FINANCIAL & BUSINESS SERVICES

THE UNIVERSITY OF UTAH



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

#### **FINANCIAL & BUSINESS SERVICES**

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TRIP DATA



# **Comply with**

**REQUEST AIRFARE** 

HOTEL PREPAYMENT

PREPAYMENTS

CONFERENCE PREPAYMENT

FOREIGN WIRE PREPAYMENT

**CASH ADVANCE** 

Report Expense within 60 days of your Return Actual Expense

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

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#### Trip Data

HOME

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

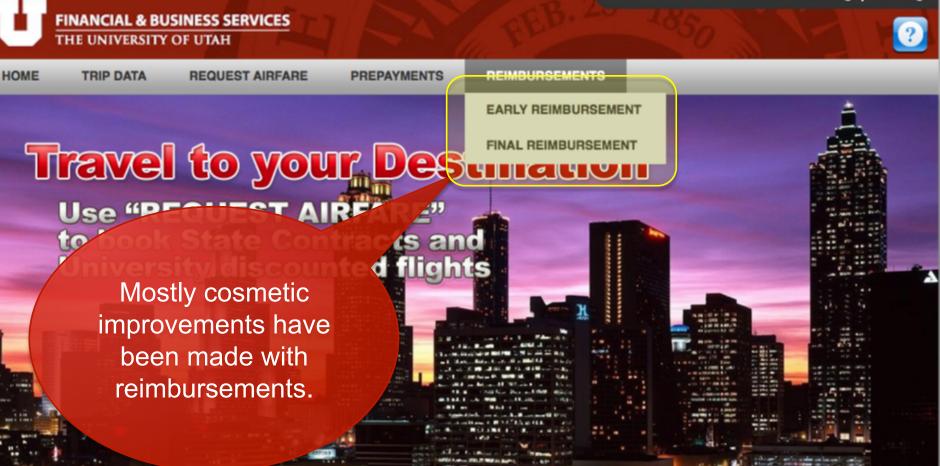
#### Prepayments

REIMBURSEMENTS

**Hotel Prepayment** Conference Prepayment Foreign Wire Prepayment

#### Reimbursements

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#### Prepayments

Hotel Prepayment Conference Prepayment Foreign Wire Prepayment

#### Reimbursements

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**TRIP DATA** 



HOME

**REQUEST AIRFARE** 

PREPAYMENTS

REIMBURSEMENTS

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**STEP 2: REQUEST ON HOLD RESERVATION** get k

STEP 1: AIRSELECT (REQUEST FLIGHT OPTIONS)

**STEP 3: CONFIRM RESERVATION** 

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.

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Hotel Prepayment **Conference Prepayment** Foreign Wire Prepayment

#### Reimbursements

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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.

#### Trip Data

Home Register a New Trip Lookup Trip Data

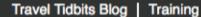
#### **Request Airfare**

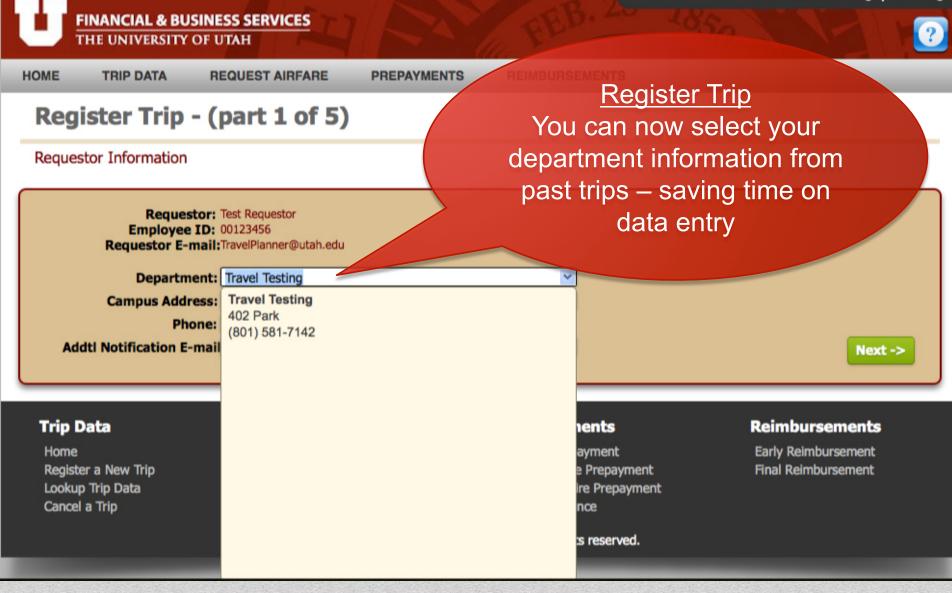
Step 1: AirSelect Step 2: Request Reservation Step 3: Confirm Reservation

