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

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

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.