

Travel



Mell, Melissa

Procurement Card Admin-Supp Ch

Things you need to do before you go

- **Get approval.** Complete the [Domestic Travel Pre-Approval Form](#) or [International Travel Pre-Approval Form](#), including business justification, BEFORE making any travel arrangements. Once the form is fully-executed by all required parties, travel plans can then be finalized. Submit the completed pre-approval form along with any request for reimbursement or Pcard reconciliation.
 - **Note that Canada, Mexico and cruises, regardless of destination are considered by Fairview to be international travel.**
- **All travel must adhere to the most recent [Travel, Entertainment and Business Policy](#).**
- **Per Fairview policy, all airfare and allowable car rental must be booked through Travel One. Travel One can also book your hotel room if not booked under the conference registration.**
 - Contact Travel One by phone at 952-854-2555, or by email [Travel One](#).
 - Complete a [Traveler Profile](#) with travel one (If you don't already have this on file) and email it to [Travel One](#).
 - **A booking fee will be assessed per ticket fare. If hotel and car are booked at the same time, no extra fees are incurred.**
- Airfare change fees are allowed only in situations deemed necessary by a member of the Executive Leadership Team. The reason must be included in the business purpose. **Typically the cost is over \$200**
- **Plan your parking.** Travel One offers discounts at Park 'N Go and Park 'N Fly off-airport parking areas.
- **Keep this number handy. Travel One's 24-hour emergency number: 800-651-3138.**

Expenses: What expenses are allowed while traveling on Fairview Business? What is the required documentation I must submit?

- See the most recent [Travel, Entertainment and Business Policy](#) found in PolicyTech.

Reimbursement: How to get reimbursed for your out-of-pocket expenses

- Record your expenses into the [out-of-pocket](#) (OOP) reimbursement program. Be sure these were expenses NOT already paid with your Fairview PCard.
- All expense reimbursements must be submitted within 45 days for incurring the expense or they will be denied.
- For more details about allowable reimbursements see the most recent [Travel, Entertainment and Business Policy](#).

For consultants or vendors working with Fairview

- Be sure to provide these individuals with our Fairview Guidelines for Consultants
- If Fairview is responsible for payment of travel expenses, the arrangements must be made through Travel One and lodging must be arranged at one of our local, negotiated hotels.

Lodging: Special rates at local hotels for business lodging

- Fairview has negotiated hotel rates to use for any business-related lodging. Review a list of [local hotel rates and amenities](#).

You also can use Travel One for personal travel

- Contact [Travel One](#), 952-854-2551, 8 a.m.-6 p.m. weekdays.
- Ask for a leisure agent.

- Identify yourself as a Fairview employee for any applicable discounted fees.
- Don't forget you must **use your personal credit card**.

Get access to Travel One's Online booking tool, Concur Solutions

If this is your first time using Travel One, just complete a [Traveler Profile](#) and email it to profiles@traveloneinc.com. Upon completion, you will receive a response within 24-48 hours with your User ID, password and directions,

If you have used Travel One in the past, there's no need to complete the form again. Visit www.concursolutions.com and enter your Fairview email address and temporary password of Welcome1. Be sure to change your password and verify/update the information in your profile.

**Please note: if you are booking complicated trips or trying to combine business and family trips, it is best to book your travel with an agent by calling 952-854-2555.

For more information about travel at Fairview Contact our [Pcard administrator team](#).