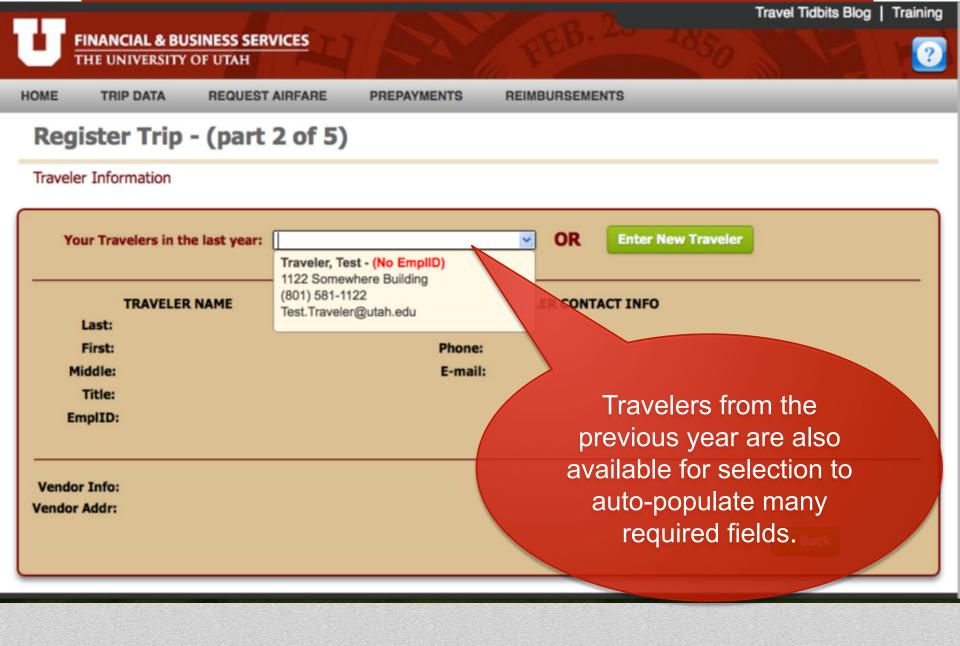
#### Prepayments

Hotel Prepayment Conference Prepayment Foreign Wire Prepayment

#### Reimbursements







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HOME

**TRIP DATA** 

Get R

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PREPAYMENTS

REIMBURSEMENTS

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STEP 1: AIRSELECT (REQUEST FLIGHT OPTIONS)

