



HOME TRIP DATA REQUEST AIRFARE PREPAYMENTS REIMBURSEMENTS

Travel to your Destination

Use “REQUEST AIRFARE”
to book State Contracts and
University discounted flights

Welcome to the
newest version of
the University of
Utah Travel System!

Trip Data

Home
Register a New Trip
Lookup Trip Data
Cancel a Trip

Request Airfare

Step 1: AirSelect
Step 2: Request Reservation
Step 3: Confirm Reservation

Prepayments

Hotel Prepayment
Conference Prepayment
Foreign Wire Prepayment
Cash Advance

Reimbursements

Early Reimbursement
Final Reimbursement



HOME TRIP DATA REQUEST AIRFARE PREPAYMENTS REIMBURSEMENTS

Comply with Pay Rule

Report Expense Receipts
within 60 days of your Return

HOTEL PREPAYMENT
CONFERENCE PREPAYMENT
FOREIGN WIRE PREPAYMENT
CASH ADVANCE

Prepayments may look slightly different, but we have not changed functionality.

Trip Data

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Early Reimbursement
Final Reimbursement



HOME TRIP DATA REQUEST AIRFARE PREPAYMENTS REIMBURSEMENTS

EARLY REIMBURSEMENT

FINAL REIMBURSEMENT

Travel to your Destination

Use "REQUEST AIRFARE"
to book State Contracts and
University discounted flights

Mostly cosmetic
improvements have
been made with
reimbursements.

Trip Data

Home
Register a New Trip
Lookup Trip Data

Request Airfare

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Early Reimbursement
Final Reimbursement



HOME TRIP DATA REQUEST AIRFARE PREPAYMENTS REIMBURSEMENTS

STEP 1: AIRSELECT (REQUEST FLIGHT OPTIONS)

STEP 2: REQUEST ON HOLD RESERVATION

STEP 3: CONFIRM RESERVATION

Get R **ickly**

Use ACH deposits
for more Accurate and
Timely Reimbursements

The Most significant
changes are under
Request Airfare:
Steps 2 & 3 are
integrated into the
online application.

Trip Data

Home
Register a New Trip
Lookup Trip Data

Request Airfare

Step 1: AirSelect
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Step 3: Confirm Reservation

Prepayments

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Early Reimbursement
Final Reimbursement



HOME **TRIP DATA** REQUEST AIRFARE PREPAYMENTS REIMBURSEMENTS

REGISTER A NEW TRIP

LOOKUP TRIP DATA

CANCEL A TRIP

Please note - we
have reorganized
some functions
under Trip Data.

TRAVEL ACCOUNTING SYSTEM 4.5

Trip Data

Home
Register a New Trip
Lookup Trip Data

Request Airfare

Step 1: AirSelect
Step 2: Request Reservation
Step 3: Confirm Reservation

Prepayments

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Early Reimbursement
Final Reimbursement



HOME TRIP DATA REQUEST AIRFARE PREPAYMENTS REIMBURSEMENTS

Register Trip - (part 1 of 5)

Requestor Information

Requestor: Test Requestor
Employee ID: 00123456
Requestor E-mail: TravelPlanner@utah.edu

Department: Travel Testing

Campus Address: Travel Testing
402 Park
Phone: (801) 581-7142

Addtl Notification E-mail:

Next ->

Trip Data

Home
Register a New Trip
Lookup Trip Data
Cancel a Trip

Payments

Payment
Prepayment
Prepayment
nce
s reserved.

Reimbursements

Early Reimbursement
Final Reimbursement

Register Trip
You can now select your
department information from
past trips – saving time on
data entry



HOME TRIP DATA REQUEST AIRFARE PREPAYMENTS REIMBURSEMENTS

Register Trip - (part 2 of 5)

Traveler Information

Your Travelers in the last year:

OR

Enter New Traveler

Traveler, Test - (No EmplID)
1122 Somewhere Building
(801) 581-1122
Test.Traveler@utah.edu

TRAVELER NAME

Last:

First:

Middle:

Title:

EmplID:

Phone:

E-mail:

TRAVELER CONTACT INFO

Vendor Info:

Vendor Addr:

Travelers from the previous year are also available for selection to auto-populate many required fields.



