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](mailto:rener@utep.edu)
  • Antonio Romero, Assistant Director – [anromero@utep.edu](mailto:anromero@utep.edu)
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**

- 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**