

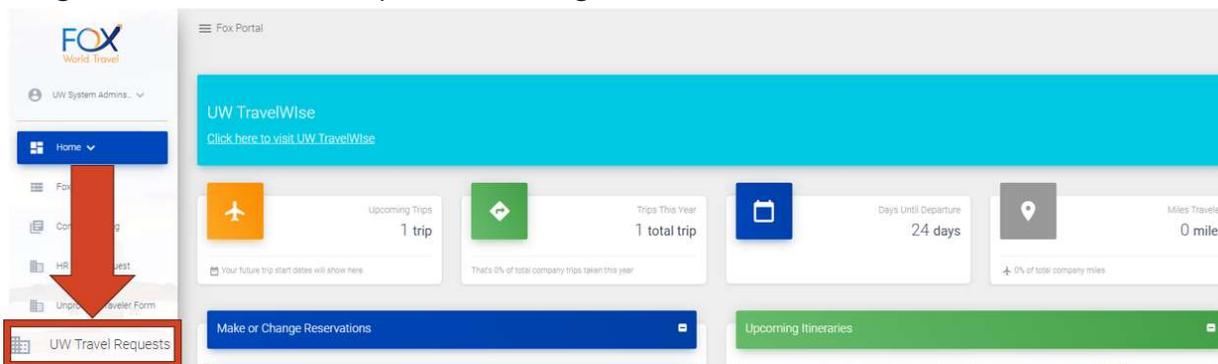
One-Time Individual Booking Request Form Job Aid

Overview of the process

- The UW Travel Coordinator completes the request form to authorize Fox to work directly with Traveler
- The traveler receives email notification advising them to contact Fox to book trip
 - A booking code is provided in the email that the traveler will reference when calling
 - The traveler has 21 days to complete reservation from time of form submission
- The UW Travel Coordinator has the option to require pre-ticketing approval
- The UW Travel Coordinator can monitor process via Fox Portal Dashboard
- The UW Travel 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.

UW Madison

One-time Individual Booking Request Form

DASHBOARD CREATE NEW REQUEST INVOICE SEARCH

Traveler Information

Please Note: Traveler will get a copy of all form entry information submitted.

Please use your legal name as it appears on your government issued ID that you use when traveling. (Driver's License or Passport)

Primary Traveler

First Name * Middle Initial Last Name *

Date of Birth Passport Number Frequent Flyer Number

Work Phone Cell Phone Email *

ADD GUEST TO SAME RESERVATION

Additional Comments:

Up to \$400 may be charged to UW card, any additional amount is the responsibility of the traveler.

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.

Travel Information

Departure Airport (leave blank if unknown)

Departure Date * Destination Airport * Return Date *

Airport Notes:

Traveler is allowed flexibility in booking around dates/airports

Allow traveler to make changes on travel itinerary once booked?

Authorize payment of any applicable airline change fees?

Should Fox book a hotel for traveler? * Yes No

Should Fox book a rental car for the traveler? * Yes No

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.

Name/Field Remarks

Campus Required

Arranger Email Address Optional

Sort Character Rules Allowed Characters: AlphaNumeric, Minimum Characters: 1, Maximum Characters: 33
Sort Sample Format: williamnever@domain.com

Division | College | School Required

Traveler Type Required

Trip Description Optional

Sort Character Rules Allowed Characters: AlphaNumeric, Minimum Characters: 2, Maximum Characters: 33
Sort Sample Format: Information entered by booker

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 Information

Name * Phone * Email *

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 is recommended in case the traveler encounters challenges or emergencies.

Approver Information

Approval Type *

Name *

Phone *

Email *

Same as Travel Coordinator?

Backup Approver Name

Backup Approver Phone

Backup Approver Email

Same as Travel Coordinator?

Payment Information

Payment Method
 Traveler to provide credit card Coordinator to provide credit card

Card Holder Name *

Card Number *

CC Expiration Month *

CC Expiration Year *

Disclaimer:
 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.
 There are no options for approvals once travel has started. Fox will always attempt to accommodate travelers during disruptions. By submitting this form, you are agreeing to additional charges that may occur while the traveler is in travel status.

- Approval is required within 24 hours
- Airfare is not guaranteed until approved and ticketed
 - If airfare is greater than \$50 increase, a new reservation will be created and sent for approval
- If approval is not received within 24 hours, requester must submit a new reservation

“Approval” defaults to “Not Required”. Change to “Required” if you would like to identify approvers before Fox sends the booking for ticketing.

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 1Password or similar that will auto-populate 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.

4. 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.

