

## How Do I Buy...

### *Travel Management Services*

**Buyer Contact Information:**

[Trisha Wilson](#)

**Current Virginia Tech Contract Vendor(s):**

Please refer to [VT contracts](#) for a list of vendors. Key word search “Travel Management”

**Description:**

Employees at Virginia Tech travel to domestic and international destinations on a daily basis throughout the year. The university does not have a travel management office and thus relies on the following to obtain travel services: travel agencies on contract, travel agencies not on contract, internet web sites and direct purchases from airlines.

Refer to the controller’s office for travel related policies and procedures:

<http://www.controller.vt.edu/resources/travel.html>