

## Travel Agency Authorization

### Send to Supplier Method: 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.

Campus users should have contacted the contracted travel agent and arranged travel prior to submitting this form. The travel confirmation provided by the travel agent can be used by the department when entering in this form.

From Main Screen of HokieMart under the University Forms:

- Click **Travel Agency Authorization**:

The screenshot shows the 'University Forms & SWaM Vendor Search' interface. It features a grid of buttons for various forms. The button for 'Travel Agency Authorization (HokieMart will deliver PO)' is highlighted with an orange arrow. Below this grid is a section for 'Procurement Related Forms' containing buttons for 'Contract Mod Request Form', 'Ship To Address Request Form', and 'Solicitation Request Form'.

- From the drop-down menu choose the contract vendor you worked with to arrange travel.

Form • Travel Agency Authorization (HokieMart will deliver PO)

The screenshot shows the 'Travel Agency Authorization' form. The 'Supplier' dropdown menu is open, displaying a list of travel agencies: AAA Corporate Travel, Anthony Travel LLC, Covington Travel Service Inc, Martin Travel Agency LLC, and Omega World Travel. The form includes sections for 'Supplier Info', 'General Info', and 'Non-Configurable Fields'.

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

- **Catalog No.** – type the traveler’s name as it appears on the driver’s license.
- **Product Description** is the location to provide information for the travel agent. Be as specific as necessary to ensure proper travel is arranged.
- **Quantity** should always be 1. This will be for one traveler.
- **Packaging** - will remain EA – each.
- Estimated price will be for the travel and all associated costs provided to you from your travel agent.

### 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 ★

Flight from LAX to AKL departing May 30, 2024 and returning June 24, 2024. Reference confirmation number K902LDC3

141 characters remaining expand clear

Quantity ★

Packaging ★

EA - Each

Estimated Price ★

**Internal Info** should provide the business purpose of the trip and any supporting attachments, such as the itinerary.

### Internal Info

Internal Info Instructions

Purpose of trip.

Internal Notes (1000 char) ★

This is for the Hokie Bird to speak at annual the Mascot Conference.

932 characters remaining expand clear

Internal Attachments

Add

**External Info** should contain any information that would help the travel agency match this PO up with the arranged travel in their system. Best practice is to always include or reference the confirmation they provided you.

**External Info**

External Info Instructions

Enter additional travel agency instructions in External Notes.

External Notes (1000 char)

See confirmation number K902LDC3 attached.  
Travel arranged with Tracy at AAA.

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

External Attachments [Add](#)

[Hokie Bird travel confirmation.docx](#) ...

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.