

## **Diversity Travel Quick-Start Guide**

### **Accessing Diversity Travel**

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

### **Traveler Profile**

It is recommended that all travelers complete their Traveler Profile within Diversity Travel upon first access for easier booking. Travelers may also assign delegates, known as Profile Managers, through their profile by selecting "Manage Access". If you do not have a valid passport, please enter your driver's license number in the Passport Number field and your driver's license expiration date in the Passport Expiration Date field.

### **Online Booking**

Diversity Travel offers an online booking tool, known as GateWay, 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 GateWay 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**

Diversity 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 Diversity 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**

Diversity 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@diversitytravel.com](mailto:Rushmore@diversitytravel.com)

**Glacier:** [Glacier@diversitytravel.com](mailto:Glacier@diversitytravel.com)

After hours and emergency support is available via the Online Chat within GateWay, or by calling (703) 721-7394.

## **Questions**

For questions regarding Diversity Travel, please contact Accounts Payable at (540) 831-7614 or [travel@radford.edu](mailto:travel@radford.edu).