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

THE UNIVERSITY OF UTAH

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.

ay Rule

eipts

Trip Data

HOME

Home Register a New Trip Lookup Trip Data

Request Airfare

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

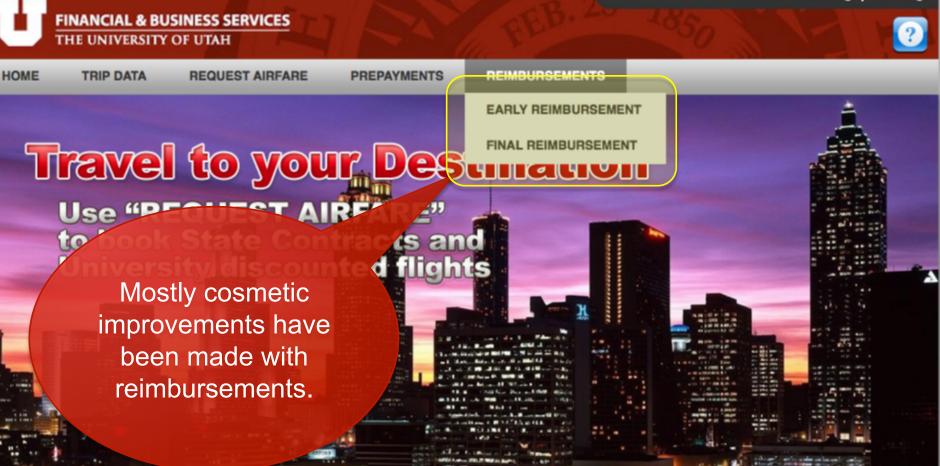
Prepayments

REIMBURSEMENTS

Hotel Prepayment Conference Prepayment Foreign Wire Prepayment

Reimbursements

Travel Tidbits Blog | Training



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

Travel Tidbits Blog Training

FINANCIAL & BUSINESS SERVICES THE UNIVERSITY OF UTAH

TRIP DATA



HOME

REQUEST AIRFARE

PREPAYMENTS

REIMBURSEMENTS

ickly

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.

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

FINANCIAL & BUSINESS SERVICES



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

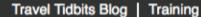
Request Airfare

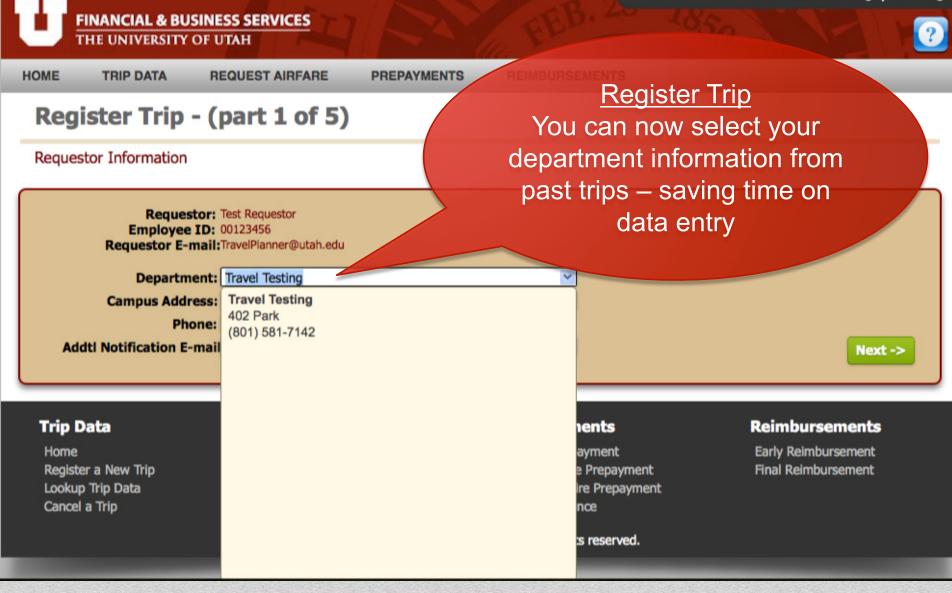
Step 1: AirSelect Step 2: Request Reservation Step 3: Confirm Reservation