**STEP 2: REQUEST ON HOLD RESERVATION** 

**STEP 3: CONFIRM RESERVATION** 

Use ACH deposits for more Accurate and Timely Reimbursements

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

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#### Propayments

Hotel Prepay Conference Prepayment Foreign Wire Prepayment Reimbursemants

Indursement **Final Reimbursement** 

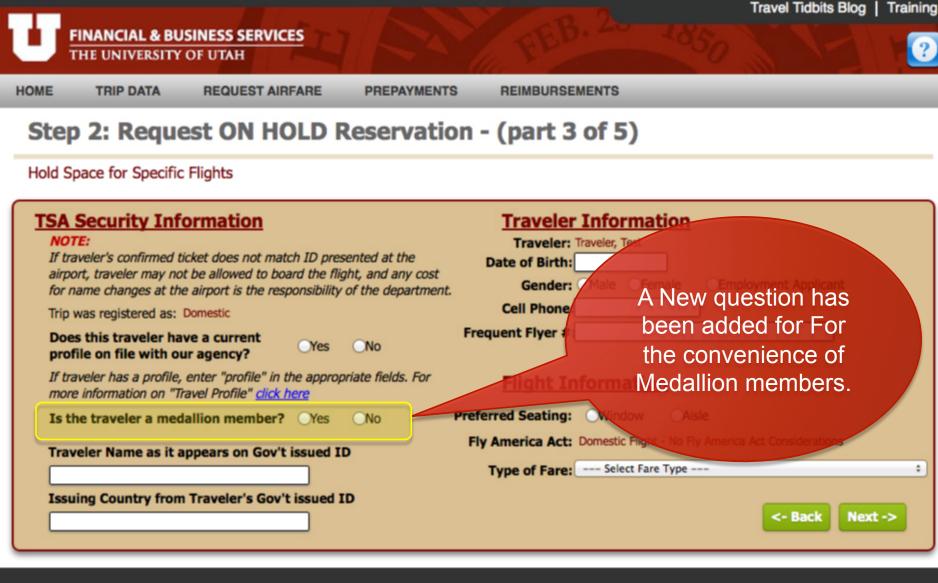
#### REIMBURSEMENTS

### **Request Airfare**

Request Airfare Options



Step 2: Request ON HOLD Reservation

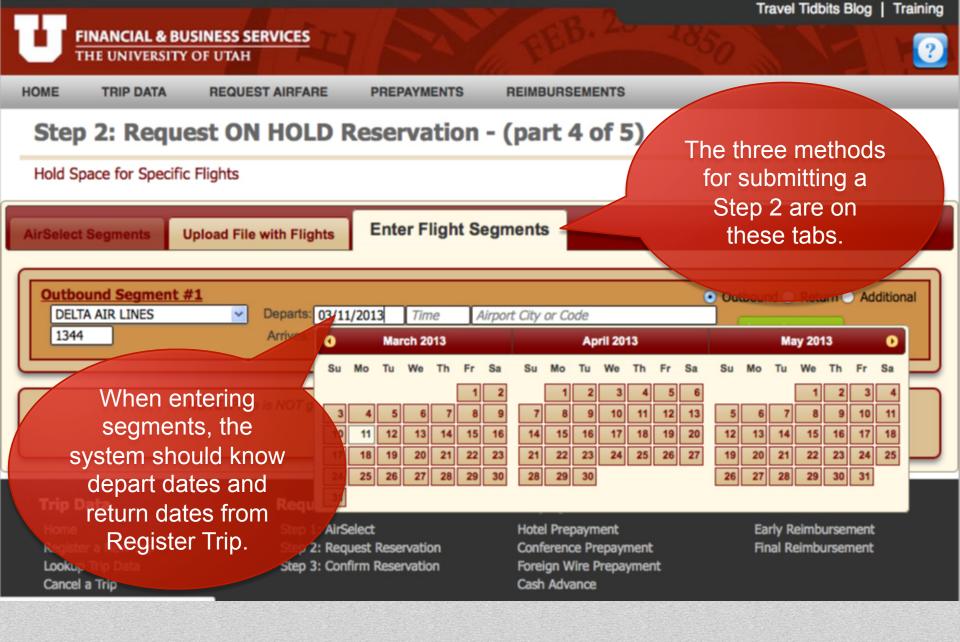


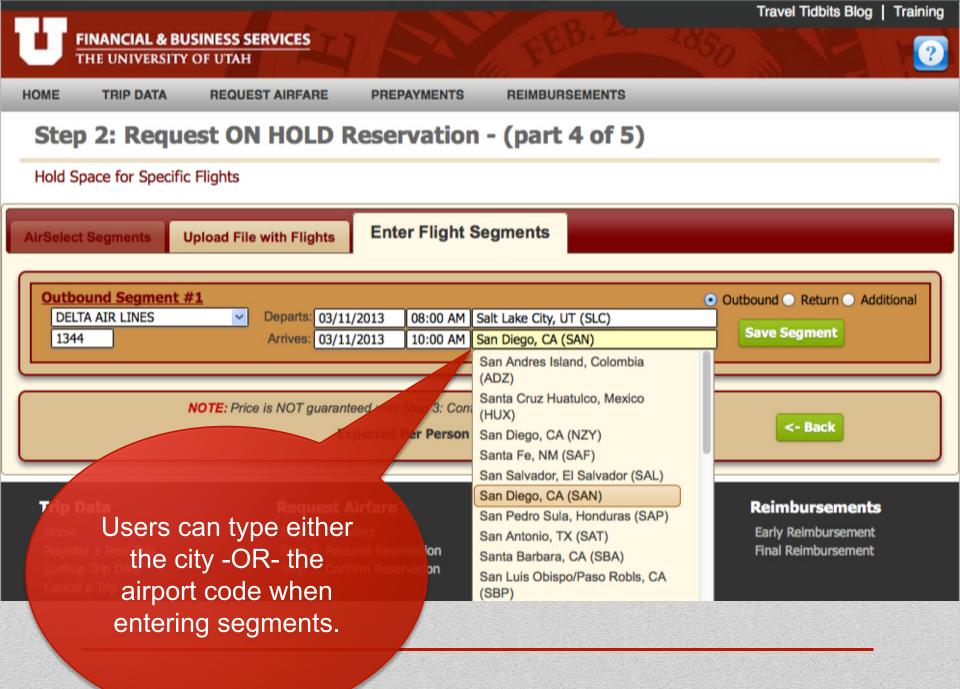
Request Airfare

Trip Data

Prepayments

Reimbursements









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**REQUEST AIRFARE** 

