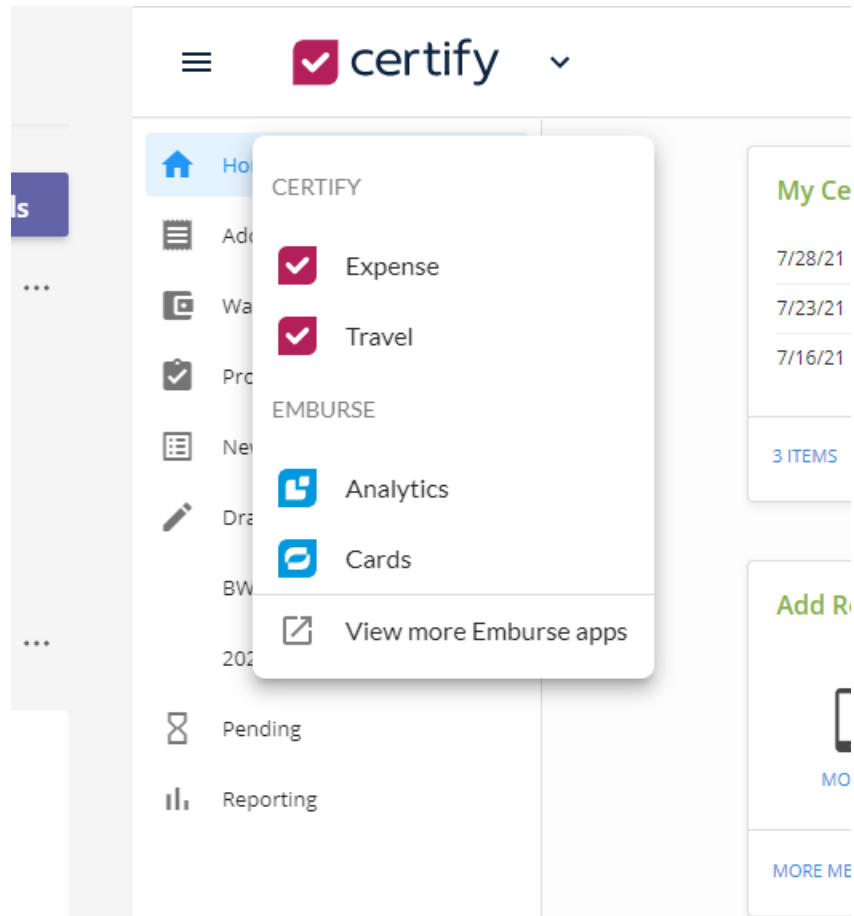


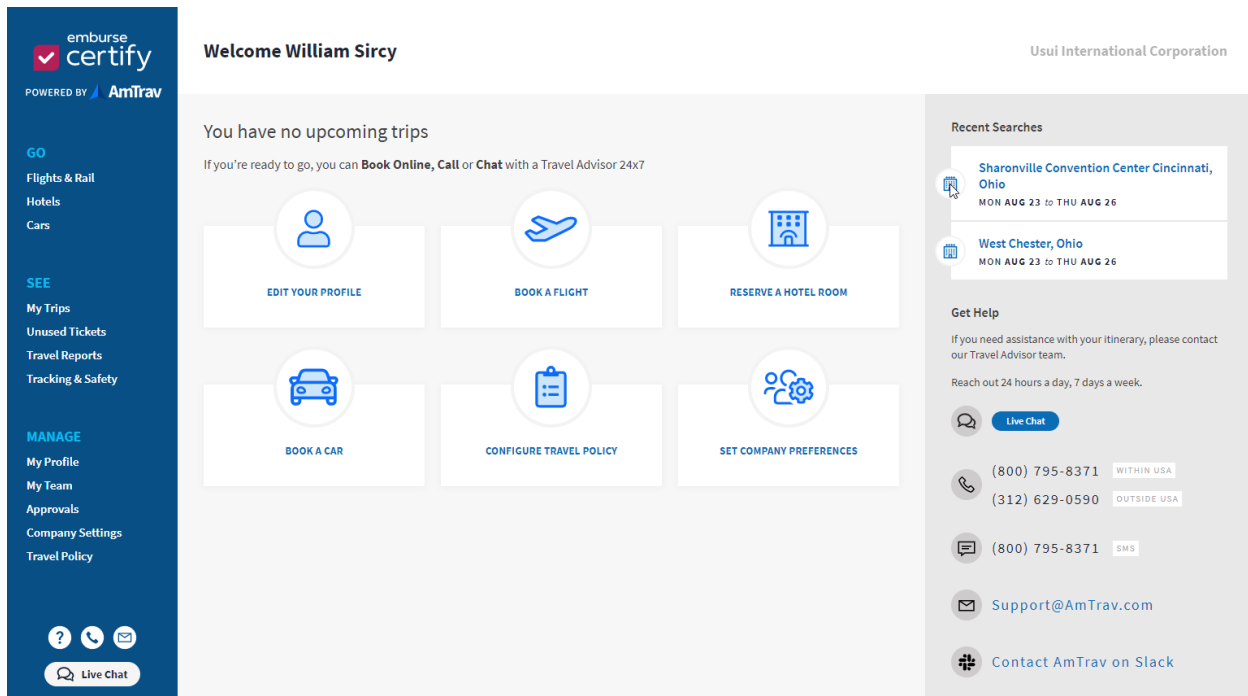
Information on Am Trav travel agency services (updated on 7/29/2021)

