

SETTING UP YOUR PROFILE IN TRAVELUVA

Your guide to setting up your profile and adding a travel assistant



GO TO THE TRAVEL & EXPENSE WEBSITE

Bookmark this page and use it to book your travel in the future!
<https://travelandexpense.procurement.virginia.edu/traveluva>

CLICK THE "LAUNCH TRAVELUVA" BUTTON

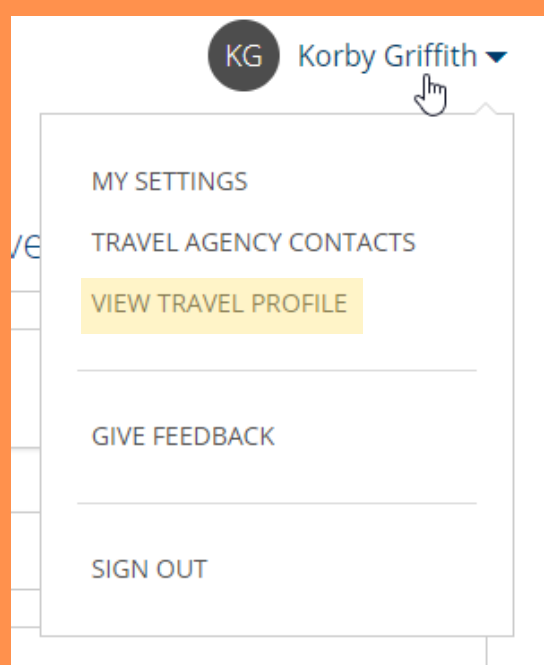
This link will prompt you to log in through NetBadge.



FIND AND SET UP YOUR PROFILE

Once you are logged in proceed with the following steps:

- 1) Click on your name in top right corner of the screen.
- 2) Select "View Travel Profile."
- 3) Verify the name in your profile matches the name on the Photo ID with which you will be traveling.



Complete all the [Required] fields. They are

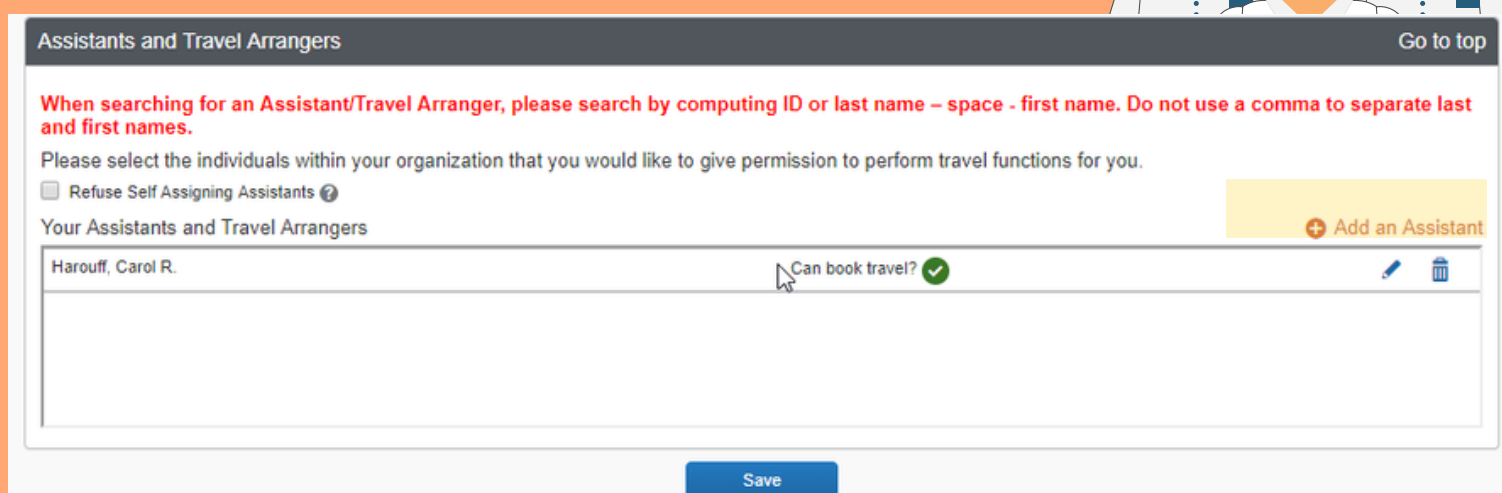
- o Middle Name
- o Date of Birth
- o Gender

ADD AN ASSISTANT

In your profile, scroll down to "Assistants and Travel Arrangers." Click "Add an Assistant" on the right-hand side.

*Search by [last name (space) first name] or by computing ID.

*Click "Can book travel for me" check box when searching.



Have questions? Email us at travel@virginia.edu