

To get started with the Johns Hopkins travel program and company:

1. Go to the [Johns Hopkins Travel Portal](http://www.travel.jhu.edu) at <http://www.travel.jhu.edu>
2. Create your Concur Traveler Profile
3. Sign up for Training
4. Book Travel!

(1) [Accessing the Johns Hopkins Travel Portal:](#)

As part of the new travel program, the [Johns Hopkins Travel Portal](#) has been created as your one-stop shop for information related to Johns Hopkins travel. Please bookmark this site in your browser for future reference.

The portal features an array of valuable resources, including:

- Links to the Concur online booking tool
- Johns Hopkins Travel Policies
- Designated contact information for World Travel Inc. (WTI) agents and team
- A list of preferred air, car, and hotel vendors
- Frequently Asked Questions (FAQs)
- Helpful travel links and much more

(2) [Create your Concur Traveler Profile:](#)

Once on the [Johns Hopkins Travel Portal](#), go to “Booking Travel” and click the [Concur](#) icon to access the Johns Hopkins Concur online booking tool. This link will allow you to use [Concur](#) with a single sign-on to create future online bookings.

You must complete your traveler profile in [Concur](#) before attempting to book travel. To create your traveler profile, click on the “Profile” menu on the upper right of the Concur home screen. Click here for detailed instructions on how to [Create Your Traveler Profile](#).

Please gather the following information to maximize your benefits when you create your profile for the first time:

- Personal information (e.g., name, address, contact information) **Please check that your name in the traveler profile is the same as it appears on your ID used when you travel.**
- Travel preference information (e.g., seat preferences, hotel room preferences)
- Loyalty program information
- Passport and Visa information
- Travel arranger information

The Concur Traveler Profile will allow you to expedite future bookings, ensure you receive loyalty benefits such as travel points, and customize your travel requirements.

Questions related to the traveler profile can be directed to 800-221-4730 or onlinehelp@worldtravelinc.com.

(3) Training Opportunities:

If you have not already done so, please go to [myLearning](#) to register for one of the scheduled training sessions to learn more about these topics. Traveler training sessions will provide you with information about navigating the Travel Portal, creating a profile in Concur and booking travel with WTI. Currently available resources include:

- FastFacts – [FF6 - The Johns Hopkins Travel Portal and Concur \(Travel Booking Tool\) PRE-RECORDED](#) (click to register)
- Instructor Led – [Johns Hopkins Travel Program Overview/Concur 101](#) (click to register)

Thank you for your cooperation and support. This transition is an important step for Johns Hopkins and we encourage you to send us feedback as you use these processes.

(4) Booking Travel with WTI:

Once you complete your traveler profile you will be able to use WTI to book travel online or by phone. Please use Concur for simple, online bookings or call one of our dedicated agents for support with complex travel needs. Contact information for our agents and support team are listed below.

Johns Hopkins Dedicated Agent Team

Toll Free Number: 888-433-2556

Calling from outside the United States: 484-348-6310

Email: jhtravel@worldtravelinc.com

Agents Availability: 8 a.m. to 8 p.m. EST, Monday-Friday

After-hours, calls are automatically forwarded to the emergency after-hours service center. Service is available 24/7/365.

Concur Online Travel Support

Toll Free Number: 800-221-4730

Email: onlinehelp@worldtravelinc.com

Helpdesk Availability: 8 a.m. to 8 p.m. EST, Monday-Friday

Questions regarding The Johns Hopkins Travel Program or World Travel, Inc. can be directed to jhtravel@jhu.edu.