Travel Dashboard

1. Black Menu Bar – Select Travel to access the Travel module
2. White Menu Bar
   a. Travel to navigate to the main Travel module page
   b. Arrangers to arrange travel as a delegate
   c. Trip Library to view bookings
   d. Trip Templates to work with booking templates
   e. Tools to access useful travel tools including airport guides and government travel warnings
3. Booking Tool for researching airfare, car rental, hotel, and train costs, routes, and availability or for using the “Travel-to-Request Integration” booking option
4. Travel Alerts (if any) are visible in the Travel module
5. Blue Text Tabs
   a. Company Notes from the main page
   b. Upcoming Trips for current travel bookings
   c. Trips Awaiting Approval for trips pending approval
   d. Remove Trips for completed trips that need a Report
Arrangers

Delegates and Proxies can use the Arrangers tab to manage (not book) travel for their users.

Upcoming Travelers

1. Search for users by name or travel dates
2. View the user’s contact number and view/edit the current picture
3. Click the Trip Name/Description to access Trip Actions: View Itinerary, E-mail Itinerary, Change Trip, and Remove Trip
4. Click the “+” to the left of the Trip Name/Description to view the segment details
   a. Click a flight segment to view TSA wait times, check-in the user via the airline’s check-in web page, and access information about the airport
   b. Click a hotel segment to access the hotel’s web site
5. Click Travel Preferences to view a summary of the user’s booking preferences
6. Enter Notes and Tasks as reminders for the arranger (not user)

I'm Assisting

1. Click the trash can icon in the right-most column to discontinue the arranger association
2. Click the user’s name to view their booking preferences
Trip Library

View a list of the traveler’s trips with the options to access itinerary information and cancel trips.

1. Select Booking Dates or Travel Dates and set Date Range
2. Select “Include withdrawn trips” to include cancelled bookings