HOME TRIP DATA REQUEST AIRFARE PREPAYMENTS REIMBURSEMENTS

STEP 1: AIRSELECT (REQUEST FLIGHT OPTIONS)

STEP 2: REQUEST ON HOLD RESERVATION

STEP 3: CONFIRM RESERVATION

Get R **ickly**

Use ACH deposits
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Timely Reimbursements

SIGNIFICANT
CHANGE:
There are now three
ways to submit a
Step 2...

Trip Data

Home
Register a New Trip
Lookup Trip Data

Request Airfare

Step 1: AirSelect
Step 2: Request Reservation
Step 3: Confirm Reservation

Prepayments

Hotel Prepayment
Conference Prepayment
Foreign Wire Prepayment

Reimbursements

Early Reimbursement
Final Reimbursement

Request Airfare

Request Airfare Options

Travel #: 442577

Go

Requestor

Requestor: Suzie TravelPlanner
EmplID: 00123456
E-Mail: TravelPlanner@utah.edu
Dept: Travel Testing
Address: 402 Park
Phone: (801) 581-7142

Traveler

Traveler: Traveler, Test
EmplID:
Title: IT Project Manager II
Address: 1122 Somewhere Building
Phone:
E-mail: it@traveler@utah.edu

----- Trip Info -----

Type of Trip: **Simple Round Trip**
Business Purpose: **Development/Donor Cultivation**
Trip: 03/18/2013 - 03/19/2013
Duration: **Depart From**
Country: USA
State: UT
City: SALT LAKE CITY

Destination

Country: USA
State: CA
City: SAN DIEGO

Step 2 ON HOLD
Reservation:
Trip Info is used to
auto-populate – saving
time on data entry.

Click here to begin airfare reservations.

Step 2: Request ON HOLD Reservation



Step 2: Request ON HOLD Reservation - (part 3 of 5)

Hold Space for Specific Flights

TSA Security Information

NOTE:

If traveler's confirmed ticket does not match ID presented at the airport, traveler may not be allowed to board the flight, and any cost for name changes at the airport is the responsibility of the department.

Trip was registered as: Domestic

Does this traveler have a current profile on file with our agency? ☐ Yes ☐ No

If traveler has a profile, enter "profile" in the appropriate fields. For more information on "Travel Profile" [click here](#)

Is the traveler a medallion member? ☐ Yes ☐ No

Traveler Name as it appears on Gov't issued ID

Issuing Country from Traveler's Gov't issued ID

Traveler Information

Traveler: Traveler, Test

Date of Birth:

Gender: ☐ Male ☐ Female ☐ Employment Applicant

Cell Phone:

Frequent Flyer #:

Flight Information

Preferred Seating: ☐ Window ☐ Aisle

Fly America Act: Domestic Flight - No Fly America Act Considerations

Type of Fare: --- Select Fare Type ---

A New question has been added for For the convenience of Medallion members.

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Next ->



HOME TRIP DATA REQUEST AIRFARE PREPAYMENTS REIMBURSEMENTS

Step 2: Request ON HOLD Reservation - (part 4 of 5)

Hold Space for Specific Flights

AirSelect Segments

Upload File with Flights

Enter Flight Segments

Outbound Segment #1

DELTA AIR LINES

1344

Departs:

03/11/2013

Time

Airport City or Code

Arrives:

1

March 2013

April 2013

May 2013

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

When entering segments, the system should know depart dates and return dates from Register Trip.

The three methods for submitting a Step 2 are on these tabs.

Home
Register a Trip
Lookup Trip Data
Cancel a Trip

Step 1: AirSelect
Step 2: Request Reservation
Step 3: Confirm Reservation

Hotel Prepayment
Conference Prepayment
Foreign Wire Prepayment
Cash Advance

Early Reimbursement
Final Reimbursement



HOME TRIP DATA REQUEST AIRFARE PREPAYMENTS REIMBURSEMENTS

Step 2: Request ON HOLD Reservation - (part 4 of 5)

Hold Space for Specific Flights

AirSelect Segments

Upload File with Flights

Enter Flight Segments

Outbound Segment #1

DELTA AIR LINES

1344

Departs:

03/11/2013

08:00 AM

Salt Lake City, UT (SLC)

Arrives:

03/11/2013

10:00 AM

San Diego, CA (SAN)

☒ Outbound ☐ Return ☐ Additional

Save Segment

NOTE: Price is NOT guaranteed until Step 3: Confirm

Expected Per Person

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San Andres Island, Colombia (ADZ)

Santa Cruz Huatulco, Mexico (HUX)

San Diego, CA (NZZ)

Santa Fe, NM (SAF)

San Salvador, El Salvador (SAL)

San Diego, CA (SAN)

San Pedro Sula, Honduras (SAP)

San Antonio, TX (SAT)

Santa Barbara, CA (SBA)

San Luis Obispo/Paso Robles, CA (SBP)

Users can type either the city -OR- the airport code when entering segments.