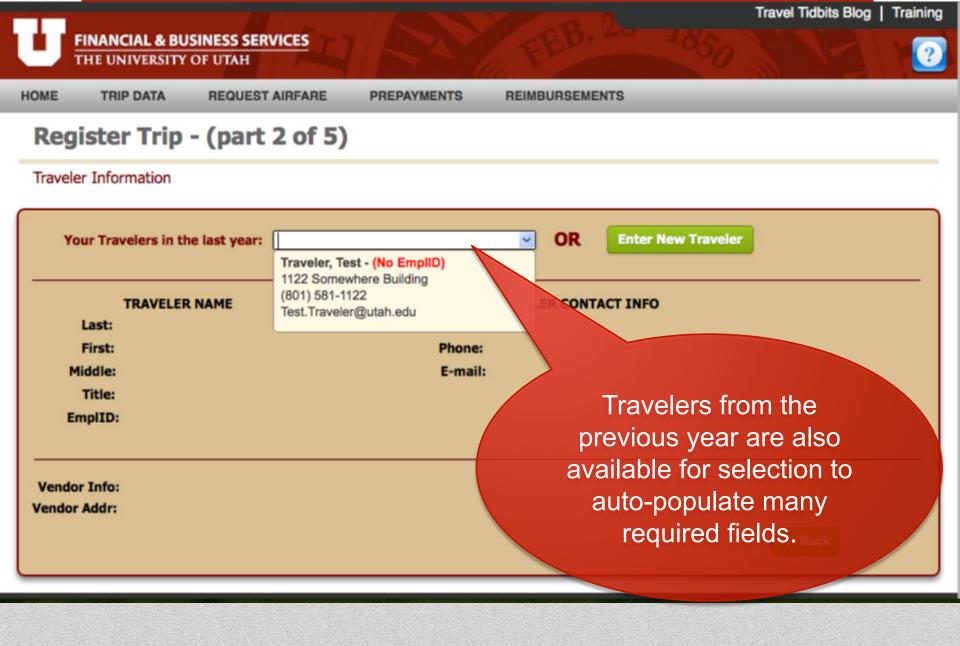
Prepayments

Hotel Prepayment Conference Prepayment Foreign Wire Prepayment

Reimbursements







Travel Tidbits Blog Training

FINANCIAL & BUSINESS SERVICES THE UNIVERSITY OF UTAH



HOME

TRIP DATA

Get R

REQUEST AIRFARE

PREPAYMENTS

REIMBURSEMENTS

ckly

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.