Unprofiled Travel Request successfully created. A confirmation email containing information about the travel request will be sent shortly to the guest and coordinator email addresses provided. The record locator or confirmation code for this travel request is: 81PT30

Invoiced Status	Requester	Date Requested	Traveler Name	Campus Location	Date of Travel	Destination	Record Locator	Approvers	Approved By	Approval Date	Actions
Pending	Sarah Kelb	05-15-2025 04:04:38 PM	Monica Blanco	LW Madison	05-22-2025	DCA	CSFFE7	Sarah Kelb			VIEW TRAVEL REQUEST EMAIL RESEND TRAVEL REQUEST EMAIL COPY TRAVEL REQUEST CANCEL TRAVEL REQUEST
Booked	Hannah Soehn	05-15-2025 02:18:45 PM	Benjamin Bimber	LW Madison	09-30-2025	MSN	CBWVZ	Hannah Soehn Laura Richards (Backup) Hannah Soehn	Hannah Soehn	05-16-2025 08:00:10 AM	VIEW TRAVEL REQUEST EMAIL RESEND TRAVEL REQUEST EMAIL COPY TRAVEL REQUEST
Booked	Hannah Soehn	05-15-2025 02:15:27 PM	Jonah Sacha	LW Madison	09-30-2025	MSN	CBVKZ	Hannah Soehn Laura Richards (Backup) Hannah Soehn	Hannah Soehn	05-16-2025 08:00:43 AM	VIEW TRAVEL REQUEST EMAIL RESEND TRAVEL REQUEST EMAIL COPY TRAVEL REQUEST
Pending	NICHOLAS MINION	05-15-2025 08:27:52 AM	Emerson Odango	LW Madison	06-23-2025	DEN	CSKTDP	NICHOLAS MINION			VIEW TRAVEL REQUEST EMAIL RESEND TRAVEL REQUEST EMAIL COPY TRAVEL REQUEST CANCEL TRAVEL REQUEST

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, cancel a request prior to booking, or copy a request to a new form.

Attention Monica Blanco,

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

Your trip confirmation code is **C8PF67**

To finish and confirm your trip arrangements, please contact Fox World Travel by phone, 844-630-3853 or 608-710-4172, or by email, uwtravel@foxworldtravel.com, at your earliest convenience. Due to airline-imposed ticketing time limits, please contact Fox to make your reservation between 7am on Monday – noon on Friday to ensure there is time for your travel coordinator to approve your reservation.

You will need to provide the agent with the trip confirmation code listed above.

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

Traveler Information

- Guest Traveler Name: Monica Blanco
- Guest Date of Birth: See Reservation Details

Itinerary Information

- Departure Airport:
- Destination Airport: DCA
- Departure Date: 05/22/2025
- Return Date: 05/25/2025

Coordination Information

- Coordinator Name: Sarah Keib
- Coordinator Email: chm_purchasing@chm.wisc.edu
- Coordinator Phone: 608-262-2896

Policy Information

- Is guest allowed to make changes once booked: Yes
- Authorize payment of any applicable airline change fees: Yes
- Traveler is allowed flexibility in booking around dates/airports: Yes

Approver Information

- Approver Name: Sarah Keib
- Approver Email: chm_purchasing@chm.wisc.edu
- Approver Phone: 608-262-2896

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.

5. 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.



If you need help, please call 24/7/365
 844-630-3853
 608-710-4172
 or try our [Live Chat](#)

ABU BAH (BWSYS)

Pre-Ticket Itinerary Only
 All Pre-Ticket Invoice Fares are Estimates Only

Approval Required
[Click here to approve this reservation or request changes](#)

Flight Information

Beginning May 7, 2025, every air traveler 18 years of age and older will be asked by a TSA agent at the airport to produce a "REAL ID"-compliant driver's license or another acceptable form of ID to fly within the United States. For questions regarding the "REAL ID" Act, please see <https://www.tsa.gov/real-id>

This reservation may be non-refundable/non-transferable. Change fees may apply. You must cancel this reservation prior to departure to retain any ticket value.

TRAVELER NOTICE - Baggage fee charges vary by airline and are subject to change. Please visit the operating carrier website of your ticketed itinerary for applicable fees www.foxworldtravel.com/baggage-fees/

Please visit <https://www.dhs.gov/how-do-i-check-wait-times> for the most up to date wait time information.

