Glossary of Travel Terms

e-res – The name of the online domestic travel booking engine.

e-book – The name of the online email system used to request quotes for international travel from World Travel Professionals.

e-traveller – The name of the traveller profile database that records and holds all the necessary personal and travel information for e-res. e-traveller profiles are managed by University Travel Managers, Travel Arrangers or travellers themselves to ensure that all personal information is up to date.

Traveller – Person travelling – who can make their own booking so long as they have a profile in the system and the profile is 'active'.

Travel Arranger – Person who makes travel bookings on behalf of others. This person may also be a traveller. This person can view and update the traveller profiles of the people they are authorised to arrange travel for.

Travel Manager – The person who maintains the system and can see all traveller information. This person can make travel profiles 'active' and 'inactive'. This person can view and run system reports. This role will reside within the Office of Finance and Business Services (FBS).

WTP – World Travel Professionals – the Travel Agency provider of the domestic 'e-res' online travel booking system.

WTP is the SOLE provider of Domestic Travel to the University.

WTP is also a preferred supplier of International travel.

STA – STA Travel

STA continues to be a preferred supplier of International travel.

When the 'e-res' system is rolled out, STA will no longer be able to provide domestic travel services to staff.