BACKGROUND - Effective 8/1/2021, UIC is implementing a new expense reporting system call CERTIFY. All travel arrangement must be book through Am Trav.

GETTING TO AM TRAV – When you log into Certify, find the CERTIFY logo in the upper left corner. Click on the log and get a menu. Select TRAVEL. This will take you to the AM TRAV site.



FIRST STEPS – Here is what the screen looks.




Immediately go to **EDIT YOUR PROFILE** to complete the profile:

- Basic information – review and update you name, date of birth, gender, title, etc.
- Phone numbers – enter your work, mobile and home phones
- Alternative Email – Add a personal email address if you wish to get travel notification. **DO NOT CHANGE THE PRIMARY EMAIL** since this is the link with Certify.
- Credit Card – The company credit card is listed for airfare. However, you may wish to add your personal credit card for hotel or car rental transactions.
- Loyalty Programs – enter your airline frequent flier, rental car, and hotel loyalty numbers. You will continue to get personal points.
- Preferences – List your air, hotel, and rental car preferences as well as any discount programs.
- Passport- Add this information if fly internationally.
- Emergency Contact

AM TRAV APP – Go the APP STORE or the PLAY STORE. Download the AmTrav App.

- You can use the app to book trip or monitor travel.
- When you sign in the first time, use your email and the **Log In With One-Time Passcode** option.

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EMAIL
Email

PASSWORD
Password

Sign In

Log in with a one-time passcode.

Don't have an account?
Contact your company's travel administrator to get set up.
[Learn more about AmTrav.](#)

By signing in, you agree to AmTrav's [User Agreement](#) and [Privacy Policy](#).

POLICY – UIC has set certain policies. Travel within policy is automatically approved. If outside the policy, the transaction must be approved. You will be notified if out of policy and will have the opportunity to list a reason for the exception. Example of policies are as follows:

- Airlines – coach class and dollar limits
- Hotel – daily amount, no five-star hotels, preferred hotels with corporate rates when visiting UIC locations
- Rental car – vehicle size, daily amount

AIR FARE – When booking airfare, please note the following:

- All airline tickets will be charged to a corporate credit card.
- All other travel expenses are paid by the employee, then reimbursed through CERTIFY.
- You will receive loyalty points (e.g., Delta SkyMiles) if your numbers are entered in your profile.
- Both American and Delta have corporate loyalty points programs. In the Delta SkyBonus program, UIC has points which expire at the end of the year. If you plan to fly Delta, select the dates and flights. Then, ask Tim Sircy who will book through the SkyMiles account.

QUESTIONS – Am Trav is a full-service travel agency which can handle all your travel needs. Should you have questions, your sources of help can be found at the bottom left of the home page. Options include

- A library of documents and recorded videos on how to use the systems.
- Phone numbers to call and talk with an agent. This number is staffed 24/7.
- E-mail address to send questions.
- Live Chat to ask questions which is staffed 24/7.

- UIC coordinator or administrator.