University Travel Policies as they apply to purchasing travel in the GSU travel website:

Airline:

1. If an airfare is $200 or more than the lowest non-stop or one-stop, you will be asked to indicate a reason for this flight and your manager will be notified.
   Example: If the lowest one-stop or non-stop flight is $350.00. You can choose a $700.00 flight but the system will ask you to indicate a reason and your manager will be notified.
2. Business class seating can be chosen for an international flight to a different continent that is longer than 8 hours. If Business class is chosen a manager must approve before the ticket will be purchased.

Car Rental

3. If a non-preferred rental car agency is chosen the system will ask you to indicate a reason and your manager will be notified.
   A preferred rental car agency is the one that holds the State of Georgia contract for car rental and will be indicated by yellow diamonds.
4. If a vehicle is chosen that is larger than an intermediate size, the system will ask you to indicate a reason and your manager will be notified.

Hotel

5. The system does not limit hotel choices to the Per Diem rate. Please use the link at the top of the Hotel page to Per Diem rates.
6. If an overnight stay is indicated, but no hotel is selected the system will ask for a reason.

Instant Purchase Airlines: (I think we should put this information in Section 3, Step 1, #9)

Some airlines, including Southwest and Airtran, are instant purchase airlines. The airline ticketing process for these vendors happens when the flight is reserved. When an instant purchase airlines is included in the choices a red note will appear at the top of the page notifying you of this option. Call Travel Inc. immediately to possibly change/cancel an flight purchased from an instant purchase airlines.

Countries on the State Department Warning List (I think this will also be helpful in Section 3, Step 1, #9):

If a country is on the State Department Warning List additional forms and approval will be required before travel can be booked. Please contact Office of International Initiatives for more information.

Direct Billing with Hertz (I think this will be helpful in Section 3, Step 2, #1)

Georgia State has set up direct billing with Hertz where the University will pay for employee’s car rental and charge the PO indicated on the travel reservations. Note that a GSU identification will need to be shown when picking up the vehicle. For more information please see the Disbursements website.
Setting up Travel Assistants (We can make this a separate page on our website for instructions)

1. On the My Travel page, click Profile on the menu at the top of the page.

   On the Profile drop-down menu, select Personal Information.
   Click Assistants at the top of the page.

2. Click Add an Assistant to search for your assistant’s last name.

   In the Search Criteria field, enter the assistant’s name.

   Click the Assistant drop-down arrow.

   Select the appropriate name from the drop-down list.

   Select Can book travel for me.

   Select Is my primary assistant for travel.

   Click Save.

Use Assistants & Travel Arrangers to give other Travel users the ability to view and modify your profile or book travel and trips for you.

The primary assistant’s name and work phone number become part of the traveler’s GDS profile, if configured.

Hint: When searching, use the following format:
LastName FirstName

For example: Smith June

The Assistant drop-down list shows any individuals that match your search criteria.

Use this option if you want to have this assistant receive emails about your trips. Note you can have only one primary assistant for travel. To have other assistants receive emails add the assistant to email address field on the profile tab.

Non Employee/Student booking

Please see Disbursements procedures for booking Non-Employees and students (link to their website or document)

I think the fee sheet is already on our website. I think if we have room it might be helpful to indicate this on the flyer.