New Travel Agency

Christopherson Business Travel (CBT)
Effective January 1, 2021

CBT University Travel Team
P: 800-961-0720
E: Statelaunivl@CBTravel.com

CBT Concur Travel Online Support
Monday – Friday 7a.m. – 7p.m. CT
P: 888-535-0179
E: OnlineSupport@CBTravel.com
Bus Charters

- Christopherson partnered with Short’s Travel Management

- STM Ground Inc - STM Driven
  1203 W. Ridgeway Avenue
  Waterloo, IA 50701

**Direct:** 319-433-0851  
**Cell:** 773-766-8123  
**Fax:** 319-234-2490  
**E-mail:** Nick Gyllin: ngyllin@stmdriven.com
Concur Online Booking Tool

- Access Concur through CBT’s AirPortal link
- HR Feed (integration)
  - Employees, including employed graduate students will have profiles created via HR Feed
  - HR status = Active
  - Eliminates the manual process for creating profiles
- Configuration and Testing
- Online booking tool will be available when all testing is completed
Single Sign-On: myLSU
Single Sign-On: myLSU
Online Booking Tool Homepage
Training Schedule

- Christopherson will conduct virtual trainings of the online booking tool.
- The training schedule will be listed on the AP & Travel website under TRAVEL.
- Participants should register via LSU Training and Event Registration to select a training date.

<table>
<thead>
<tr>
<th>Date, Jan 7</th>
<th>Time</th>
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<tbody>
<tr>
<td>Thursday</td>
<td>10:00 - 11:00am CT</td>
</tr>
<tr>
<td>Monday, Jan 11</td>
<td>1:30 - 2:30pm CT</td>
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<tr>
<td>Wednesday, Jan 13</td>
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<tr>
<td>Wednesday, Jan 20</td>
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<tr>
<td>Tuesday, Jan 26</td>
<td>10:00 – 11:00am CT</td>
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CBT Tutorials

- Updating Travel Profile
- Booking Airfare
- Booking Car Rental
- Booking Hotel
- Requested a Tips and Tricks!
Travel Restrictions/Approvals

Domestic Travel
- Business travel is limited and subject to additional approvals
- Domestic travel request requires approvals via TEMP1 form (Request for Domestic Travel during COVID-19 Outbreak)

International Travel
- Business travel is prohibited
Travel

IMPORTANT TRAVEL UPDATES
TEMP1, REQUEST FOR DOMESTIC TRAVEL DURING COVID-19 OUTBREAK
TRAVEL INDUSTRY CLEANLINESS AND SAFETY MEASURES

NEW TRAVEL AGENCY
Christopherson Business Travel (CBT)
Christopherson Fees
CBT Online Booking System
CBT Training Schedule
CBT Tutorials