



How Do I Buy or Handle... *Travel Management Services*

Current Virginia Tech Contract Vendor(s):

Please refer to [VT contracts](#) for a list of vendors. Key word search “travel management” to view a list of current contracted vendors for travel management services

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.

Procedures:

Purchase orders made out to the contract Travel Management vendors are entered in HokieMart through the Travel Agency Authorization Form. For instructions on how to enter a requisition using this form, click [here](#).

For more information contact:

- Procurement 540-231-6221
- Or hokiemart@vt.edu