

We've received word from our travel agents that some University travelers are unable or unwilling to give the new FOAPAL elements when booking travel. It is now possible to book on the UD account with our new partner, [Options Travel](#). Online booking incurs a \$7 booking fee and agent-assisted booking incurs a \$18 booking fee. Altour continues to be a booking option at \$27 booking fee.

This is a reminder that travelers who are not using their PCards (or department PCards) are required to give FOAPAL elements so that the expenses may be posted correctly. (Using a PCard is preferred when a PCard is available.) Both travel agencies are unable to book travel on the UD Account without the required elements.

Travelers requiring assistance with the new online booking tool are welcome to contact Procurement at 9-3868. Andrew Breen is leading this project but anyone in Procurement should be able to assist.

Online booking tool training will be announced soon. We are in the soft launch period of the online booking tool but we will send more official communication about it in the coming weeks. Andrew is working with Udit on potentially enabling single sign-on (SSO) for the launch.

Let Procurement and Payable Services know if you have any questions.