



### Contact the Full - Service Agent Team

- Toll Free Telephone: 833.827.9613
- Email: [usa@tlcorporate.com](mailto:usa@tlcorporate.com)

**Business Hours of Operation:**  
8:00 am ET – 6:00 pm ET Monday - Friday

For assistance outside business hours, please dial the toll-free number above. Press the option to be directed to the After - Hours Emergency Service Center team.

*Please note: a fee is charged for calls to the After - Hours Emergency Service Center.*

---

### For Travel Profile Questions:

**Contact the Travel Leaders Corporate eCommerce Support Team:**

- Email: [ecommerce@tlcorporate.com](mailto:ecommerce@tlcorporate.com)
- Telephone: 866.502.1926

**eCommerce Support Business Hours:**  
8:00 am – 9:00 pm ET Monday - Friday  
*There is no charge for these support services.*

---

View Entry restrictions and Covid-19 travel requirements for countries around the world.  
[SHERPA](#)

### PROFOLIO – Travel Profile Tool

To create your travel profile for the first time:  
[Register Here](#)

- Complete the registration using your university email address
- Select a password and security question
- Welcome email will be sent- Click on link
- Username will be your university email
- Fill in all areas required \*BOLD text
- Enter credit card for hotel , car and air
- Enter your frequent traveler/guest numbers
- Click Save after completing all required areas

Before booking travel online or with an agent, complete your Travel Profile. Agents will not be able to make a new booking unless your online profile is complete.

Once registration is complete or if you are already registered, please use the following link to return to make modifications to your profile:  
<https://www.etravelsystems.com/TravelLeaders/Login.aspx?ReturnUrl=%2fTravelLeaders%2f>

---

**University of South Alabama  
Travel Program and Travel Policy  
Questions Contact: PCard & Travel Svcs  
Email: [PCARDANDTRAVELSVCS@SOUTHALABAMA.EDU](mailto:PCARDANDTRAVELSVCS@SOUTHALABAMA.EDU)  
Phone: 251.460.6242**



UNIVERSITY OF  
SOUTH ALABAMA

FLAGSHIP OF THE GULF COAST.