Trip Data

Home Register a New Trip Lookup Trip Data

Request Airfare

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

Propayments

Hotel Prepay Conference Prepayment Foreign Wire Prepayment Reimbursemants

Indursement **Final Reimbursement**

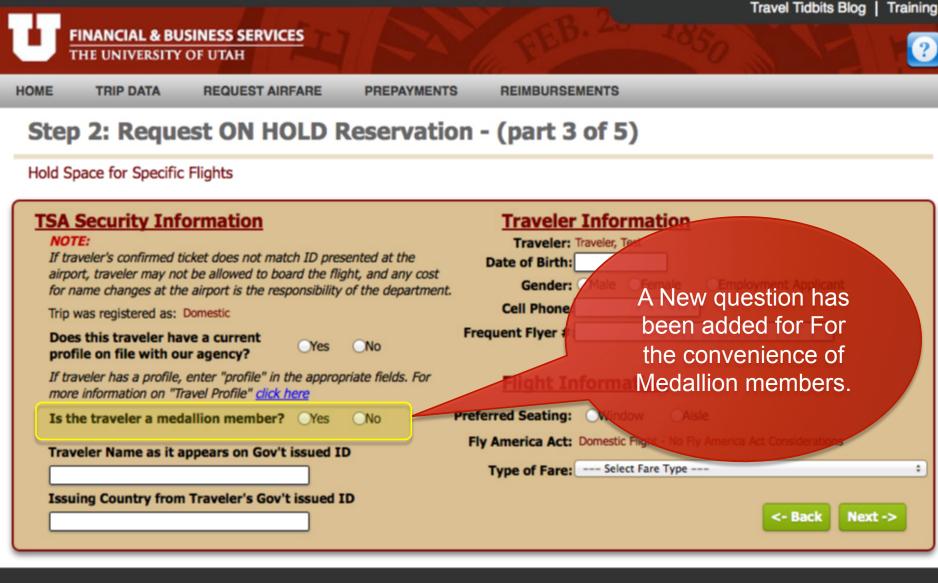
REIMBURSEMENTS

Request Airfare

Request Airfare Options



Step 2: Request ON HOLD Reservation

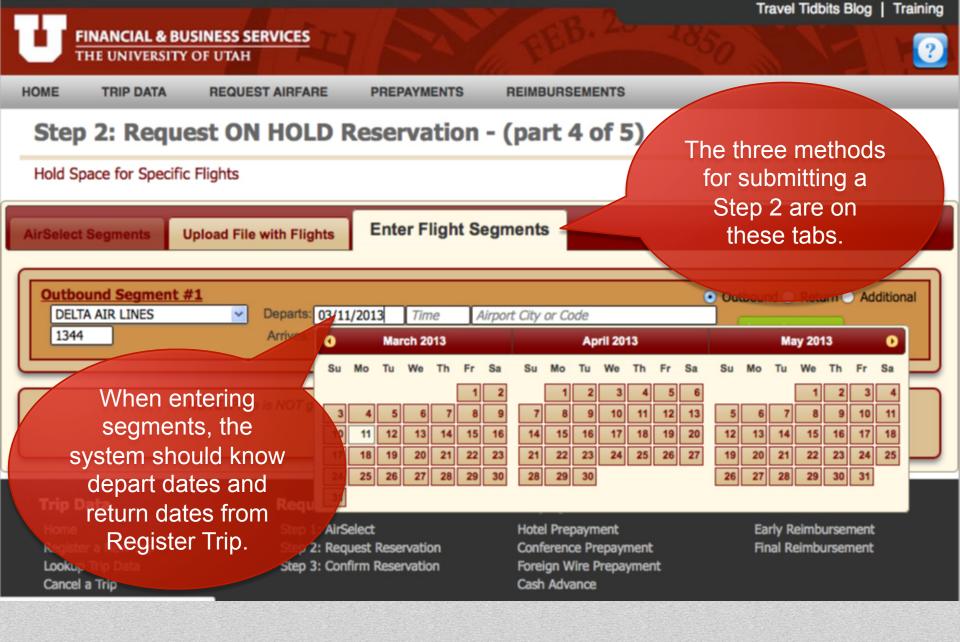


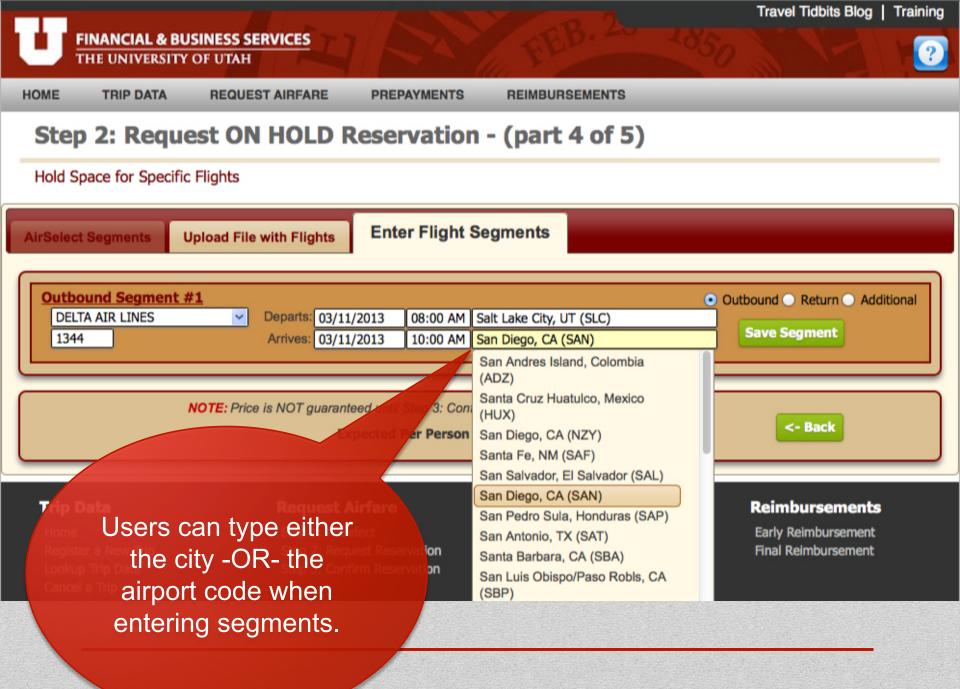
Request Airfare

Trip Data

Prepayments

Reimbursements









?



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.