Hold Space for Specific Flights

**TRIP DATA** 

HOME

#### Hotel and Car Rental Information

Reserve Rental Car?: OYes ONO

Reserve Hotel Room?: •Yes No NOTE: If yes, requires personal Credit Card, Agent will call Planner.

Hotel Chain: HILTON
Hotel Dates if Different:

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

#### Other Information

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

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.

<- Back

Submit

1

Home Register a New Trip

Trip Data

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

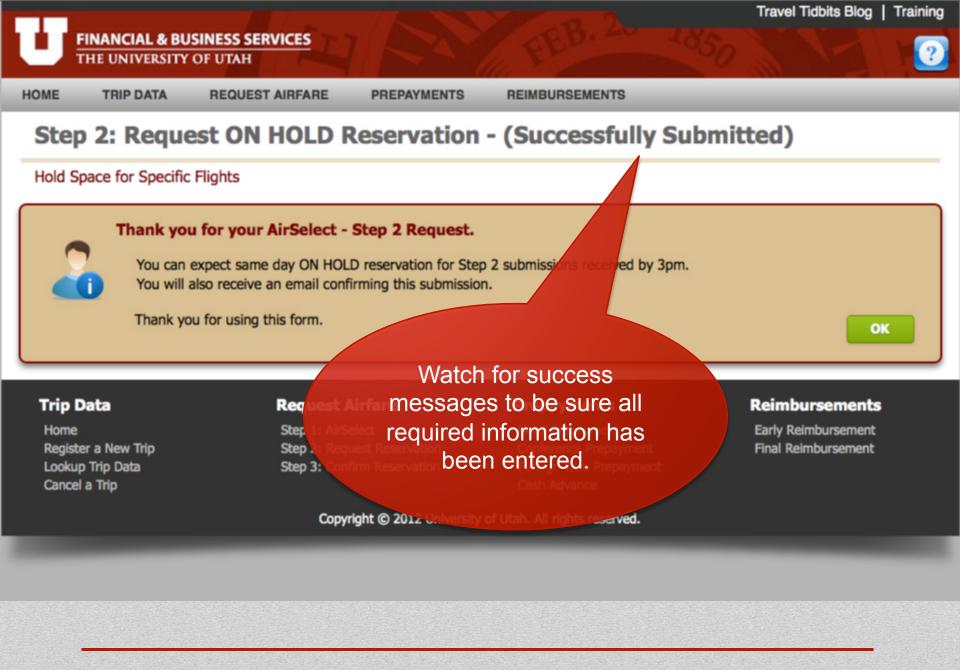
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#### Reimbursements

