

BCD/Tbiz Emory Guest Travel Request

Please follow the steps below to request guest travel (e.g. visiting lecturers, consultants, and potential University donors).

Step 1

Compose an email message and ensure the following details below are within the body of your email:

- Guest Traveler's Name (First and Last Name as it appears on their government-issued Driver's License)
- Dates of travel
- Hotel & Car request
- Airfare cap or exceptions (business/first class) if applicable
- SpeedType (SmartKey)
- Travel Arranger(s) Employee ID Number
- Department Number
- Emory Guest Contact Information (phone number and email address)
- Travel Arranger(s) Contact Information
- Any additional information that would be helpful for the agent

Step 2

Email these details to the BCD/Tbiz E-Care Team at tbizemorysupport@tbiztravel.com
Title the "Subject" of your email "Request for Emory Guest Travel."

Step 3

Upon receipt, the BCD/Tbiz E-Care Team sends an email to the guest providing BCD/Tbiz Travel's telephone number and a unique reservation code to complete their reservation. Reference the email below.

An example email sent to Emory Guest from BCD/Tbiz Travel:

We have received your authorization for travel. Please contact BCD/Tbiz Travel at (866) 337- 0098 (US and Canada) or (210) 253-7280 (outside US and Canada) between the hours of 6:00A-9:00P CST M-F to make your reservations. When calling in, please provide the reservation code (XXXXXX) to the travel consultant to access your reservation.



Step 4

The Emory guest contacts BCD/Tbiz Travel and provides their unique reservation code. Once this information is provided, BCD/Tbiz Travel accesses the reservation and completes the request.

Step 5

BCD/Tbiz Travel finalizes the request and issues a ticket and an invoice. Itinerary details are also sent to the Emory guest and travel arranger.

