along with online navigation support and even emergency after-hours.

### **Group Travel (10+ travelers)**

University teams can utilize Christopherson now for your Group Travel (10+ travelers) needs. We have added an [ONLINE fillable PDF](#) form under our travel forms section and in **buyWay\$** under **Services**. Here you can draft your group's travel plans and send it to Christopherson for vetting.

### **Pricing**

Contact Clemson Travel Services [cu\\_travel@clemson.edu](mailto:cu_travel@clemson.edu)

## **How to Use the Online/Mobile System**

You can access an [AirPortal Quick Start Guide](#) or directly from your My Travel dashboard.

For more instruction, Christopherson also provides "Training for Travelers" live webinars on a continuous basis. You may register, now, by visiting [CBTravel.com/webinars](http://CBTravel.com/webinars).

To arrange travel, please utilize their **AirPortal** online booking tool or connect with an agent on their designated University Agent Team at **800-285-3603** or [university.travel@cbtravel.com](mailto:university.travel@cbtravel.com). You'll also find individual contact information for the agents in **AirPortal's** Travel Agency Contacts.

*The mission of Clemson University Travel Services is to provide an efficient, cost-wise travel management program to assist University faculty and staff with their travel needs. We will work to negotiate smart rates from travel vendors, consult with departments on how to better manage their travel costs, respond timely to customer feedback and present training opportunities to University clientele while assuring South Carolina Procurement Code and Regulations, University policy and applicable federal guidelines/regulations are followed.*

CU Travel Services — Administrative Services Building, 108 Perimeter Road, Clemson, SC 29634-5365,  
[cu\\_travel@clemson.edu](mailto:cu_travel@clemson.edu) or 864-656-2390 ext 6