



Welcome to the UNBC Travel Program



SUPPORTED BY
DIRECT TRAVEL

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Complete Your Profile

- ◀ Once registered you will receive an email prompting you to login and complete your profile.
- ◀ Profile information is secure and credit cards are encrypted and PCI compliant.
- ◀ It is essential that profile information is completed accurately, with your full name matching your travel documentation.
- ◀ To keep credit card data private and secure, travellers delegate who is authorized to charge their credit card within their profile.
- ◀ Travel arrangers can store departmental credit cards in their profiles for non-employee or infrequent travel.

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Book Online

- ◀ Use your business email address and password from your profile to login to Concur **24 hours a day.**
- ◀ Concur is ideal for simple, point to point itineraries, please consider using Full Service for complex international or multi-segment bookings.
- ◀ All vendor discounts negotiated on behalf of UNBC will be loaded and available through this portal.
- ◀ **Need Help?** Direct Travel's Online Support Team is available Mon–Fri from 5AM–5PM to support you.
Email:
onlinesupportcan@dt.com
Call: 1-877-575-6868

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Book Through A Full Service Travel Advisor

- ◀ Direct Travel's Full Service Post-Secondary Travel Advisors are available Mon–Fri from 8AM–5PM PST.
- ◀ To reach the first available Advisor please email your request to psi.travel@dt.com
- ◀ Or **Call 1-844-905-3824** (select option 1)
- ◀ All bookings made through the UNBC Travel Program will have access to **Direct Travel's 7/24 Rescue Line** for in transit support outside of business hours—contact details provided on your itinerary.
- ◀ Within North America call **1-888-700-6063** and quote membership code **S8SHH** (Sierra-Eight-Sierra-Hotel-Hotel)