# 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! <a href="https://travelandexpense.procurement.virginia.edu/traveluva">https://travelandexpense.procurement.virginia.edu/traveluva</a>

### CLICK THE "LAUNCH TRAVELUVA" BUTTON

This link will prompt you to log in through NetBadge.

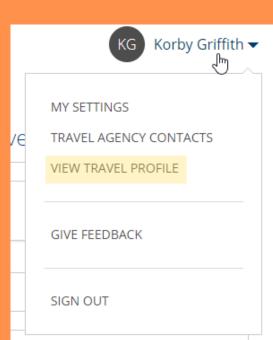


## FIND AND SET UP YOUR PROFILE



Once you are logged in proceed with the following steps:

- I) Click on your name in top right corner of the screen.
- 2) Select "View Travel Protile."
- 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
- 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) tirst name] or by computing ID.

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



hen searching for an Assistant/Travel Ar d first names.	rranger, please search by computing ID or last name – space - first name. Do not use	a comma to separate la
ease select the individuals within your orga	nization that you would like to give permission to perform travel functions for you.	
Refuse Self Assigning Assistants 🕢		
ur Assistants and Travel Arrangers		Add an Assis
larouff, Carol R.	Çan book travel? ✔	<b>/</b> m