

Dear Rensselaer Traveler,

Thank you for booking travel with Rensselaer. Now that you have booked your travel, below are some useful considerations to help you prepare for your trip, as well as your post-trip expense report.

Itinerary

You should have received your itinerary from Direct Travel. Please ensure that it is correct. If it is not correct please contact the Institute's travel agency, at [866-492-9839](tel:866-492-9839) or ctravel@dt.com.

Booking a Hotel

If you have not already booked a hotel, here is some helpful information about hotels.

- Hotels can be booked online in Concur or by calling the travel agency. Rensselaer will provide payment to the hotel if you book through these two methods.
- *Conference hotels* - you can book conference hotels by yourself to get the conference rate or you can call the agency to do so and give them the information. If you want Rensselaer to pay for that conference hotel you need to make sure that the agency has your information if you book it by yourself. If you do not provide the information to the agency you will need to pay out of pocket for the conference hotel and be reimbursed. Only conference hotels are allowed to be booked outside of Concur or the agency.
- *International hotels* - occasionally there are international hotels that do not accept Rensselaer's form of payment. Please be prepared to pay out of pocket if the payment is not accepted. You will be reimbursed. The travel agency will try to confirm acceptance before your trip but that is not a guarantee.

Reserving a Rental Car

Do you need to reserve a car?

- If you need to reserve a car that should be done either online in Concur or by calling the agency. Rensselaer's preferred vendors are Enterprise and National. All domestic reservations with these companies include rental insurance so please do not sign up for additional insurance.
- Rensselaer has a billing relationship with Enterprise and National. Both companies will send a bill directly to us. You also have the option of paying yourself and being reimbursed.
- *Bypass the Counter* - if you would like to go directly to your car from the airplane, you should reserve your rental with **National**. Rensselaer has partnered with National to offer this service to our employees. You must pay out of pocket to bypass the counter. Our billing relationship is not available for this type of service. In order to do this you also need to be an Emerald Club member. To activate your membership please follow the instructions at this URL. (Right-click on the URL and choose open hyperlink.)
<http://nationalcar.com/offer/XZ24767>

Changes to Reservations

There is one or you need to make one.

- If there is a change to your flight, you can check your Concur profile for an updated itinerary, access Triplt Pro on your mobile device, or check directly with your airline for updates.
- If you need to make a change to any of your reservations you should call the travel agency at the number above and they can assist you.

International Travel Advisory

Please be aware of your responsibilities as a traveler prior to departure:

- **Vaccinations** - check with the Center for Disease Control for any recommended country-specific vaccinations at least 4-6 weeks in advance of your departure:
<http://wwwnc.cdc.gov/travel/destinations/list>
- **Travel Documents** - confirm with the U.S Department of State that you possess the documentation necessary to complete your trip. Failure to adhere to passport/visa requirements will prevent you from boarding international flights:
<http://travel.state.gov/content/travel/en.html>
- **Export Control** - be aware of the country-specific limitations on the shipment or transfer of controlled items, software or technology outside the United States. You can contact Rensselaer Export Control with any questions: exportcontrol@rpi.edu

Helpful Mobile Apps

Do you have a smartphone? We offer two mobile apps to make your travel and subsequent expense report easier.

- **Triplt Pro** - creates and manages an electronic portfolio of travel itineraries. Features include maps, weather, gate changes, travel alerts/updates:
<https://tripit.zendesk.com/entries/87183-Getting-started-Forward-your-confirmation>

• **Concur Mobile** - allows you to capture receipts, create your expense report, and approve expense reports as you travel:

<https://www.concur.com/en-us/mobile>

For information and instructions on how to use these apps please open the URLs above. (Right-click on the URL and choose open hyperlink.)

We hope you have a pleasant trip and we are here to assist you with any questions you have.

Sincerely,
Office of Travel and Expense at Rensselaer

Please email travel-expense_support@rpi.edu with any questions or consult your departmental business manager.