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.
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.