**University of Chicago Travel Program Overview**

To be assured of access to the University’s airline, hotel, and car rental discounts, business travel reservations should be made using either the self-service GEMS/Concur Travel booking tool, <https://gems.uchicago.edu/login/auth.php> or by calling, Fox World Travel, (888)-209-7881 or (773)-693-1908.

 **[Trave Website:](http://finserv.uchicago.edu/purchasing/travel/)**



Information on booking reservations and supplier discount programs for University business travel

**[Travel Policy:](http://finserv.uchicago.edu/support/policies/1200/1202_travel.shtml)**

Information on the travel policy and procedures

**Where to book Business Travel, online, by phone, or email:**



* Fox World Travel, the University Preferred Travel agency
* **For self-service on line Concur reservations:** [https://gems.uchicago.edu/login/auth.php; a $7/fee per airline or train ticket booked applies.](https://gems.uchicago.edu/login/auth.php%3B%20a%20%247/fee%20per%20airline%20or%20train%20ticket%20booked%20applies.%20)
* **For agent-assisted telephone reservations**: Call 888-209-7881 or 773-693-1908. A fee of $23/airline or train ticket applies*.* It is recommended that changes to an existing Fox reservation and new complex international itineraries be booked via phone with the assistances of a Fox travel agent.
* For email reservations requests: contact uchicago@foxworldtravel.com

**[Preferred Travel Suppliers](http://finserv.uchicago.edu/purchasing/travel/uchicagodiscountprograms.shtml):**



* Travel Agency: Fox World Travel
* Airlines: United Airlines and Southwest Airlines
* Rental Cars: National Car Rental and Enterprise Rent-A-Car; <https://finserv.uchicago.edu/purchasing/contracts/public/nationalcar.shtml>

<https://finserv.uchicago.edu/purchasing/contracts/public/enterprise.shtml>

* Livery Service: Services offered in Chicagoland area and nationwide
* Hotels: Properties available in cities throughout the world https://finserv.uchicago.edu/purchasing/travel/uchicagodiscountprograms.shtml

**Paying for and Expensing Employee Travel – The GEMS Program:**



The [GEMS](http://finserv.uchicago.edu/purchasing/gems/index.shtml) (General Expense Management System) program consists of two components: GEMS corporate credit card and the GEMS expense system

* GEMS Card – University credit card used for travel expenditures and small dollar purchase. Click here for How to **Apply for** a GEMS Card**.**
* GEMS/Concur Expense System – Expense Management Solution using a web-based application for the electronic reconciliation of credit card charges and out-of-pocket expenses. Click here for **GEMS Support or click here** [Quick Start Guide](https://gems.uchicago.edu/../resources/forms/GEMSQuickStartGuide.doc%22%20%5Ct%20%22_blank)

Should you have any questions, please contact Shared Services at <https://uchicago.service-now.com/sso> or 773-702-5800.