

University of Missouri: How To Book Study Abroad Groups

Group Travel Reservation Process:

- Travel arranger calls, e-mails, or faxes with date/times/cities/tours for travel.
- Consultant builds or works with a partner vendor to build itinerary and quotes.
- Consultant provides pricing for customized options and proposed payment schedule.
- Consultant receives necessary information (name, date of birth, phone number) from the travel arranger.
- Once the name list and payment is received the consultant will issue the tickets and send the travel arranger an invoice/itinerary.

For Study Abroad Travel, University of Missouri's team includes:

- missouri@uniglobetd.com
- **Bobbie Neece:** bobbien@uniglobetd.com
- Uniglobe Travel Designers' office number is: 614-237-4488

To utilize our **After Hours Support** you can reach us at one of the followings:

- **Phone:** 1-800-966-6512
- **E-mail:** afterhours@uniglobetd.com

Travel
Well