You may not charge parking or shuttle transportation to the global card. It is a violation of University policy. You must skip page 7.

Making Airline Reservations

Each user will access www.orbitzforbusiness.net and sign in using their UConn email address as the user ID. Begin the reservation by selecting the traveler in the upper left side of the blue Flights section on the Orbitz for Business home page.

If you are booking a flight for yourself, you can just proceed to flight options. If you are booking a trip for one of your travelers on your traveler list, you will need to click on Change Traveler.
After selecting **Change Traveler**, a box will drop down allowing you to then select from traveler list, company directory or by typing in the name. The last selections will only be available for a person who has been given access as a travel arranger.
When booking a ticket for a traveler who is not on your traveler list, for example a guest or candidate, you will need to select **Type in the name**. You should then fill in the name in the white box provided.
Continue the reservation process by entering flight departure and arrival information in the blue Flights section. Click on Leave and Return to bring up a calendar on which to choose your travel dates. Once your dates have been chosen, click on Find.
This will bring up all the flight options available.

A **Change Search** will appear on the left side of the flight options displayed.
- Change traveler name.
- Option to search for round trip, one-way or multi-city
- Link to search for airport codes
- Option to include nearby airports (ex. enter Boston, MA and also receive itineraries for Providence, RI.)
- Search for exact dates or utilize a flexible dates search
- Options to search for only non-stop flights, refundable fares or class service.
- **Expand search options for business or first class cabins.** **Travelers may not purchase first class tickets, ever.** A few travelers at UConn have been given permission to travel first class by the President’s Office and that permission was granted for medical reasons. All US travel must fly economy class. International travel can fly business class as long as the traveler is not using federal grant funds.
Once you have decided upon a ticket option, select it by clicking on the blue **Select** button in the top left corner of the flight option. This will bring you to **Flight Details**.

Review the cost of the ticket and the flight details. Notice the ability to email this itinerary on the right of the screen. If you are satisfied, click on the blue **Continue** button on the bottom right of the screen.
The next screen you will see will be this, offering **Attractions and services**.

You **may not** charge parking or shuttle transportation to the global card. You **must** skip this page and proceed by clicking on the blue **Continue booking** button at the bottom of this screen.
This will bring you to **Traveler Information**.

- Sections with an asterisk before it are required fields. In section 2, you must Enter contact information.
- Section 3 and 4 are optional.
- Section 5, you may select seating by clicking on the box next to **Let me select seats on the next page**.
- Review the other options, the rules, terms and conditions and then select the blue bottom **Agree and continue**.
- This is not the last step. The ticket has not been purchased yet.
• If you wish to choose the seats at the time of booking, this is the screen that will appear next. All blue seats are the seats available to choose from.
• You will be given the opportunity to book seats for any or all legs of the flight.
• Once seating arrangements have been taken care of, click on the blue Continue button.
This will bring you to the final screen: **Review and purchase.**

- Review the cost and the flight details.
- **Section 3** is where you will select the billing information. For tickets you want charged to the University centralized billing card, be sure the Global Card is selected. Other personal credit cards can be selected at this point if the information was entered into the system in the beginning when the personal information was requested.
- **Section 4** gives you the option to name your trip so that when you look at your account in the future, you will be able to easily identify each ticket purchased.
- **Section 5** includes two required fields; the two lines with asterisks before it. This is where you need to enter the TIF or TA number and the FRS account number.
- Use a TA, or Travel Authorization, for all trips outside of the contiguous US. Use the TIF, or Travel Information Form, for travel within the continental US. This document number is required because after the ticket is booked, we at Travel want to know that the booking has
occurred. We need to know that the booking was for University business and we also want to know what account you want the ticket paid from. Often, departments will decide on an account change between booking the ticket and sending the information to Travel. Also, sometimes travelers will want to use awarded money, such as AAUP, toward the ticket. Those FRS accounts should be entered on the TA or TIF forms and sent to our office after booking the ticket; in a timely manner.

- Next to *ETIF or TA number, enter the document number.
- Next to *FRS account, enter the 6 digit FRS account you want to use to pay for this ticket.
- Be sure, when using Federal grant funds, to select a US flag carrier as required by the Fly America Act. More information on the Fly America Act can be found on the Travel website under Foreign travel.
- The above two fields, with asterisks, need to be filled in with the requested information in order for the booking process to proceed.
- Section 6, be sure to review name for correct spelling. The name of the traveler must match his/her government-issued photo ID.
- Section 7 is the final step. Clicking on the blue Purchase button will purchase the ticket.