**One-Time Individual Booking Request Form Job Aid**

Overview of the process
- Coordinator completes request form to authorize Fox to work directly with Traveler
- Traveler receives email notification advising them to contact Fox to book trip
  - A booking code is provided in the email that traveler will reference when calling
  - Traveler has 21 days to complete reservation from time of form submission
- Coordinator has option to require pre-ticketing approval
- Coordinator can monitor process via Fox Portal Dashboard
- Coordinator receives copy of final eInvoice
- Service fees for using the form are the same as all other individual reservations
  - $31.50 per ticket for domestic reservations
  - $41.50 per ticket for international reservations

When the UW Travel Coordinator is ready to request a travel booking, a new One-Time Individual Booking Request may be completed.

1. Access the Fox World Travel Portal via single sign-on.
2. Navigate to the “UW Travel Requests” tab along the left side menu bar.
3. Selecting “UW Travel Requests” will display the One-Time Individual Booking Request Form that will be completed to authorize the traveler to contact Fox World Travel to complete their new reservation.
Note the * required fields. In the traveler information section, only the name and email are required. Additional fields may be completed if the travel coordinator has the information.

In the “Additional Comments” section specific instructions can be added such as policies for the reservation or traveler information such as frequent flyer number, seat preference, etc.

Departure date, return date, and destination airport are required.

Tick the boxes if traveler is allowed flexibility in travel dates, cities, or reservation changes.

Note if hotel or car rental are required.

Complete the reporting requirements for the booking.

Note that “Trip Description” is an optional field. It will appear on the invoice. The travel coordinator can use this area to help track or identify the bookings they are making if they wish.

Travel Coordinator name and email are automatically populated with the information of the person logged in to the Fox World Travel Portal. Phone number must be added.

A cell phone number must be added.
No selection required if approval is not required. If approval is required select the only option in the dropdown.

If approval is required, an approver and back-up approver may be added.

Payment can be provided by the traveler when they book their reservation or added by the Travel Coordinator on the form. If you are using the same credit card on multiple forms, consider a secure storage method such as LastPass that will auto-populate the information.

The form may be submitted once required fields are complete. Note the disclaimers. The travel request will only remain active for the traveler to contact the agency and book for 21 days. If approval is required for the booking, approval must be received within 24 hours of the traveler making the booking with the agency. Fares are never guaranteed until purchased. The ticketing deadline is entirely dependent on the airline’s fare rules and ticketing timelines for each individual ticket.
5. Submitting the travel request will...
   a. Generate a message that the new request was successful.
   b. Display the travel coordinator's dashboard with the new request and all requests submitted previously.
   c. Send an email to the traveler with booking instructions. The travel coordinator is copied on the email.

   ![Dashboard with travel requests]

   a. Message that the submission was successful for request that was just completed.

   b. Dashboard is always available to the travel coordinator to view all requests submitted. “Invoiced Status” will display if the booking has been completed or is still pending. “Actions” allows the travel coordinator to resend the booking instructions email to the traveler.
Attention Katie Dahl,

A travel request has been submitted for your upcoming UW System Administration trip.

To finish and confirm your trip arrangements, please contact Fox World Travel by phone, 844-630-3853 or 608-710-4172, or by email, umitravel@foxworldtravel.com, at your earliest convenience.

You will need to provide the agent with the following trip confirmation code: TXD SJT.

Please review the information below in regard to further details about your submitted travel request:

Traveler Information

- Guest Traveler Name: Katie Dahl
- Guest Traveler Mobile: 6082120865
- Guest Date of Birth: See Reservation Details
- Guest Cell Phone: 6082120865
- Additional Comments: specific notes

Itinerary Information

- Departure Airport: MSN
- Destination Airport: DFW
- Departure Date: 05/18/2024
- Destination Date: 06/19/2024

Coordination Information

- Coordinator Name: Kelly Kuebl
- Coordinator Email: 6082120865
- Coordinator Phone: bluebl@foxworldtravel.com

Policy Information

- Is guest allowed to make changes once booked: No
- Authorize payment of any applicable airline change fees: No
- Traveler is allowed flexibility in booking around dates/airports: No

Approver Information

- Approver Name: Kelly Kuebl
- Approver Email: 6082120865
- Approver Phone: bluebl@foxworldtravel.com

Travel request will remain active for 21 days. If no action is taken within 21 days, a new request will need to be submitted by the travel coordinator.

c. An email is automatically generated to the traveler with the travel coordinator copied. The email provides Fox contact information, the confirmation code the traveler must provide to the Fox agent, and the booking information that was completed on the form.
6. Once the traveler has contacted Fox and completed their booking,
   a. If approval is not required, the itinerary will be ticketed and invoiced.
   b. If approval is required, a pre-ticket itinerary email will be sent to the UW approver and back-up approver (if applicable). The email will identify that approval is required and provide the flights and airfare estimate that the traveler requested.

The approver clicks on the link and is taken to their Fox World Travel Portal approval dashboard. They may approve the reservation or request changes.

Itinerary that the traveler selected, and airfare cost estimate are displayed on the pre-ticket itinerary email.

(Condensed here for clarity.)
7. The Fox World Travel Portal “UW Travel Requests” tab has four options:
   a. Dashboard – Allows the travel coordinator to view all requests they have submitted and their status.
   b. Create New Request – Allows the travel coordinator to submit a new request for a traveler.
   c. Invoice Search – Allows the travel coordinator to search for any UW invoice by airline ticket number or agency record locator.
   d. Approvals – Allows approvers to view the status of all their approvals. (Approvals tab only appears if the person logged in has been identified as an approver.)