

Commitment to Faculty

- **Initiatives and Goals**
 - Improve Communication
 - Responsive to Feedback
- **Campus Training/Information Sessions** – [Campus Edge Travel Sessions](#)
 - **UTEP & Southwest Airlines Virtual Travel Forum**
 - 9/17/2020, 2:00pm – 3:00pm
 - 9/23/2020, 2:00pm – 3:00pm
- **Travel Management Contact Information**
 - Rene Rayon, Director – rener@utep.edu
 - Antonio Romero, Assistant Director – anromero@utep.edu



TRAVEL OFFICE

Travel & COVID-19

Notices/Reminders:

- Follow University policies and guidelines
- Review travel restrictions/airline policies
- Request International Oversight Committee (IOC) approval, if required
- Apply “Unused” Tickets
- Report to COVIDaction@utep.edu

Helpful Links:

[Center for Disease Control Prevention](#)

Safety Guidelines and Travel Warnings

[Department of State](#)

Country Travel Warnings

[UTEP EH&S Department](#)

UTEP Protocols and Guidelines

[International Air Transport Association](#)

Travel and Entry Restrictions

**** Standard travel operation resumed 9/1/2020 ****

Contracted Agencies

Airfare

Anthony Travel, Inc.
Contact

utep@anthonytravel.com

Toll Free: 844-260-4880 (Available 8 a.m. to 5 p.m. Mountain Time)

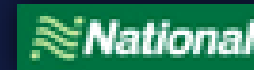
Local: 915-263-8810 (Available 8 a.m. to 5 p.m. Mountain Time)

Toll Free After Hours Emergency: 800-342-9008, code 4RRG

1900 North Oregon
University Towers

- Onsite Travel Agent and After Hours Service
- Contracted Discounts
- Direct Bill
- International SOS Registration Included
- Online Booking Tool ([Concur](#))

Vehicle Rentals



- Insurance Coverage Included
- Contracted Discounts
- Direct Bill
- One-way Rentals Available
- Online Booking Tool ([Concur](#))

**** Travelers must use contracted agencies for business travel ****