

Only University Employees Can Book Travel Arrangements with Fox World Travel

Individuals that are not currently University employees cannot book travel directly with Fox World Travel. The process for booking non-employees is described below.

Non-University employees:

When guest speakers, recruitment candidates, volunteers, retirees or students need to make travel arrangements, those individuals should not contact FOX directly. A travel delegate (University employee with Concur access) that has guest booking access can either contact FOX by phone or email. They may also create those travel arrangements via the Concur booking tool.

Groups of 10 or more:

A university employee can contact the FOX group department to set up a group booking of air reservation or hotels. The University employee will need to provide contact information for all members of the group that are on file (having a profile) within the Concur system. If they are guests or students that do not have profiles, the university employee will need to provide government-issued ID information.