



Dear TSU Faculty and Staff:

Last spring the TSU Procurement Office conducted a thorough review of the university's travel program to assess its effectiveness and ways to make improvements for you. As a part of that review, a Request for Proposal was issued to allow input from a number of respondents. After several weeks of review and strong consideration of each respondent, **VIMM Global Travel**, in partnership with Direct Travel, was selected as the university's official travel management company. Through VIMM Global's managed travel program, TSU will be able to contain its travel costs, gain visibility around its travel spend, have access to discounted hotel and rental car rates and access to personalized service whenever needed.

The program will begin officially on **August 7**, with an opportunity for you to submit your profile information into their system beginning **August 1**. There will be a Concur online self-booking tool as well as "call in" full-service agent-assisted booking. TSU will have access to a team of dedicated Travel Consultants. You may also speak to any of VIMM GLOBAL's Travel Consultants by calling the general numbers (**404-564-1102** or **800-935-3454**), or by sending an email to tnstatetravel@dt.com. A VIMM Global Consultant can be reached 24 hours a day, 7 days a week to handle your travel needs.

All TSU offices and departments traveling on behalf of the university (including its sports teams, international programs, grant-related or other student or employee travel) will be required to use VIMM Global. Your adherence to this requirement will allow the university to maximize the benefits of a managed travel program. Therefore, we must insist that "all" travel bookings, regardless of type, go through our travel company.

From planning your next trip to making a change while on the road, the experienced Travel Consultants of VIMM Global will be with you every step of the way. Please see the "How to Get Started Information" at the end of this communication.

VIMM Global/Direct Travel looks forward to working with us and we are, of course, delighted to work with them to enhance our travel program.

HOW TO GET STARTED

Please complete the form attached to create each unique corporate profile template. By completing your individual travel profiles, VIMM Global will store your travel preferences in a secure profile database.

You should be prepared to provide the following information:

- 1) Your name as it appears on your drivers' license or passport
- 2) Your airline preferences
- 3) Your hotel or rental car preferences
- 4) Your seating preferences

Once you have submitted your profile, an agent will contact you to review your corporate profile.