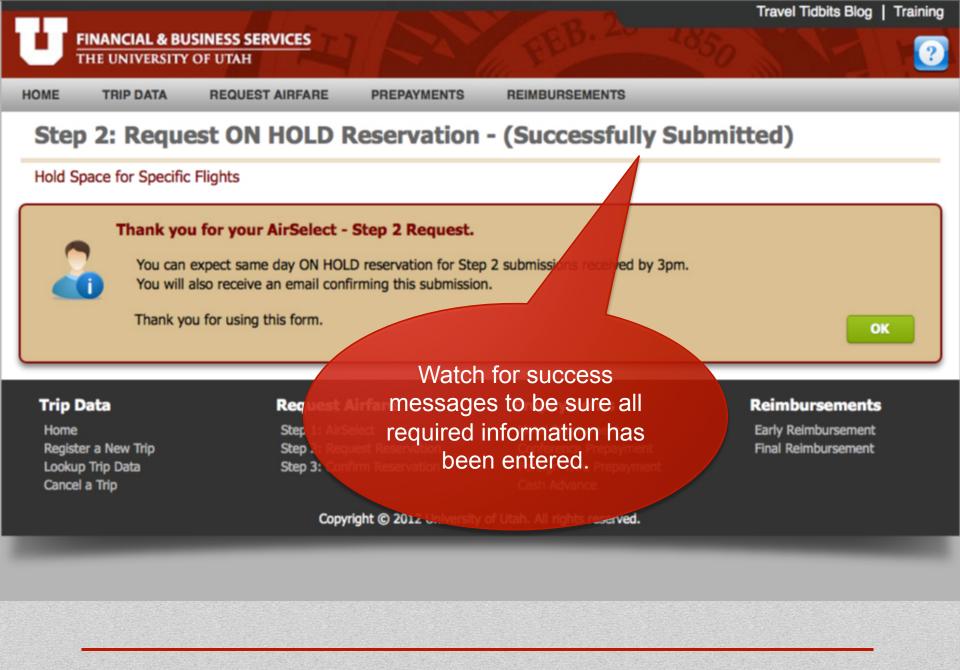
PREPAYME

repayments

lotel Prepayment

Reimbursements

Early Reimbursement



Travel Tidbits Blog | Training

FINANCIAL & BUSINESS SERVICES

Use ACH dep for more Acc

Timely Rei



HOME

Get

TRIP DATA REQUES

STE

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

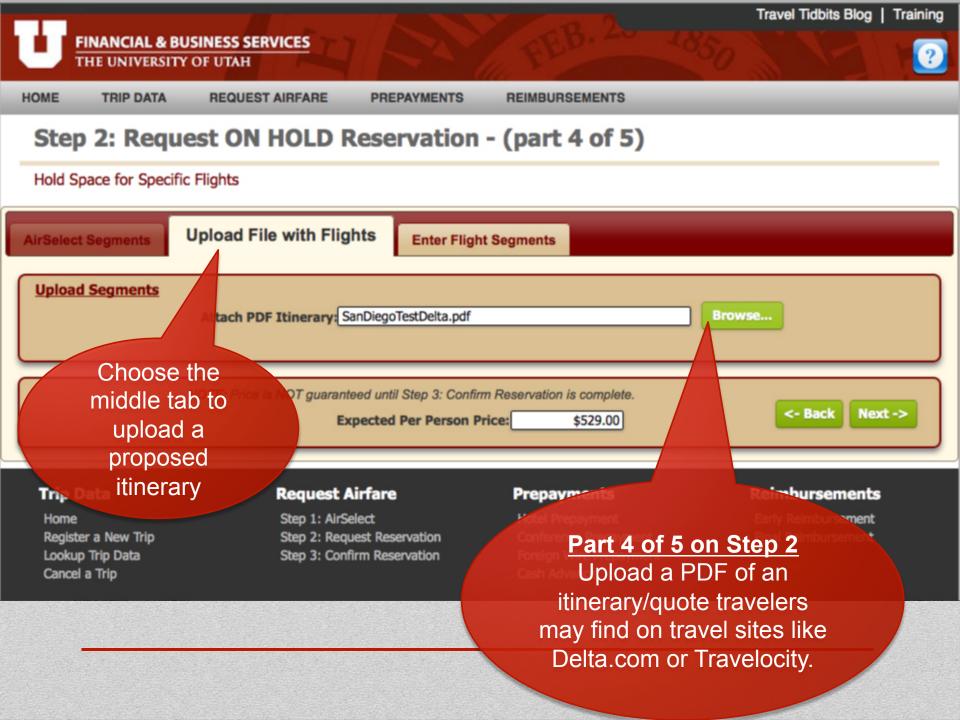
Request Aina

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

Prepayments

Hotel Prepayment Conference Prepayment Foreign Wire Prepayment

Reimbursements



Travel Tidbits Blog Training

FINANCIAL & BUSINESS SERVICES THE UNIVERSITY OF UTAH





Get R

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.

