Transcript: How to Book Travel through TSS

<Slide 1: How to Book Travel>

Welcome to TSS. In this video, we’ll discuss:

1. The 3 ways to book travel
2. How to book travel through TSS
3. How to find answers to your questions on the TSS Portal
4. Other travel ‘Need-to-Knows’

<Slide 2: There are Three Ways to Book Travel>

There are three ways to book travel for University-related trips:

1. The preferred option is to go directly through an approved travel agency: Egencia and The Travel Collaborative. Tufts has established relationships with these companies to provide a full range of travel services, including organizing complex travel arrangements.
2. TSS can also book travel on your behalf, primarily working with the Travel Collaborative.
3. You can book the travel yourself.

The remainder of the video will focus on the 2nd option.

<Slide 3: How to Book Travel through TSS>

Let’s say that Dr. Wilson has been asked to travel to Chicago on official University business. Here’s what she did to arrange the trip:

1. First, she obtained pre-trip approval from her department according to local rules and policy.
2. Next, she called TSS and outlined all her travel details and preferences, including dates, hotels, airlines, etc.

Anyone who has a University travel need can contact TSS for assistance in arranging the travel. It is important to note that even though Dr. Wilson called TSS on the phone in this example, you can visit a walk-in location, call, send an email, or submit an online request when you want TSS to help book travel.

<Slide 4: How to Find Answers to your Questions>

Additionally, the TSS Portal is the quickest place to find answers to questions—you can search for and find online answers and resources anytime of the day or night. You can find the TSS Portal at tss.tufts.edu.

For an example, let’s say you would like to book travel through one of the approved travel agencies for help in arranging a highly complex trip, but you can’t remember which agency to use. You should go to the TSS Portal at tss.tufts.edu to look it up. Just type your question or keywords in the search bar: “What travel agencies can I use” (in this example).
The portal will pull up a list of relevant answers—Click on the most appropriate link to find your answer. Additionally, many of the pages include more links to related topics.

There are hundreds of online articles to answer your Finance- and HR-related questions, and we continue to add more for future use.

<Slide 5: ‘Need-to-Knows’>

Here are a few ‘Need-to-Knows’ for booking travel:

1. As a reminder, the Travel Registry is a University system to identify and aid faculty, staff, and students who may be traveling in areas of natural disaster, civil unrest, or other safety concerns.
   • Travelling students, and accompanying faculty and staff, are required to register their travel.
   • When travelling independently, Faculty and staff are highly encouraged to register.
   • Register at https://tufts-travel.terradotta.com

2. TSS can also complete your expense report on your behalf—send in your receipts and TSS will generate your expense report for your review. If you’d like to learn more, we have another video about doing expenses through TSS.

<Slide 6: ‘TSS Contact Information’>

In conclusion, you now know:
• 3 ways to book travel
• How to book travel through TSS
• How to find answers to travel questions
• And some ‘Need-to-Knows’ about University travel

While the preferred method to book travel is through Travel Collaborative or Egencia, TSS can also book travel on your behalf. When you have questions or a request relating to finance or HR, give TSS a call! We also invite you to visit one of the walk-in locations, email, or submit an online request.

If you’d like to learn more, feel free to visit the TSS Portal online for additional information.

Thank you for watching!