Book a Trip from Travel

It is possible to initiate a booking directly from Travel. Doing so will generate a new Request to submit for approval. This option is called the "Travel-to-Request Integration" method and is ideal for last-minute or restricted-availability flights.

If using this method, users must remember that an approval time limit is placed on the Request. The booking is cancelled and the Request voided if not approved in time.

Note: If booking from Request is interrupted before completion (e.g. booking not completed in one sitting, the user clicks on another browser during booking, the booking process sits idle for too long, etc.), the link between Travel and Request may break. When broken, the "Travel-to-Request Integration" method is initiated. Use the pending approval indicators in step four to recognize when this happens. The "Troubleshoot" scenarios at the end provide direction on how to resolve an accidental break.

1. Enter booking information in the booking tool
   a. Select "Pick-up/Drop-off car at airport" to add rental car to airfare
   b. Select "Find a Hotel" to add hotel to airfare

Trip Search

Mixed Flight/Train Search

| Round Trip | One Way | Multi City |

From
FAI - Fairbanks Intl Airport - Fairbanks, AK
Find an airport | Select multiple airports

To
ANC - Anchorage Ted Stevens Intl Airport - Anchorage, AK
Find an airport | Select multiple airports

Depart
10/20/2023 | depart | Anytime

Return
10/25/2023 | depart | Anytime

☐ Pick-up/Drop-off car at airport
☐ Find a Hotel

Class   Search by
Economy class   Price

☐ Specify a carrier

Search

2. Proceed with reservations as usual
   a. Airfare is put on hold
   b. CTM charges the $1.50 PNR fee
   c. Itinerary information clearly indicates tickets are not yet issued

Trip Summary

✔ Finished!

Do not close your browser, you will be forwarded to your Travel Request in a few seconds. Don't forget to Submit it for approval.
Click here in order to reach your Travel Request directly.

Trip Record Locator : ESSAKG

This trip is awaiting approval and must be approved by: 10/07/2023 07:30 pm Alaskan
It will be automatically cancelled if it is not approved by that time.
The itinerary will not be ticketed until your travel manager has approved the trip.
Your itinerary has been saved. CTM NA (University of Alaska - PAC) will service your itinerary.
Please Note: Fares are not guaranteed until tickets are issued and are subject to change without notice.
Airfare must be ticketed by: 10/07/2023 09:30 pm Alaskan (10/7/2023 10:30:00 PM Pacific).

Travel Contact Information
1-833-500-4292
1-833-500-4292

3. A blank Request to fill out & submit is initiated
   a. The Request only auto populates the expense information from the booking
   b. The Header and remaining Expected Expenses are filled in by the user

Edit Request Header ✕

Trip from Fairbanks to Anchorage | Request ID: 97ND

* Required field

Trip Name * ❓
`Trip from Fairbanks to Anchorage`

Trip Purpose * ❓
`None Selected` ⌄

Trip Description * ❓
` `

Trip Type * ❓
`None Selected` ⌄

Traveler Type *
`Staff` ⌄

*How will you book your travel? *
`None Selected` ⌄

Final Destination * ❓
`Anchorage Intl (Airport - ANC), Anchor ✕` ⌄

Business Travel Start Date *
`10/20/2023` 📅

Business Travel End Date *
`10/25/2023` 📅

4. The Request has an approval time limit that corresponds with the amount of time the airline will hold the flight
   a. Notated at the top of the Request under the trip name and total

Trip from Fairbanks to Anchorage $297.95
Not Submitted | Request ID: 97ND | ⚠ Required approval date: 10/07/2023 7:30 PM

[More Actions ▾] [Submit Request]

Request Details ▾   Print/Share ▾   Attachments ▾

TRIP
$297.95
PNR: ESSAKG

   b. Provided as "Status" under My Trips>More

My Trips (1) →

OCT 20 - 25   **Trip from Fairbanks to Anchorage**

[More ▾] ✈

Status ✕
Admin Approval Required
Approval deadline is
10/08/2023 3:30 AM.

Expense this trip

Cancel this trip

   c. "Approval of Request Required" documented in Upcoming Trips and Trip Library

Company Notes | Upcoming Trips | Trips Awaiting Approval | Remove Trips

[Add new itinerary manually]

Trip Name/Description	Status	Start Date	End Date	Action
Trip from Fairbanks to Anchorage (ESSAKG) (97ND)	Awaiting approval Approval of Request Required	10/20/2023	10/25/2023	Cancel Trip

Trip Name/Description	Status	Date Booked	Start Date	End Date	Action
Trip from Fairbanks to Anchorage (ESSAKG)	Awaiting approval Approval of Request Required	10/06/2023	10/20/2023	10/25/2023	Cancel Trip

9 October 2023

5. If the Request is approved in time
    a. The flight is ticketed and no further action to book is needed
    b. Depending on the user's email notification settings, the traveler and delegate receive an email of the ticketed itinerary – this is the flight itinerary receipt required for the Report
6. If the Request is not approved in time, the hold cancels and the Request expires
    a. User can copy and submit new Request for approval
    b. User must book from new Request
    c. Back office cannot re-engage the Request once it expires

Troubleshoot

Problem: Started from Travel instead of Request, but already have an approved Request.

Solution: Complete the Header and submit the Request generated from the booking, then contact the Processor. The Processor approves the Request which completes the booking. They also move the original Request out of "Pending on-line Booking" status. Close/Inactivate the erroneous Request generated from the booking and use the original Request for the Report.

Problem: Started booking from approved Request, but a new Request is initiated.

Solution: If the booking is interrupted before completion (e.g. booking not completed in one sitting, the user clicks on another browser during booking, the booking process sits idle for too long, etc.), follow the same steps as though the booking was initiated from Travel instead of approved Request.

Request "Trip from Fairbanks [...]" = Erroneous // Request "Slavik, J 10/20 [...]" = Original