

Sent on behalf of Andy Horner, Vice President for Finance & Administrative Services and Troy Washington, Vice President for Human Resources

UD Community -

The Altour Travel office space in Kennedy Union at The University of Dayton will be reconfigured for the installation of a dedicated, private kiosk to allow employees convenient access to LiveHealth Online. Several years ago, the airline industry discontinued issuing paper flight passenger tickets, resulting in most of our travel bookings to be made via phone and online. As such, there have been fewer university employees stopping by the on-campus Travel Office to facilitate their travel arrangements, leaving the KU space underutilized.

LiveHealth Online

The university determined that the space would be better used by establishing a dedicated space providing employees with private and secure access to LiveHealth Online, a quick, convenient, and cost effective service available through our healthcare plan. LiveHealth Online allows employees to complete an online visit with a board certified physician for non-emergent conditions such as; cold/flu symptoms, allergies, rashes and skin care, and infections. A dedicated kiosk for accessing LiveHealth Online will be made available in January. You can learn more about LiveHealth Online by viewing the following video [LiveHealth Online](#), or by contacting Theresa Gilbert, Faculty & Staff Wellness Coordinator at [937-229-2743](tel:937-229-2743) or tgilbert1@udayton.edu.

Future Travel Bookings Via Altour

While the Altour Travel Office will officially close on Monday, December 28, 2015 at 3:00 PM., Altour Travel will continue to be the preferred travel agency for university travel arrangements and all services will continue to be available as in the same manner currently available. University employees can continue to dial 94554, [937-660-5494](tel:937-660-5494) or UD@Altour.com when contacting Altour Travel. Employees may continue to use these during normal office hours of 8:00 AM to 5:00 PM Mon. /Fri. or by calling [866-451-9370](tel:866-451-9370) after normal business hours.

Domestic Travel: Beverly Schenck and Donna Beigel will be the primary representatives responsible for Domestic travel assistance.

Group Travel: Kim Blaine and Patricia Boeckman will be UD's primary point of contact when making Group travel. A new email address (UDGroups@Altour.com) will be created to assist with Group travel. These requests will be funneled to the Group Air department for servicing.

International Travel: Tracy Finke will be the primary contact for all International travel arrangements.

Best Regards,

Andy Horner, VP Finance & Administrative Services

Troy Washington, VP Human Resources