



# How to Register to Travel or Book Travel for The University of Arizona



## Online – First time booking?

- Travelers *and* Travel Arrangers, Traveling or Booking on Behalf of The University of Arizona: Please Self-Register via this link:  
[https://www.concursolutions.com/registration/register\\_form.asp?regcode=arizona](https://www.concursolutions.com/registration/register_form.asp?regcode=arizona)
- You will then receive a login confirmation via email with directions to complete your travel profile.
- The NET ID and Department Number are needed *for Profile completion*. Your UAccess Financials Account Number and Travel Authorization will be *needed at the time of booking*.
- Provide legal names, exactly as on Government Issued ID (Driver's License or Passport).
- *Travel arrangers must also register and set up a profile in the system.*
- To Request a Web Training Session (est. 30 minutes) on using the UA dedicated Concur Travel online booking tool: Please call or email Kristii Reid at 480-693-0217 or [kreid@elsoltravel.net](mailto:kreid@elsoltravel.net)

## Offline – through Travel Counselors by telephone or via Email.

- Please self-register and complete your Travel Profile online as described above. Travel
- Counselors will be able to access your online Travel Profile when you call for reservations.
- Domestic, International, Group Air, Meetings, Conferences, Events:  
UA dedicated telephone lines: **480-894-6536** or **866-977-9177** Email: [elsol@elsoltravel.net](mailto:elsol@elsoltravel.net)
- Applicable service fees by El Sol Travel have been approved by The University of Arizona.

## Travel Itineraries

Your confirmation will be sent to you in the form of a link to TripCase™Connect. This will allow you to review and print your reservation as well as:

- Register for trip reminders
- Register for cancellation /delay notifications
- View maps & driving directions
- Review city guides and restaurant information
- Get up-to-date weather and more!
- Print e-ticket receipts
- Print e-invoice copies

Your record locator or confirmation number is included on your itinerary. You will need this number to obtain your boarding pass. There are four ways to obtain your boarding pass:

- Within 24 hours of departure time, print the boarding pass from your airline's website or sign up for paperless boarding passes for airlines using barcode technology
- use your airline's self-service kiosk in the airport lobby (if available)
- use curbside check-in
- go to your airline's ticket counter at the airport

Be sure to have both your boarding pass and photo ID handy to go through security and proceed to your departure gate. The travel itinerary contains important information. Be sure to read all printed remarks carefully. Upon receipt of the itinerary, verify that all information is correct. If there is a discrepancy, please phone EL SOL TRAVEL immediately.

## Unused Tickets

Most airlines require reservations be cancelled prior to the flight departure or tickets may be suspended and the value lost. If you cancel reservations with the airline directly, please notify EL SOL of any unused tickets, in whole or in part as soon as possible. If you have an unused ticket you would like to use when booking a new reservation, please advise the agent so the credit can be verified and applied toward the purchase of your new ticket.