Welcome to the newest version of the University of Utah Travel System!
Prepayments may look slightly different, but we have not changed functionality.
Mostly cosmetic improvements have been made with reimbursements.
The Most significant changes are under Request Airfare: Steps 2 & 3 are integrated into the online application.
Please note - we have reorganized some functions under **Trip Data**.
Register Trip
You can now select your department information from past trips – saving time on data entry.
Travelers from the previous year are also available for selection to auto-populate many required fields.
SIGNIFICANT CHANGE: There are now three ways to submit a Step 2...
Step 2 ON HOLD Reservation:
Trip Info is used to auto-populate – saving time on data entry.
A New question has been added for the convenience of Medallion members.
The three methods for submitting a Step 2 are on these tabs.

When entering segments, the system should know depart dates and return dates from Register Trip.
Users can type either the city -OR- the airport code when entering segments.
System organizes segments for user convenience and increased agent accuracy.
We have added space to tell agents when non-employee travelers require the same itinerary.

Use this “additional” information field to provide additional passenger information.
Watch for success messages to be sure all required information has been entered.
We have added functionality to upload flight quotes/itineraries to avoid tedious segment entry...
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.

Choose the middle tab to upload a proposed itinerary.
The easiest way to use Step 2 is still from a Step 1 Air Select email.
After submitting a Step 1 to our agents, you receive an email showing your flight options…Click desired choice, and…
The segments auto-populate the Step 2 for you – Greatest Time Saving Option!
Step 3: Confirm

Now uses Trip Data as well, resulting in less data entry for planners!
Only Agency Locator and accuracy questions to the right need to be entered – the rest is auto-populated from trip data!
Please Note:

Issued tickets cannot be voided after 24 hours
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.