

DGI Travel Quick-Start Guide

(Formerly Diversity Travel)

Accessing DGI Travel

Access to DGI Travel's online booking tool is available via SSO through OneCampus. First time access will require a simple registration to be completed before access to the booking tool is available for traveler use.

Traveler Profile

It is recommended that all travelers complete their Traveler Profile within DGI Travel upon first access for easier booking. Travelers may also assign delegates, known as Profile Managers, through their profile by selecting "Manage Access".

Online Booking

DGI Travel offers an online booking tool for individual airfare purchases. The tool may also be used to obtain quotes on airfare that may be shared with delegates, travelers, and approvers. All airfare purchased through the online booking tool will be charged against the University's Air Travel Card.

Online booking is the preferred method for booking individual air travel, as it is the most economical option when compared to offline booking.

Emburse Pre-Approval Format

The pre-approval number must be in the format of TA-XXXXXX. The TA stands for Travel Authorization. The XXXXXX is the last 6 digits of the pre-approval report number found in Emburse. A dash must be between the TA and the report number.

Offline Booking

DGI Travel offers agent-assisted, offline booking for airfare and rail purchases. Agents will be able to provide quotes and purchase fare for travelers, which will be charged to the University's Air Travel Card.

There are two options for Offline Booking provided by DGI Travel:

1. The Rushmore Team is the University's dedicated team for individual and small group (less than 10 individuals) travel.
2. The Glacier Team is the University's dedicated team for Study Abroad, Athletic Team, and large group (more than 10 individuals) travel.

Travelers should contact the team that is most appropriate to assist with their travel needs. Travelers should provide as much information as possible to the agent for the best booking experience.

Contact Information

DGI Travel's agent teams can be reached between 8:45AM and 5:30PM, EST, Monday through Friday, via the following means:

Rushmore: (703) 705-9446

Rushmore@dgitravel.com

Glacier: (703) 420-3782

Glacier@dgitravel.com

After hours and emergency support is available by calling (703) 721-7394.

Questions

For questions regarding DGI Travel, please contact Accounts Payable at (540) 831-761 or travel@radford.edu.