Reimbursements

Early Reimbursement
Final Reimbursement



HOME TRIP DATA REQUEST AIRFARE PREPAYMENTS REIMBURSEMENTS

Step 2: Request ON HOLD Reservation - (part 4 of 5)

Hold Space for Specific Flights

AirSelect Segments

Upload File with Flights

Enter Flight Segments

Outbound Segments

DELTA AIR LINES
Flight: 1344

Departs: Mon, Mar 11 2013 08:00 AM - Salt Lake City, UT (SLC)
Arrives: Mon, Mar 11 2013 10:00 AM - San Diego, CA (SAN)

Return Segments

DELTA AIR LINES
Flight: 1669

Departs: Tue, Mar 12 2013 05:00 PM - San Diego, CA (SAN)
Arrives: Tue, Mar 12 2013 06:20 PM - Salt Lake City, UT (SLC)

Add New Segment

NOTE: Price is NOT guaranteed until Step 3: Confirm Reservation is complete.

Expected Per Person Price: \$529.00

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System organizes
segments for user
convenience and
increased agent
accuracy.



HOME

TRIP DATA

REQUEST AIRFARE

PREPAYMENTS

Step 2: Request ON HOLD Reservation

Hold Space for Specific Flights

Hotel and Car Rental Information

Reserve Rental Car?: ☐ Yes ☒ No

Reserve Hotel Room?: ☒ Yes ☐ No

NOTE: If yes, requires personal Credit Card, Agent will call Planner.

Hotel Chain:

Hotel Dates if Different:

Other Information

How many additional non-employee passengers are flying on the same itinerary with this traveler?

1

Additional Information:

I will be traveling with a spouse:

Test R. Spouse

Please reference Frequent Flyer number: DL22987422

Please indicate: Wheelchair assistance or other special service requirements. Other information that may be helpful to agent.

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Submit

Trip Data

Home

Register a New Trip

Prepayments

Hotel Prepayment

Conference Prepayment

Reimbursements

Early Reimbursement

Final Reimbursement

Use this "additional" information field to provide additional passenger information.

We have added space to tell agents when non-employee travelers require the same itinerary



HOME TRIP DATA REQUEST AIRFARE PREPAYMENTS REIMBURSEMENTS

Step 2: Request ON HOLD Reservation - (Successfully Submitted)

Hold Space for Specific Flights

Thank you for your AirSelect - Step 2 Request.



You can expect same day ON HOLD reservation for Step 2 submissions received by 3pm.
You will also receive an email confirming this submission.

Thank you for using this form.

OK

Watch for success
messages to be sure all
required information has
been entered.

Trip Data

Home
Register a New Trip
Lookup Trip Data
Cancel a Trip

Request Airfare

Step 1: AirSelect
Step 2: Request Reservation
Step 3: Confirm Reservation
Prepayment
Prepayment
Cash Advance

Reimbursements

Early Reimbursement
Final Reimbursement



HOME TRIP DATA REQUEST AIRFARE PREPAYMENTS REIMBURSEMENTS

STEP 1: AIRSELECT (REQUEST FLIGHT OPTIONS)

STEP 2: REQUEST ON HOLD RESERVATION

STEP 3: CONFIRM RESERVATION

Get R ickly

Use ACH deposits
for more Accurate and
Timely Reimbursements

We have added
functionality to upload
flight quotes/itineraries to
avoid tedious segment
entry...