Early Reimbursement



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HOME

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TRIP DATA REQUES

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REQUEST AIRFARE

PREPAYMENTS REIMBURSEMENTS

STEP 1: AIRSELECT (REQUEST FLIGHT OPTIONS)

**STEP 2: REQUEST ON HOLD RESERVATION** 

**CONFIRM RESERVATION** 



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

#### Trip Data

Home Register a New Trip Lookup Trip Data

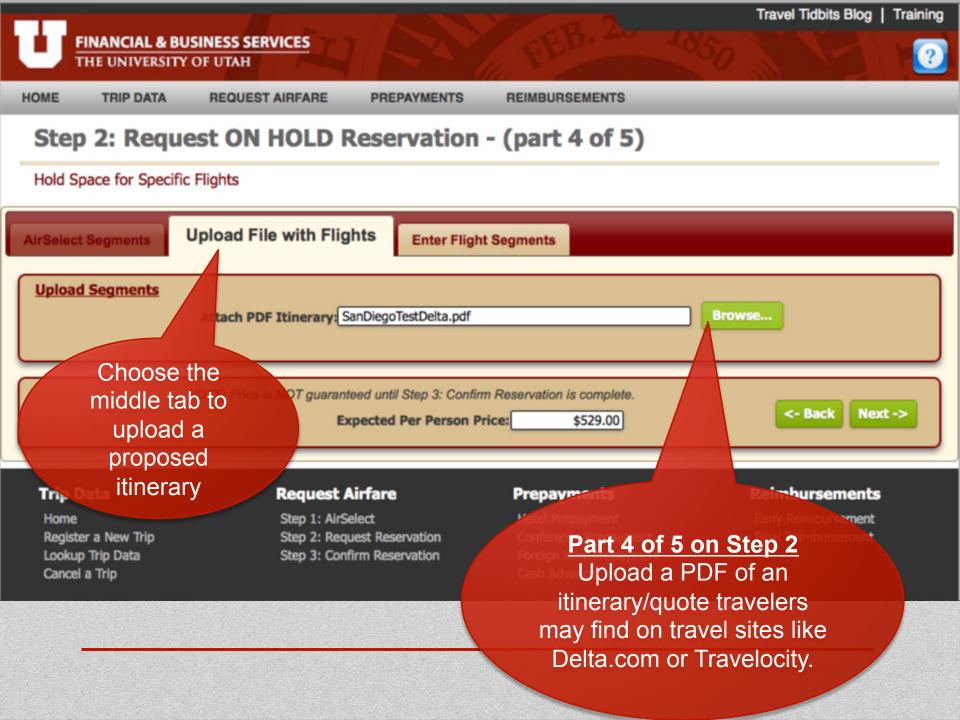
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#### Prepayments

Hotel Prepayment Conference Prepayment Foreign Wire Prepayment

#### Reimbursements



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**REQUEST AIRFARE** 

PREPAYMENTS REIMBURSEMENTS

STEP 1: AIRSELECT (REQUEST FLIGHT OPTIONS)