Friday, May 17th		Delta Air Lines	
	CHA → ATL	Chattanooga TN	Atlanta GA
DL 2786	5:30am	6:23am	Terminal: S
53 mins 106 Miles (est) Boeing 717		DL Confirmation JD2HBD	
<p>Are you missing out on frequent traveler benefits? Sign up for Delta SkyMiles</p> <p>Advance Seat Assignment Currently Unavailable. We Will Monitor Your Seats Up Until Day Of Departure.</p>			
Saturday, May 18th		Delta Air Lines	
	ATL → CHA	Atlanta GA	Chattanooga TN
	10:27am	11:19am	

Pre Ticket Expense Summary

Please review itinerary to ensure all reservations are correct.

Airfare Estimate

Approximate amount of this itinerary → **\$683.20**

Amounts quoted above are subject to change prior to ticketing and not guaranteed until ticketed, and do not reflect additional, non-airfare expenses that may be incurred.

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. **NOTE:** If changes are requested, an email is sent to the traveler and travel coordinator. They must contact Fox to update their booking. Fox does not receive these approval notes.

Details

Record Locator: C8NYFZ

Departure Date: 2025-09-30

Destination: MSN

Approval Status

Pending

Pending

Approved

Changes Requested

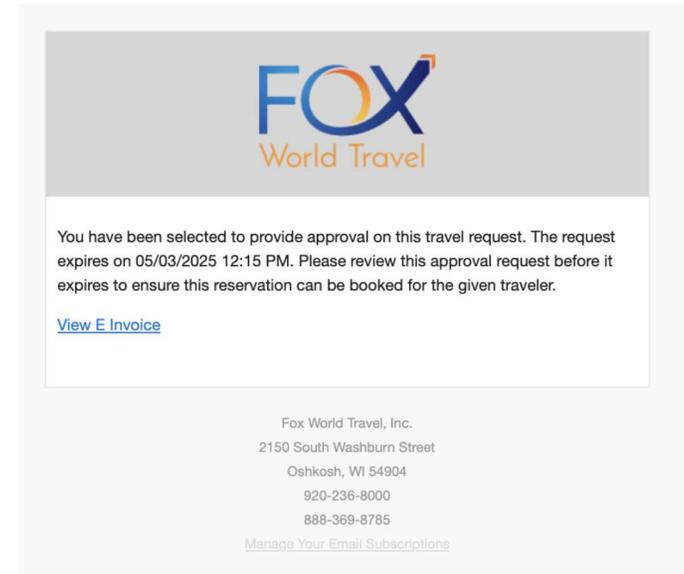
Changes in pricing may occur. If airfare is greater than \$50 increase, a new reservation will be created and sent for approval. By checking this box you acknowledge that you are approving the travel request and any changes in pricing or itinerary.

I understand and acknowledge the above statement

SUBMIT

Itinerary that the traveler selected, and airfare cost estimate are displayed on the pre-ticket itinerary email.
 (Condensed here for clarity)

- c. If approval is required, the approver(s) will receive a reminder to approve the travel request every four hours until the reservation is either approved or the approval window expires. Upon approval expiration, the approver and travel arranger will receive an email notification advising the request has expired. The process will need to be started over if this occurs.



The approval window for this itinerary has closed. Please contact the travel requester to submit a new request.

The Fox World Travel Portal “UW Travel Requests” tab has four options:

1. Dashboard – Allows the travel coordinator to view, resend, copy, and cancel all requests they have submitted and view each request’s status (pending, booked, expired, or canceled).
2. Create New Request – Allows the travel coordinator to submit a new request for a traveler.
3. Invoice Search – Allows the travel coordinator to search for any UW invoice by airline ticket number or agency record locator.
4. 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.)

The screenshot displays the 'UW Travel Requests' interface. At the top, a navigation bar includes 'DASHBOARD', 'CREATE NEW REQUEST', 'INVOICE SEARCH', and 'APPROVALS' (highlighted with a red box). Below this, the 'One-time Individual Booking Request Form' title is visible. The main content area is divided into three sections: 'Pending Approvals' (blue header), 'Approved' (green header), and 'Booked' (teal header). Each section contains a table with columns for Requester, Traveler Name, Date of Travel, Destination, Record Locator, and Actions.

Requester	Traveler Name	Date of Travel	Destination	Record Locator	Actions
Abu Bah	Abu Bah (Primary) Joe Burgess	05-17-2024	ATL	7VNF8C	NEW APPROVAL
Michael Guntow	Abu Bah	05-27-2024	ATL	7WR706	NEW APPROVAL

Requester	Traveler Name	Date of Travel	Destination	Record Locator	Actions
Abu Bah	Abu Bah	05-17-2024	ATL	7VNPBS	VIEW APPROVAL
Abu Bah	Abu Bah	05-17-2024	ATL	7VP0CL	VIEW APPROVAL

Requester	Traveler Name	Date of Travel	Destination	Record Locator	Actions
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