

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' section with five buttons: 'Direct Pay (HokieMart will not d...', 'Interdepartmental Service Reque...', 'Reimbursement Request (HokieMart...', 'Travel Agency Authorization (Hok...', and 'VT SWaM Vendor Search Diversified Vendor Search'. An orange arrow points to the 'Travel Agency Authorization (Hok...' button. Below this is the 'Procurement Related Forms' section with three buttons: 'Contract Mod Request Form Contract Mod Request Form', 'Ship To Address Request Form Ship To Address Request Form', and 'Solicitation Request Form 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 'Supplier Info' form with the 'Supplier' field open. The dropdown menu lists the following options: AAA Corporate Travel, Anthony Travel LLC, Covington Travel Service Inc, Martin Travel Agency LLC, and Omega World Travel. The form also includes sections for 'General Info', 'Non-Configurable Fields', 'General Info Instructions', and 'Form Type'.

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 ★
141 characters remaining [expand](#) | [clear](#)

Quantity ★

Packaging ★

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) ★
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.

The screenshot shows a form titled "External Info" with a help icon in the top right corner. It is divided into three main sections:

- External Info Instructions:** A text area with the instruction "Enter additional travel agency instructions in External Notes."
- External Notes (1000 char):** A text area containing the text "See confirmation number K902LDC3 attached. Travel arranged with Tracy at AAA." Below the text area, it shows "923 characters remaining" and "expand | clear" links.
- External Attachments:** A section with an "Add" button on the right. Below it, there is one attachment: "Hokie Bird travel confirmation.docx" with a download icon and a three-dot menu icon to its right.

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.