

**University of Rhode Island
Office of the Controller
New Travel Agency – Effective 1/1/09**

The State of Rhode Island has awarded Short's Travel Management as the new state travel agency effective 1/1/09. Short's Travel is a leading university and government travel provider located in Waterloo, IA. Using technology, on line portals and self service management tools Short's has leaped into one of the largest privately held travel agencies in the United States.

PLEASE READ VERY IMPORTANT

1. Donovan Travel is still responsible for travel booked through them up until 12/31/08 even if your travel will not be completed until after 1/1/09
2. Donovan contact information: 1-800-274-7883
3. For travel to be booked after 1/1/09 use the new state travel agency: Short's Travel
4. Short's Travel web information: www.shortstravel.com/uri
5. Short's Travel phone information: 1-866-498-7436
6. URI Controller's URL for travel: <http://www.uri.edu/controller/travel.html>
7. All International travel must be processed using State Travel Agency.
8. Exception: Travel for Candidates and Speakers are not required to go through State Travel Agency, and can be reimbursed for reasonable travel expenditures.
9. Exception: Domestic Research Travelers have the option to handle own travel and can be reimbursed for reasonable travel expenditures.

SIGN UP ON THE PORTAL AS SOON AS POSSIBLE: www.shortstravel.com/uri

More Information is forthcoming; however some of the new innovative travel solutions that Short's Travel will provide:

1. On line booking
2. Ability to speak with Travel Agent 8:30 AM-Midnight Weekdays and 1:00-8:00 PM Weekends
3. Outside of hours listed above use the 24 hour emergency number 1-866-498-7436
4. Tracking of unused tickets
5. On line ability to review itineraries
6. Group travel discounts
7. On line management reports

Any questions or issues please email Trish at patriciacasey@uri.edu