

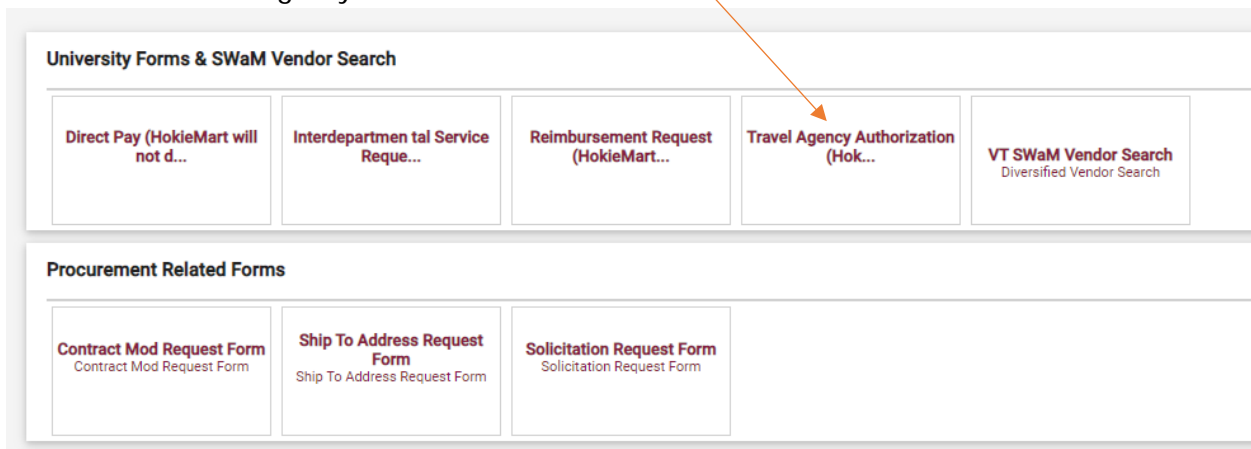
Quick Guide: Travel Agency Authorization

HokieMart Will Deliver PO

Use this form to purchase airline tickets and other travel related services from contract travel agencies listed on the drop-down menu of the Travel Agency Authorization. **Do not use this form for travel reimbursements to university faculty or staff.** See the Controller's website for information related to travel and travel reimbursements.

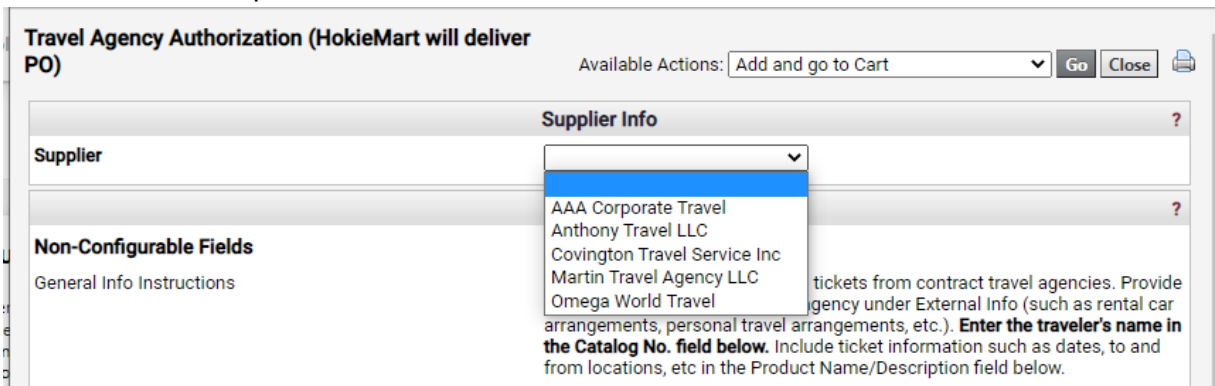
From Main Screen of HokieMart:

- Click Travel Agency Authorization



The screenshot shows the HokieMart main screen with two main sections: "University Forms & SWaM Vendor Search" and "Procurement Related Forms". In the "University Forms & SWaM Vendor Search" section, there are five buttons: "Direct Pay (HokieMart will not d...", "Interdepartmental Service Reque...", "Reimbursement Request (HokieMart...", "Travel Agency Authorization (Hok...", and "VT SWaM Vendor Search Diversified Vendor Search". An orange arrow points to the "Travel Agency Authorization (Hok..." button. In the "Procurement Related Forms" section, there are three buttons: "Contract Mod Request Form Contract Mod Request Form", "Ship To Address Request Form Ship To Address Request Form", and "Solicitation Request Form Solicitation Request Form".

- From the drop-down menu choose the desired contract vendor.



The screenshot shows the "Travel Agency Authorization (HokieMart will deliver PO)" form. At the top, there is a title bar with "Available Actions: Add and go to Cart" and buttons for "Go", "Close", and a printer icon. Below the title bar is the "Supplier Info" section, which has a "Supplier" field with a dropdown menu. The dropdown menu is open, showing a list of vendors: AAA Corporate Travel, Anthony Travel LLC, Covington Travel Service Inc, Martin Travel Agency LLC, and Omega World Travel. Below the "Supplier Info" section is the "Non-Configurable Fields" section, which has a "General Info Instructions" field. To the right of the "General Info Instructions" field, there is a text box with the following text: "tickets from contract travel agencies. Provide agency under External Info (such as rental car arrangements, personal travel arrangements, etc.). Enter the traveler's name in the Catalog No. field below. Include ticket information such as dates, to and from locations, etc in the Product Name/Description field below."

Next in the "General Info" section of the form, enter required information:

- Catalog No. – type the traveler's name. Be sure to use legal name.
- Product Description is the location to provide information for the travel agent. Be as specific as necessary to ensure proper travel is arranged.
- Quantity will be 1. This will be for one traveler.
- Packaging - will remain EA – each
- Estimated price will be for the travel and all associated costs.

Sample Travel Agency Authorization Form

Travel Agency Authorization (HokieMart will deliver PO) Available Actions: Add and go to Cart

Supplier Info		?
Supplier	<input type="text"/>	
General Info		?
Non-Configurable Fields		
General Info Instructions	Use this form to purchase airline tickets from contract travel agencies. Provide additional instructions to travel agency under External Info (such as rental car arrangements, personal travel arrangements, etc.). Enter the traveler's name in the Catalog No. field below. Include ticket information such as dates, to and from locations, etc in the Product Name/Description field below.	
Form Type	Travel Agency Authorization (HokieMart will deliver PO)	
Catalog No.	<input type="text"/>	
Product Description	<input type="text"/> 254 characters remaining expand clear	
Quantity	<input type="text"/>	
Packaging (UOM)	EA - Each <input type="text"/>	
Estimated Price	<input type="text"/>	
Internal Info		?
Internal Info Instructions	Purpose of trip.	
Internal Notes (1000 char)	<input type="text"/> 1000 characters remaining expand clear	
Internal Attachments	add attachment...	
External Info		?
External Info Instructions	Enter additional travel agency instructions in External Notes.	
External Notes (1000 char)	<input type="text"/> 1000 characters remaining expand clear	
External Attachments	add attachment...	
Total		0.00

- Complete required information in the Internal and External Info section as necessary.
- Attachments may be added to Internal and External Info, such as an itinerary, if necessary.

To finalize the Travel Agency Authorization from the Available Actions drop-down menu, select:

- Click Add and go to Cart
- Then click Go

User will now be in the **Cart – Draft Requisition**. Complete the cart to create the PR.