

Ohio Wesleyan University: How To Book

To Confirm E-mail/Phone reservation:

- + Traveler calls in or e-mails with date/times/cities for travel.
- + Consultant provides available flight options round trip.
- + Consultant provides pricing for flight options.
- + Consultant asks if hotel and or car rental reservation is needed with flights.
- + Consultant confirms name, date of birth, phone number, form of payment, etc.
- + Consultant asks for any approval codes that may be needed for reservation.
- + Recap of entire reservation is made with the traveler before ending the call.
- + After call has ended, the consultant does the finishing entries needed and emails the reservation to the traveler for review and final approval to ticket.
- + Once approval is received via email from the traveler, the reservation is placed through UCQM for final quality control. Once QC is passed, the airline ticket is issued and a final confirmation email is sent to all email addresses in the profile.

Who to Contact:

For General Corporate Travel, Ohio Wesleyan's consultants will be: Andrew Kirkman and Terri McGuire.

- + owu@uniglobetd.com
- + Andrew Kirkman: andrewk@uniglobetd.com
Available 8:30 AM – 5:00 PM
- + Terri McGuire: terrim@uniglobetd.com
Available 8:30 AM – 5:00 PM
- + UNIGLOBE Travel Designers' office number is: 614-237-4488

For Study Abroad Travel, Ohio Wesleyan's consultants will be: Deb Maloney and Ban Babieh

- + owu@uniglobetd.com
- + Deb Maloney: debm@uniglobetd.com
Available 8:30 AM – 5:00 PM
- + Ban Babieh: banb@uniglobetd.com
Available 8:30 AM – 5:00 PM

For Athletic Travel, Ohio Wesleyan's consultant's will be: Bobbie Neece and Amanda Wickiser

- + owu@uniglobetd.com
- + Bobbie Neece: bobbien@uniglobetd.com
Available 9:00 AM – 5:00 PM
- + Amanda Wickiser: amandaw@uniglobetd.com
Available 10:00 AM – 6:00 PM

To utilize our **After Hours Support** you can reach us at one of the followings:

- ✚ Phone: 1-800-966-6512
- ✚ E-mail: afterhours@uniglobetd.com

Using Concur?

Concur is our online booking tool. To access the site, please visit: www.concursolutions.com

For more information and/or technical assistance, please contact:

- ✚ Matt Tweed: matt@uniglobetd.com
- ✚ Luke Philippi: lukep@uniglobetd.com



HEADQUARTERS

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