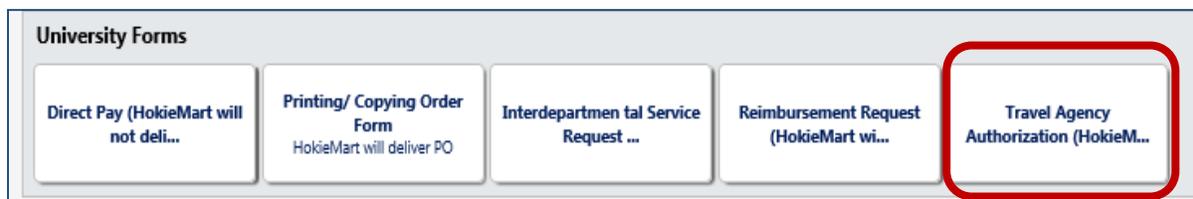


QG - Travel Agency Authorization

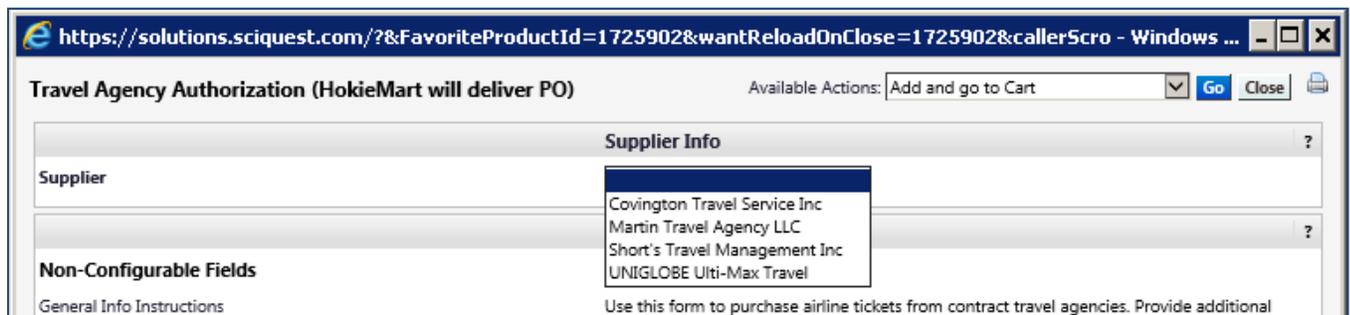
HokieMart Will Deliver PO

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

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

Supplier Info ?

Supplier

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.

Product Description

254 characters remaining [expand](#) | [clear](#)

Quantity

Packaging (UOM) EA - Each

Estimated Price

Internal Info ?

Internal Info Instructions Purpose of trip.

Internal Notes (1000 char)

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)

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, 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.