

Travel Website

<https://alaska.edu/uatravel/>

Travel Card (required)

<https://alaska.edu/uatravel/traveler/travelcard.php>

Your travel card Approver for UA is Myron Dosch and for UAF your Department Manager.

When you enter the UA Travel Concur tool for the first time:

- **Update your Travel Profile.** Even if you make no changes, you must save your profile before you can book a trip in UA Travel Concur.
- Setup your approver (Manager)
- Setup Acting Delegate(s) and/or Travel Arrangers, listed below.

If you have questions please contact one of the following:

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