QG - 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 TAA. Do not use this form for Travel Reimbursement to university faculty or staff. See the Controller's web-site for information related to travel and travel reimbursements.
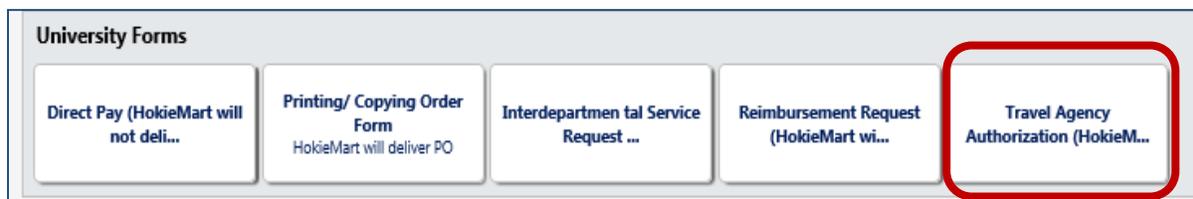
From Main Screen of HokieMart:

- Click "Travel Agency Authorization**.**
- From the drop-down menu choose the desired contract vendor.
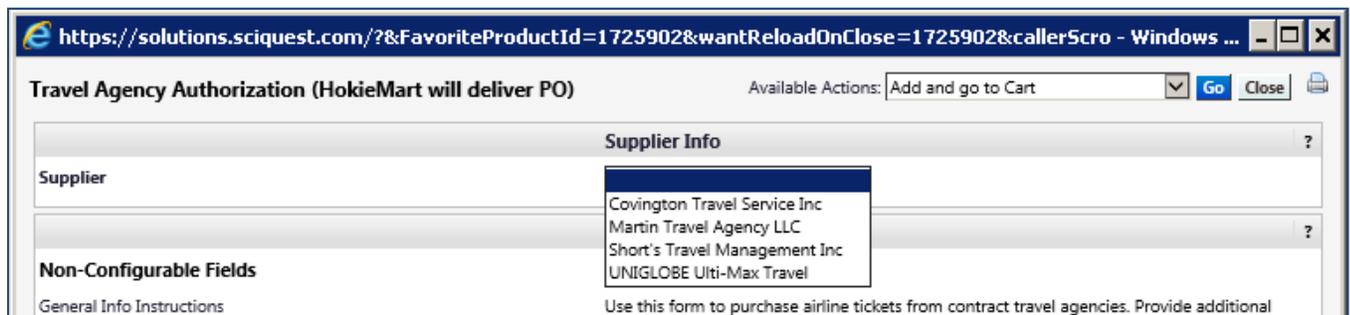
Complete the requested screen information as follows:

- Identify and located the fields in the "General Info" section of the form, enter required information
  - Catalog No. will be 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 "Each"
  - Estimated price will be for the travel and all associated costs.

Sample Travel Agency Authorization Form

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