Dear University of Akron Traveler,

We are pleased to announce our partnership with Christopherson Business Travel, a premier travel management company. This quick guide will answer what you need to know during the transition and managing future travel through Christopherson!

**Welcome to AirPortal®**

Christopherson offers travelers exclusive access to their leading travel management platform, **AirPortal®**. With AirPortal® you can book travel, manage itineraries, view travel alerts, and so much more, all in one place!

**Getting Started with Christopherson**

Travel profiles have been imported with your existing information. AirPortal provides access to your travel profile for updates or additions to your information. You will receive a welcome email to create your AirPortal password and login instructions.

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| **Manage Travel** | **Travel Profile** | **My Travel Dashboard** |
| Seamless integration of airline, hotel, and rental itineraries with 24/7/365 access to support teams. | Save all your travel memberships, preferences, and passport information for seamless booking. | Customizable dashboard for quick access to the travel information *you* need to know. |

**AirPortal® My Travel Dashboard**



**My Action Items**

Stay on top of travel approvals, trips missing hotels, travel alerts, etc.

**My Trips**

Access your current, future, and past itineraries in one place with one click.

**Customizable Widgets**

Add, remove, and organize the reporting tiles for a homepage that puts the information you want to know right at your fingertips.

Want to learn more? [Click here](https://vimeo.com/656629992/10a32c2670) for a full video tutorial of AirPortal®.

**Your Christopherson Contacts:**

* University Agent Team – 800-285-3603 university.travel@cbtravel.com
* Online Navigational Support – 888-535-0179 onlinesupport@cbtravel.com
* Pam Rex, Account Management – 303-689-7706 pam.rex@cbtravel.com