



W TRAVEL SERVICES
UNIVERSITY of WASHINGTON

Welcome to Tangerine Travel. The first phase of implementation is to set up your Department/Division profile. The following information is required.

Primary Department/Division Information	
Department/Division Name	
Department/Division Address	
Department/Division Main Phone	
Department/Division Fax	
Approximate Number of Travelers	
Main Contact	
Name	
Job Title	
Business Phone	
Mobile Phone	
Email	
Secondary/Alternative Contact	
Name	
Job Title	
Business Phone	
Mobile Phone	
Email	
Quick Set Up – Traveler Profiles	Profile Link
The profile link can be used by individual travelers and will contain their personal and pertinent travel information and preferences.	https://www.tangerinetravel.com/uw
Form of Payment (FOP) for Traveler Profiles	CTA Submit Link
Please submit your Corporate Credit Card information securely via the submission link:	https://tools.tangerinetravel.com/ccsubmission/
Other Company Information	

Tangerine Travel, Ltd.

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