

WELCOME TO CTP!

Dear University of Northern Iowa Traveler,

We are thrilled to share some exciting news with you regarding our travel management services. After careful consideration and thorough evaluation, we are pleased to announce the selection of a new travel management supplier, Collegiate Travel Planners (CTP).

As we continue to grow and adapt to the evolving needs of our University, we believe that CTP is the ideal partner to enhance our travel management experience.

Key benefits of our new travel management supplier include:

- **Advanced Technology:** CTP offers state-of-the-art technology solutions that streamline the booking process, provide real-time updates, and ensure a seamless travel experience for our employees.
- **Cost Efficiency:** With CTP, we anticipate more cost-effective travel options, transparent pricing structures, and opportunities for cost savings that will contribute to our overall financial objectives.
- **Dedicated Support:** CTP is known for its exceptional customer service. Our faculty and staff can expect personalized assistance, 24/7 support, and a dedicated account manager to address any travel-related inquiries or concerns.

To facilitate a smooth transition, our team will be conducting training sessions to familiarize everyone with the booking platform, and highlight the additional features offered by CTP.

Training Dates & Times

- **Mon, June 24th | 10:00 - 11:30AM CST**
- **Mon, June 24th | 1:00 - 2:30PM CST**
- **Tue, June 25th | 10:00 - 11:30AM CST**
- **Mon, July 15th | 2:00 - 3:30PM CST**

Agenda

In these training sessions, you'll learn:

- How to get started with Collegiate Travel Planners and Lightning Online Booking Tool
- How to access and set up your profile
- How to find the right travel options quickly
- Tips for staying on top of your travel while on the road

Lightning Online Booking Tool Support

Check out our Lightning training resources to learn more about your online booking tool:

[Lightning Resources](#)

CTP's Online Support Desk is able to assist with Lightning:

- Login Issues
- Booking Errors
- Navigation Support
- Browser Compatibility
- Payment Assistance
- Troubleshooting Technical Glitches
- Security Concerns

CTP's Online Support Desk may be reached at:

- **Phone:** (877) 208-1396
- **Email:** na.online@travelctm.com
- **Hours:** 7:00 AM – 9:00 PM ET, Monday – Friday

University of Northern Iowa Travel Team

For travel agent assistance, please don't hesitate to reach out to your travel team for help with:

- Arranging Flights, Accommodations, Ground Transportation, and Rail
- Complex Itineraries
- Travel Advice and Recommendations
- Customized Travel Plans
- Specialized Travel Needs
- Last-Minute Changes or Emergencies

The UNI travel agent team may be reached at:

- **Phone:** (877) 848-9330 | (402) 818-3574
- **Email:** uni@ctptravelservices.com
- **Hours:** 8:00 AM – 6:00 PM CST, Monday – Friday
- **Emergency After Hours:** 6:00 PM – 8:00 AM CST, Monday – Friday, Weekends & Holidays

Group Travel Requests

CTP has created the Group Travel Request Form to provide comprehensive and accurate quotes and contracts tailored to your group's needs. For groups of 10 or more travelers, please click the button below:

[CTP Group Travel Request Form](#)

For groups of less than 9 travelers, please call 1-800-523-9036 to speak with a CTP groups agent.

We value your partnership and trust in us to handle your travel arrangements. Our team is dedicated to delivering efficient, reliable, and hassle-free travel experiences that meet your needs and exceed your expectations.

Thank you once again for choosing CTP. We are excited to embark on this journey together and look forward to serving you.