# CHRISTOPHERSON BUSINESS TRAVEL (CBT) TIPS

Christopherson Business Travel (CBT) offers easy, yet sophisticated, booking through the Christopherson AirPortal online booking tool. This travel-management system has been customized for the University of Washington, Bothell Campus. Christopherson AirPortal supports all of the UW-negotiated agreements that are available to UWB travelers. Many of these discounts are not available through other travel agencies, Internet booking engines or direct retail websites.

## PRIOR to Travel

* [Click here to create a profile on Christopherson AirPortal](https://legacy.cbtravel.com/business/profile/uwbothell/).
* All UW and State airline, hotel, and rental car contracts are already loaded in the Christopherson AirPortal system and available for use.
* **Fiscal and Audit Services (FAS)** activates new profiles when they are created.  The system may take up to a day to sync with the new profile. Please wait 24 hours before booking your first itinerary.
* **Book online:** Use the self-service website: [Christopherson AirPortal](https://app.cbtat.com/authentication) OR contact a travel agent by e-mail or phone: [uwtravel@cbtravel.com](mailto:uwtravel@cbtravel.com) or (888)-220-1072.
* **Airline, Rail/Bus fares may be booked on the** [**CTA account**](http://www.uwb.edu/getattachment/finance/forms-and-guides/CTA-Tips.docx?lang=en-US) **if no** [**personal time**](http://finance.uw.edu/travel/responsibility#personal) **is included with the trip:**
  + If traveling outside of Washington, Oregon or Idaho, a completed [Pre-Travel Approval Form](http://www.uwb.edu/getattachment/finance/forms-and-guides/Pre-Travel-Approval-Form.pdf) must be sent to [uwbtrav@uw.edu](mailto:uwbtrav@uw.edu) prior to booking.
  + Bookings on the CTA account require approval from FAS before it is confirmed and finalized.
  + Bookings must be **received by FAS for approval by 2pm** Monday - Friday to ensure booking price does not change. If these hours are not convenient, you may book your trip using another method (not CBT).
  + Select “UW Bothell CTA” when booking airfare using the online CBT AirPortal.
* **Airfare that includes personal time** require travelers to use their own credit card and claim reimbursement. **A** [**comparison airfare**](http://www.uwb.edu/getattachment/finance/forms-and-guides/Comparison-Airfare-Tips.docx)is required at the time you book your airfare**.**
* **Hotel and rental car bookings** require travelers to use their own credit card and claim reimbursement.
* **When booking international travel,** calling a CBT travel agent for assistance is recommended.
* ***Change flight reservation***: If you have to change your airfare reservation once it is confirmed/ticketed. Please contact the CBT agents at (888) 220-1072 or email at [uwtravel@cbtravel.com](mailto:uwtravel@cbtravel.com). Click here for allowable reasons for [travel changes or cancellations](http://f2.washington.edu/fm/travel/responsibility#cancel).
* ***Technical Issues***: While booking in CBT AirPortal if you have issues or errors with the reservation, please contact the Online Support at (888) 535-0179 or email [onlinesupport@cbtravel.com](mailto:onlinesupport@cbtravel.com)

## DURING Travel

* **Utilize intelligent itineraries** with links to online check-in, driving directions to a chosen hotel (when booked with rental car reservation), smartphone apps and more.
* **Duty of care:** The Christopherson AirPortal’s centralized database helps identify, locate and support travelers.
* **24/7 support:** CBT itineraries are supported with around-the-clock service and for after-hours assistance please contact **Toll Free:** 888-220-1072, **Emergency After Hours Assistance:** 800-960-7862 **or Emergency International After Hours Assistance:** 682-233-1914 call collect.

## AFTER Travel

* **For reimbursement,** submit the following documentation to the point person/unit fiscal person to process:
* Completed Pre-Travel Approval Form.
* A copy of itinerary and conference brochure.
* Comparison Airfare (if traveler included personal time).
* Receipts for Airfare, Lodging, Rental cars, Uber, Lyft, MapQuest for mileage (if applicable).