Trip Data

Home
Register a New Trip
Lookup Trip Data

Request Airfare

Step 1: AirSelect
Step 2: Request Reservation
Step 3: Confirm Reservation

Prepayments

Hotel Prepayment
Conference Prepayment
Foreign Wire Prepayment

Reimbursements

Early Reimbursement
Final Reimbursement



HOME TRIP DATA REQUEST AIRFARE PREPAYMENTS REIMBURSEMENTS

Step 2: Request ON HOLD Reservation - (part 4 of 5)

Hold Space for Specific Flights

AirSelect Segments

Upload File with Flights

Enter Flight Segments

Upload Segments

Attach PDF Itinerary: SanDiegoTestDelta.pdf

Browse...

Choose the middle tab to upload a proposed itinerary

Price is NOT guaranteed until Step 3: Confirm Reservation is complete.

Expected Per Person Price: \$529.00

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Trip Data

Home
Register a New Trip
Lookup Trip Data
Cancel a Trip

Request Airfare

Step 1: AirSelect
Step 2: Request Reservation
Step 3: Confirm Reservation

Prepayments

Hotel Prepayment
Conference Prepayment
Foreign Travel
Cash Advance

Reimbursements

Early Reimbursement
Real Time Reimbursement

Part 4 of 5 on Step 2
Upload a PDF of an itinerary/quote travelers may find on travel sites like Delta.com or Travelocity.



HOME TRIP DATA REQUEST AIRFARE PREPAYMENTS REIMBURSEMENTS

STEP 1: AIRSELECT (REQUEST FLIGHT OPTIONS)

STEP 2: REQUEST ON HOLD RESERVATION

STEP 3: CONFIRM RESERVATION

Get R

Use ACH deposits
for more Accurate and
Timely Reimbursements

ickly

The easiest way
to use Step 2 is
still from a Step 1
Air Select email.

Trip Data

Home
Register a New Trip
Lookup Trip Data

Request Airfare

Step 1: AirSelect
Step 2: Request Reservation
Step 3: Confirm Reservation

Prepayments

Hotel Prepayment
Conference Prepayment
Foreign Wire Prepayment

Reimbursements

Early Reimbursement
Final Reimbursement

Return: Tuesday, March 12, 09:00 AM

From: San Diego, CA (SAN) - Lindbergh Intl **To:** Salt Lake City, UT (SLC) - Salt Lake City International Airport

	Depart	Arrive	Airline	Flight	Class	Seats	Stops
1	06:15 AM San Diego (SAN)	09:13 AM Salt Lake City (SLC)	Delta Air Lines	0078	K	9	0
2	10:14 AM San Diego (SAN)	01:04 PM Salt Lake City (SLC)	Delta Air Lines	0089	K	9	0
3	01:10 PM San Diego (SAN)	04:00 PM Salt Lake City (SLC)	Delta Air Lines	0078	K	9	0
4	04:30 PM San Diego (SAN)	07:20 PM Salt Lake City (SLC)	Delta Air Lines	0078	K	9	0
5	06:20 PM San Diego (SAN)	09:10 PM Salt Lake City (SLC)	Delta Air Lines	0078	K	9	0
6	06:59 PM San Diego (SAN)	12:29 AM Salt Lake City (SLC)	Delta Air Lines	0078	H	6	1

After submitting a Step 1 to our agents, you receive an email showing your flight options...Click desired choice, and...

Price Matrix for 100 least expensive flight options

Note: Fares here do not include University negotiated Delta discounts. State Contracted fares appear in blue

	1	2	3	4	5	6
A	<u>631.80</u>	<u>631.80</u>	<u>631.80</u>	<u>631.80</u>	<u>631.80</u>	<u>533.70</u>
B	<u>631.80</u>	<u>631.80</u>	<u>631.80</u>	<u>631.80</u>	<u>631.80</u>	<u>533.70</u>
C	<u>631.80</u>	<u>631.80</u>	<u>631.80</u>	<u>631.80</u>	<u>631.80</u>	<u>533.70</u>
D	<u>631.80</u>	<u>631.80</u>	<u>631.80</u>	<u>631.80</u>	<u>631.80</u>	<u>533.70</u>
E	<u>631.80</u>	<u>631.80</u>	<u>631.80</u>	<u>631.80</u>	<u>631.80</u>	<u>533.70</u>



HOME TRIP DATA REQUEST AIRFARE PREPAYMENTS REIMBURSEMENTS

Step 2: Request ON HOLD Reservation - (part 1 of 2)

Hold Space for Specific Flights

AirSelect Segments

Upload File with Flights

Enter Flight Segments

Delta Air Lines
Flight: **2078**

Departs: **Mon, Mar 11 2013 03:02 PM - Salt Lake City, UT (SLC)**
Arrives: **Mon, Mar 11 2013 03:55 PM - San Diego, CA (SAN)**

Delta Air Lines
Flight: **2078**

Departs: **Tue, Mar 12 2013 04:30 PM - San Diego, CA (SAN)**
Arrives: **Tue, Mar 12 2013 07:20 PM - Salt Lake City, UT (SLC)**

NOTE: Price is NOT guaranteed until Step 3: Confirm Reservation is complete.

