

BEST BOOKING AND TRAVEL PRACTICES

OVERVIEW

Below you will find a list of tips to help make your air, hotel and car rental booking and travel more comfortable and efficient.



AIR

1. Review your itinerary within 24 hours (window for voiding without penalty) of booking on Concur or on the phone with your UConn designated travel agency. Immediately notify UConn's designated travel agency of any discrepancies found once you receive your email confirmation.
2. Whenever possible, avoid changing your reservation once it has been ticketed. Airline change fees can substantially increase the overall cost of the ticket.
3. Always cancel any ticket prior to the departure of the outbound flight if you won't be using it. If this is not done, in most cases, the ticket retains no value for future use.
4. Make reservations 6-8 weeks prior to travel if possible. This enables you to take advantage of lower fares, as well as increases the possibility of getting your preferred seat assignment.
5. When making reservations, choose the least expensive nonrefundable fare. Refundable fares are often double or triple the nonrefundable rate.
6. If possible, use the same airline for the entire trip. Changing airlines usually results in one-way tickets, which are generally more expensive.
7. Avoid requesting specific airlines to accrue miles. Always be open to using the carrier offering the most competitive fare within compliance.
8. Whenever possible, combine business trips. Several stops on one trip or visiting multiple clients/recruits/etc. in the same city will generally be less costly than two round trips.
9. When possible, schedule midday meetings. This often enables you to avoid peak times at airports.
10. Based on the possibility for flight delays, make sure you have extra time between your flight arrival and your meeting or event. It is advisable to book one flight earlier than your intended arrival time so there is a backup flight in case of delays or cancellations.

HOTEL

1. If you need to cancel your room after you have made your reservation, be sure to cancel it prior to the cancellation deadline to avoid penalties. Hotels will usually charge a minimum one night room penalty (sometimes more than one night) for "no-shows".

HOTEL

- Nonrefundable prepaid hotel stays may be lower in cost, however, because changes may occur with travel, we do not recommend you book this type of rate as this would result in the total loss of the prepaid amount.
- Some hotels will include a complimentary breakfast with your room stay. Take advantage of this if possible as it can be an easy and convenient option.
- Business hotels usually offer transportation shuttles to major business areas or they can assist travelers with securing taxis if you decide not to book a car rental.

CAR

- UConn's preferred car rental company is Enterprise/National. The contract Loss Damage Waiver (LDW) and Liability coverage in the rate.
- GPS systems are helpful but cost approximately an additional \$10 to \$20 per day. You may need prior approval from your department before you request it. (Most Cell phones have a Maps app you can use instead.)
- Car rentals are based on a 24-hour clock. For example, if you pick up your vehicle at 9:00 a.m. on Monday and return it at 10:30 a.m. on Tuesday, you'll usually be charged for two full days.
- Before you drive away from the pickup station, inspect the car carefully for body damage. Be sure the lights and turn signals are working properly and check the mileage odometer.
- Always fill the tank yourself before returning the vehicle, so you're only paying for the gas you used.
- An extra fee is usually charged if a car is returned to a different location than where it was picked up. Make sure you are aware of any drop-off charges.
- Adding more than one driver to your rental agreement often carries a surcharge.

COMPARISON OF NON-PREFERRED AND PREFERRED CAR RENTAL COST

Other Car Rental company costs

RENTAL CHARGES			
WEEKS	1 @	311.77	311.77
SUBTOTAL			311.77
DAMAGE WAIVER (CDW/LDW)			233.94
LIABILITY INS. SUPPLEMENT			113.10
PERSONAL ACCIDENT INS.			41.94
CONCESSION FEE RECOVERY			84.52
PREMIUM EMERGENCY ROADSIDE SERVICE			53.94
O & M RECOVERY FEE			4.56
AIRPORT FACILITIES FEE			36.00
ENERGY SURCHARGE			1.49
ROAD TAX			28.64
TAX		15.60%	137.47
TOTAL CHARGES			1047.37 USD

*Additional insurance Cost

*Higher Weekly Rate

Enterprise/National Car rental cost

BILLING DETAIL			
Description	Qty/Per	Rate	Amount
TIME & DISTANCE	1 WK	206.25	206.25
TIME & DISTANCE	5 DAY	37.50	187.50
Subtotal			393.75
MOTOR VEHICLE RENTAL SURCHARGE	12 DAY	2.70	32.40
SALES TAX	PCT	9.35	39.85
TOURISM ACCOUNT SURCHARGE	12 DAY	1.00	12.00
Total Charges (USD)			478.00

*Lower Weekly Rate