Trip Data

Home Register a New Trip Lookup Trip Data

Request Airfare

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

Prepayments

C

Hotel Prepayment Conference Prepayment Foreign Wire Prepayment

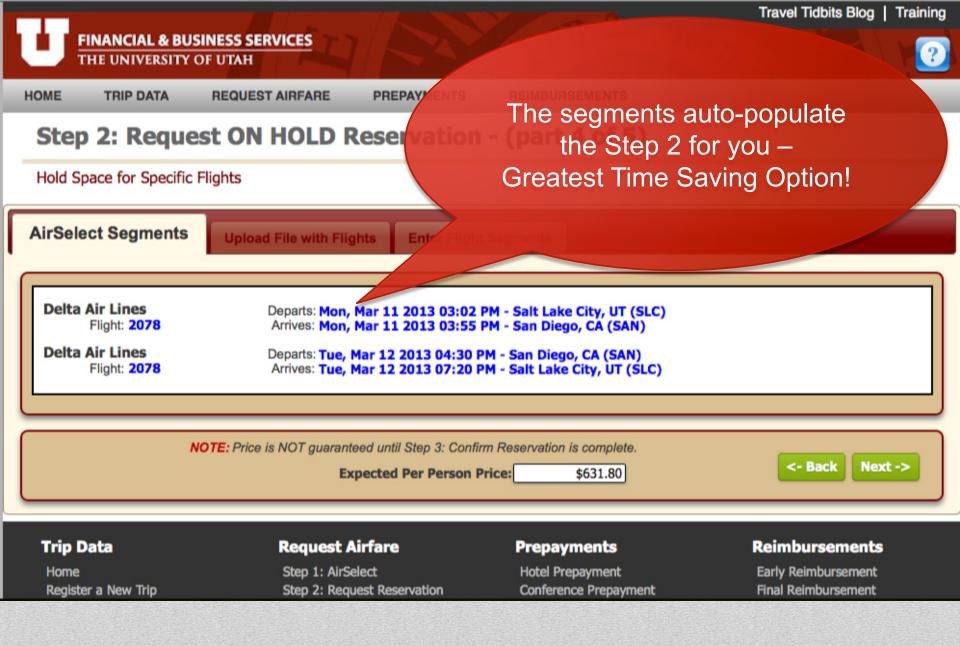
Reimbursements

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
						and the second se



Travel Tidbits Blog | Training

FINANCIAL & BUSINESS SERVICES



HOME TRIP DATA

Get K

REQUEST AIRFARE

EST AIRFARE PREPAYMENTS

REIMBURSEMENTS

ickly

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

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

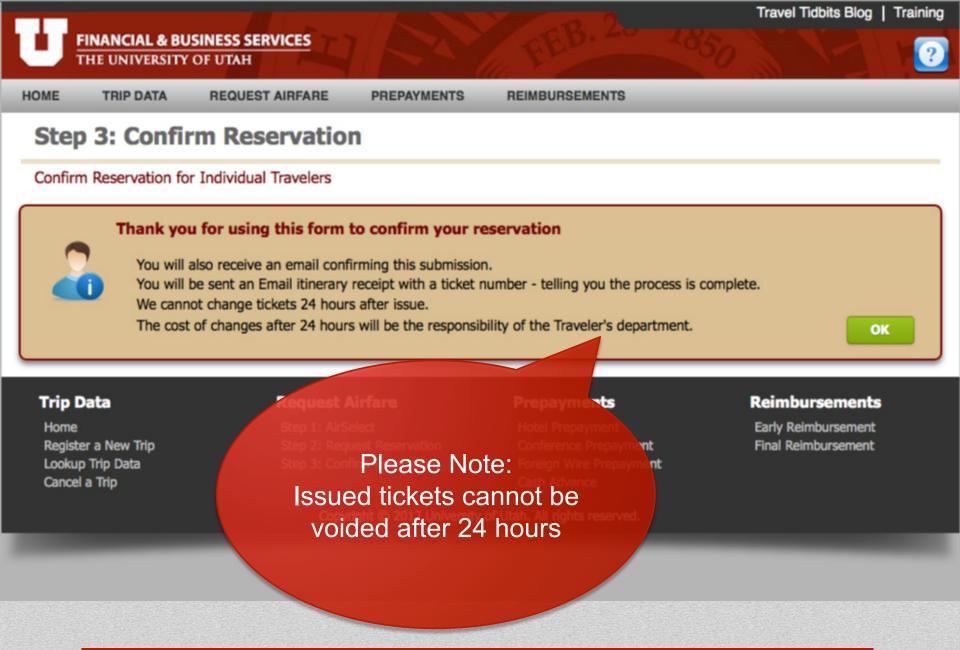
Reimbursements

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

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

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

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

Req

payment Cash Advance