Expected Per Person Price:

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Trip Data

Home
Register a New Trip

Request Airfare

Step 1: AirSelect
Step 2: Request Reservation

Prepayments

Hotel Prepayment
Conference Prepayment

Reimbursements

Early Reimbursement
Final Reimbursement

The segments auto-populate
the Step 2 for you –
Greatest Time Saving Option!



HOME TRIP DATA REQUEST AIRFARE PREPAYMENTS REIMBURSEMENTS

STEP 1: AIRSELECT (REQUEST FLIGHT OPTIONS)

STEP 2: REQUEST ON HOLD RESERVATION

STEP 3: CONFIRM RESERVATION

Get Ready to Reimburse Quickly

Use ACH deposits
for more Accurate and
Timely Reimbursements

Step 3: Confirm
Now uses Trip Data
as well, resulting in
less data entry for
planners!

Trip Data

Home
Register a New Trip
Lookup Trip Data

Request Airfare

Step 1: AirSelect
Step 2: Request Reservation
Step 3: Confirm Reservation

Prepayments

Hotel Prepayment
Conference Prepayment
Foreign Wire Prepayment

Reimbursements

Early Reimbursement
Final Reimbursement

Step 3: Confirm Reservation

Confirm Reservation for Individual Travelers

Travel #: 442578

Agency Locator:

Traveler Name as it appears on Gov issued ID:

Travel Planner:

Phone#:

E-mail:

Booking Agent:

BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT
<input type="text" value="01"/>	<input type="text" value="00357"/>	<input type="text" value="2000"/>	<input type="text" value="10058"/>	<input type="text"/>	<input type="text" value="60000"/>

Notes:

Are both departure and return dates accurate? ☐ Yes ☐ No

Are flight times correct? ☐ Yes ☐ No

Is the destination city correct? ☐ Yes ☐ No

Is Traveler's name spelled correctly, is complete, and matches either their Driver's License or Passport? ☐ Yes ☐ No

Have you submitted a frequent flyer number and is it showing on the itinerary? ☐ Yes ☐ No

Have you read all remarks? ☐ Yes ☐ No

Submit

Only Agency Locator and accuracy questions to the right need to be entered – the rest is auto-populated from trip data!



Step 3: Confirm Reservation

Confirm Reservation for Individual Travelers

Thank you for using this form to confirm your reservation



You will also receive an email confirming this submission.

You will be sent an Email itinerary receipt with a ticket number - telling you the process is complete.

We cannot change tickets 24 hours after issue.

The cost of changes after 24 hours will be the responsibility of the Traveler's department.

OK

Trip Data

Home
Register a New Trip
Lookup Trip Data
Cancel a Trip

Request Airfare

Step 1: AirSelect
Step 2: Request Reservation
Step 3: Confirm

Prepayments

Hotel Prepayment
Conference Prepayment
Foreign Wire Prepayment
Cash Advance

Reimbursements

Early Reimbursement
Final Reimbursement

Please Note:
Issued tickets cannot be
voided after 24 hours



HOME TRIP DATA REQUEST AIRFARE PREPAYMENTS REIMBURSEMENTS

Travel to your Destination

Use “REQUEST AIRFARE”
to book State Contracts and
University discounted flights

If you have any questions,
comments, or concerns, don't
hesitate to use the ASK US
button!

Most Improvements to our
system are based upon user
feedback.

Trip Data

Home
Register a New Trip
Lookup Trip Data
Cancel a Trip

Request Airfare

Step 1: Air Select
Step 2: Request Reservation
Step 3: Confirm Reservation

Prepayments

Conference Prepayment
Foreign Visa Prepayment
Cash Advance

Reimbursements

Early Reimbursement
Final Reimbursement