**STEP 2: REQUEST ON HOLD RESERVATION** 

**STEP 3: CONFIRM RESERVATION** 

Use ACH deposits for more Accurate and Timely Reimbursements

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

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#### Prepayments

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**Hotel Prepayment Conference Prepayment** Foreign Wire Prepayment

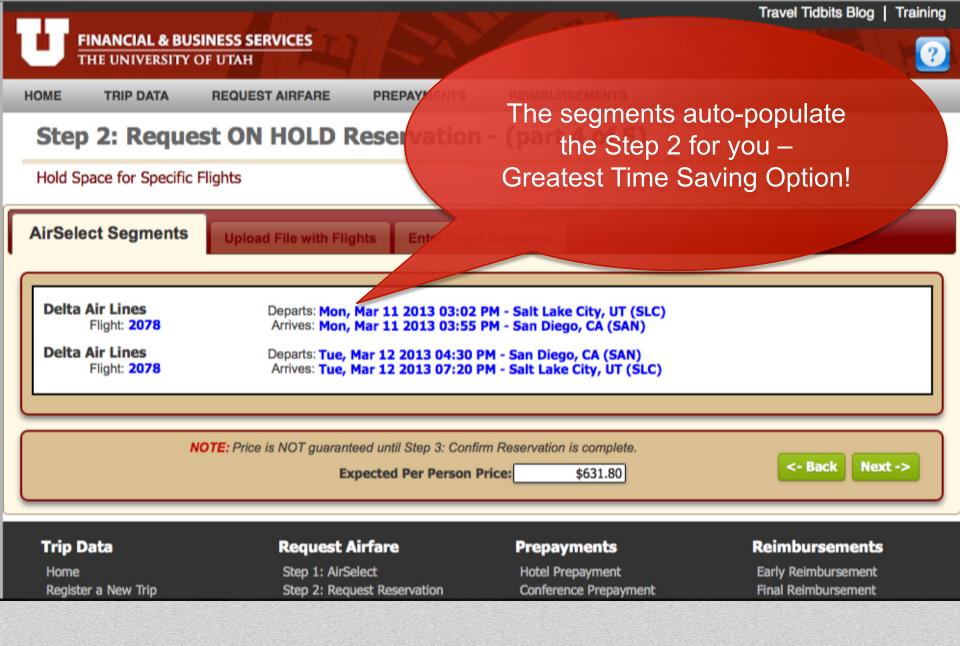
#### Reimbursements

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

De	epart	Arrive	Airline	Flight	Class	Seats	Stops	
L 06	5:15 AM San Diego (SAN)	09:13 AM Salt Lake City (SLC)	Delta Air Lines	0978	ĸ	9	0	
2 10	0:14 AM San Diego (SAN)	01:04 PM Salt Lake City (SLC)			K	9	0	
8 01	1:10 PM San Diego (SAN)	04:00 PM Salt Cake After Sub	mitting a Ste	en 1 to		9	0	
04	4:30 PM San Diego (SAN)	07.20 PM Salt Lake City (SLC)	Delta Arr Lines	2078		9	0	
5 06	5:20 PM San Diego (SAN)	OSTIC THE DURE CITY (DEC)	its, you rece			9	0	
5 06	5:59 PM San Diego (SAN)	12:29 AM Salt Lake Citemail S	nowing your	flight		6	1	
Price Matrix for 100 least expensive flight optionsClick desired choice, and								
Note: Fares here do not include University negotiated Delta discounts. State Contracted Fares appear in blue								
	1 2	3	4	5		6		
A	631.80	631.80 631.80	631.80		1.80		533.7	

A	<u>631.80</u>	631.80	<u>631.80</u>	<u>631.80</u>	<u>631.80</u>	533.70
B	<u>631.80</u>	<u>631.80</u>	<u>631.80</u>	<u>631.80</u>	<u>631.80</u>	533.70
C	631.80	<u>631.80</u>	631.80	<u>631.80</u>	631.80	533.70
D	631.80	631.80	631.80	<u>631.80</u>	631.80	533.70
E	631.80	631.80	631.80	<u>631.80</u>	631.80	533.70
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HOME TRIP DATA

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REIMBURSEMENTS

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STEP 1: AIRSELECT (REQUEST FLIGHT OPTIONS)

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**STEP 3: CONFIRM RESERVATION** 

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!

