

User Guide



STMSTAY



STMCHARTERS



STMDRIVEN

PROCESS Group Travel

STEP ONE TEAM PROFILE	STEP TWO REQUEST	STEP THREE REVIEW	STEP FOUR CHOOSE	STEP FIVE FINALIZE
Complete team profile through Short's Travel Online portal or via email.	Email your group travel requests or submit through Short's Travel Online portal	We provide you with a list of travel options.	Make your choices and we will handle all the aspects of the contracting.	Once the contracts are signed, we provide you with a detailed trip summary including your contact and relevant action items and deadlines.

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.

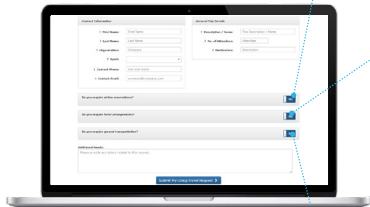
TO ENHANCE THE EXPERIENCE OF GETTING THERE, BEING THERE, AND COMING HOME

www.shortstravel.com

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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.



See images to the right of each expanded segment.

AIRLINE RESERVATIONS STMCHARTERS

Automatically populate team profile information

Do you require airline reservations? ☒ Yes

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:

! Return Date / Time:

Details about Air:

HOTEL ARRANGEMENTS STMSTAY

Automatically populate team profile information

Do you require hotel arrangements? ☒ Yes

! Number of Rooms:

Area / Property Location:

! Check In Date:

! Check Out Date:

Details about Hotel:

GROUND TRANSPORTATION STMDRIVEN

Automatically populate team profile information

Do you require ground transportation? ☒ Yes

Do you require car rental? ☐ Yes ☒ No

Do you require a motorcoach (bus)? ☐ Yes ☒ No

! Pick Up Date:

! Drop Off Date:

Details about Ground Transportation:



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BENEFITS Group Travel

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