**Undergraduate Student, Graduate Student, Internal Payroll Employee**

**and Guest Travel**

Effective February 1, 2016 only URI State Employees will have a Short's Travel profile to book travel. Undergraduate students, Graduate students, Internal Payroll employees and Guests are required to have a University employee book their travel. The University representative booking the travel should be the person they are reporting to. In the case of an Undergraduate or Graduate student, the University representative should be a professor or supervisor. In the case of an Internal Payroll employee, the University representative should be a supervisor. In the case of a Guest, the URI representative should be the Department or Human Resource liaison.

When arranging travel with a URI representative, please provide the following:

- Name as it appears on government ID
- Date of Birth
- Gender
- Email Address
- Cell Phone #
- Approved Travel Authorization Request (TAR) #
- Department # or Department that is sponsoring your trip
- Trip Purpose

It is the traveler’s responsibility to ensure all information on the itinerary is correct. Except in an emergency situation, all ticket changes should continue to go through the URI representative. If you experience an emergency situation and you are not able to get in touch with your URI representative, contact Short’s directly. Please notify your URI representative as soon as practicable of any emergency changes made on your own.

Short’s contact information is as follows:

- **Business Hours** 7 am – 7 pm CT Monday – Friday
- **Toll Free Number** 866-498-7436
- **International** 1-913-677-7770
- **After-hours/Emergency Services** 866-498-7436
  - 7 pm – 7 am CT Monday- Friday and weekends
- **Email** teama@shortstravel.com

After travel is completed, traveler must complete a Travel Expense Voucher form and attach the required documentation. For more information see [http://web.uri.edu/controller/travel/](http://web.uri.edu/controller/travel/).