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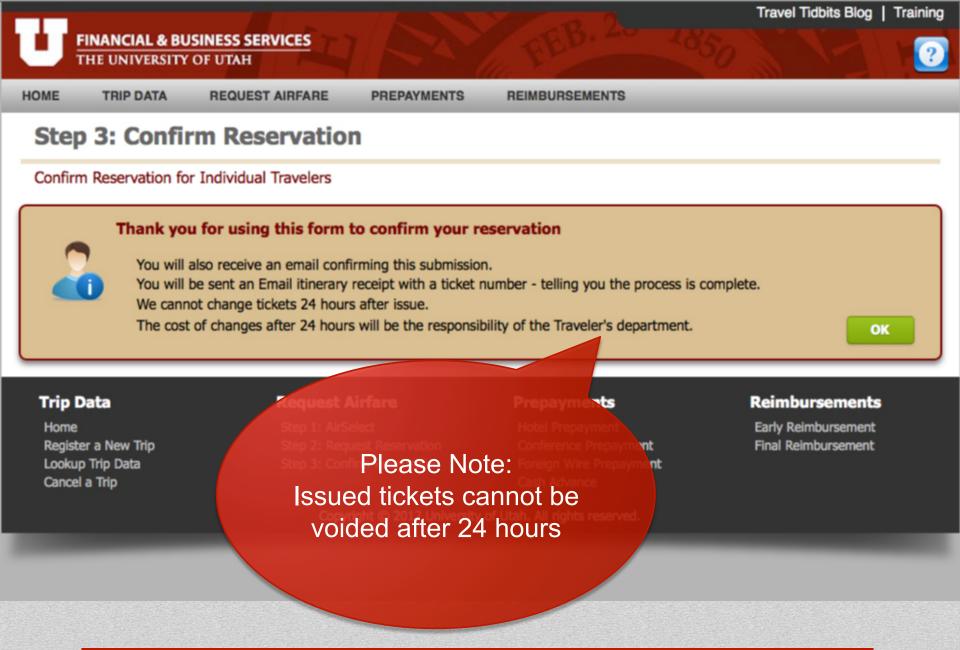
#### Reimbursements

#### REIMBURSEMENTS

### **Step 3: Confirm Reservation**

#### Confirm Reservation for Individual Travelers

Travel #: 442578 Agency Locator:	Are both departure and OYes return dates accurate? No
Traveler Name as it appears on Gov issued ID Travel Planner: Test Requestor Phone#: (801) 581-7142	Are flight times Correct? No Is the destination city Yes
E-mail: TravelPlanner@utah.edu Booking Agent: Amy Johnson +	correct? No Is Traveler's name spelled Yes correctly is complete and one
BU         ORG         FUND         ACTIVITY         PROJECT         ACCOUNT           01         00357         2000         10058         60000	correctly, is complete, and No matches either their Driver's License or Passport? Have you submitted a Yes frequent flyer number and No is it showing on the itinerary? Have you read all Yes remarks? No
Notes: Only Agency Locator a accuracy questions to the right need to be entered the rest is auto-populat from trip data!	ind the d –



Reimbursements

Early Reimbursement

Final Reimbursement

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HOME

TRIP DATA

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PREPAYMENTS

REIMBURSEMENTS

# **Travel to your Destination** Use "REQUEST AIRFARE" to book State Contracts and University discounted

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.

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payment Cash Advance