

# User Guide



**STMSTAY**



**STMCHARTERS**



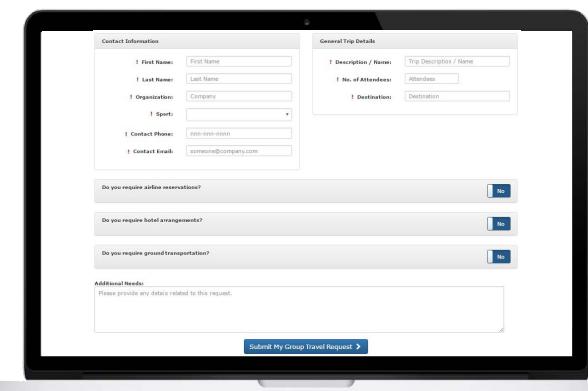
**STMDRIVEN**

## PROCESS Group Travel



## GROUP TRAVEL REQUEST FORM

The travel request form covers all the segments of your trip, including air, charter, bus, car, and hotel. Once the form is submitted, the request is automatically distributed to each applicable department for fulfillment.



TO ENHANCE THE EXPERIENCE OF GETTING THERE, BEING THERE, AND COMING HOME

[www.shortstravel.com](http://www.shortstravel.com)

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## PROCESS Group Travel

The entire booking process is very simple and geared specifically to help save you time, lower your travel spend, provide options and simplify contract negotiations.

### AIRLINE RESERVATIONS STMCHARTERS

Automatically populate team profile information

Do you require airline reservations?  Yes  No

What kind of air reservations do you need?  We want to fly commercial airlines  We want to charter our own aircraft

How many destinations?  One Way  Round Trip  Multiple Destinations

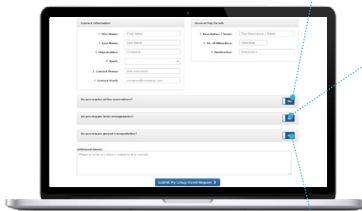
! Departure Airport:

! Arrival Airport:

! Departure Date / Time:  mm/dd/yyyy

! Return Date / Time:  mm/dd/yyyy

Details about Air:  Please provide any details related specifically to the airline reservations of this request.



See images to the right of each expanded segment.

### HOTEL ARRANGEMENTS STMSTAY

Automatically populate team profile information

Do you require hotel arrangements?  Yes  No

! Number of Rooms:

Area / Property Location:

! Check In Date:  mm/dd/yyyy

! Check Out Date:  mm/dd/yyyy

Details about Hotel:  Please provide any details related specifically to the hotel arrangements of this request.

### GROUND TRANSPORTATION STMDRIVEN

Automatically populate team profile information

Do you require ground transportation?  Yes  No

Do you require car rental?  Yes  No

Do you require a motorcoach (bus)?  Yes  No

! Pick Up Date:  mm/dd/yyyy

! Drop Off Date:  mm/dd/yyyy

Details about Ground Transportation:  Please provide any details related specifically to the ground transportation of this request.

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## BENEFITS Group Travel

				
<b>IT'S EASY!</b>  You make a request through the Short's Travel Online portal OR email us your schedule and travel requirements.	<b>IT SAVES TIME!</b>  We save you countless hours by handling the sourcing and contracting.	<b>IT SAVES MONEY!</b>  We leverage spending to get you the best rates and also can provide you reporting to help manage your travel budgets.	<b>EASIER NEGOTIATIONS!</b>  We advocate on your behalf to get you the best rates, terms and concessions.	<b>CONSISTENT EXPERIENCE!</b>  You have the same smooth, flawless experience every time.

## Contact Us!

We would love the opportunity of having a conversation to better explain our service offerings.

### STMSTAY

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