Creating PNR for Call-In Service

<u>**REMEMBER** – this procedure trigger a full service TMC fee -- \$27.75 for domestic</u> <u>trips and \$36.25 for international trips.</u>

- The traveler/travel arranger will create the itinerary for the trip.
- At the bottom of the itinerary page in Section D, select the radial button for "Air Travel." Next select "Save and Proceed."
- Enter the traveler's departing and arriving location, and select "Search Flights"
- Once flights have returned, scroll to the bottom of the page, and select "Request Assistance In Booking Flight" as pictured below:

https://etsproweb.govtrip.com - GovTrip Travel System - Welcome to Gov	Trip - Micr	osoft Internet Explorer			
File Edit View Favorites Tools Help					
		RETURN Time Window: 40 Sequence Number 021			^
	Check to price this flight				
	•	B2BAN Depart ATL - Kaunta, Ga (Usa) (Hantsfield int L. Apt) "JSANT Arrive GSO - Generators / Winston-salem, Nr. (Usa) Pying Time Ih Koim Equationent CRU Time Wingbe ITR OVERATED BYEV RETURN Time Window: 40 Sequence Number 020	Detta 4655 Non 17-Mar-08 Duration: 2h 26min Elapsed time: 3h 53min		
	///	18:23AM Depart GDO - Greentooro J. Winston-Jalem, No (ULa) 11:33AM Arrivo, Dc (ULa) (Dufez Apt.) Pying Time In Komin Equipment Eth Todet Type TIR Sour: 40 Number 020	United 7817 Won 17-Mar-08 Duration: 2h 26min Elapsed time: 3h 13min		
If travel agent assistance is required, click on the button "Request Assistance in Booking	Flight". NOTE	travel agent handling fees may apply			
Price Flight(s) Return To Search F	Request Assis	tance in Booking Flight			
Proceed to the following page	n	▼ Continue			
2 Done				🗿 🔒 🔮 Inter	net 🥫
🔰 Start 🔹 Microsoft Cublook W 📑 GovTrip System - Go 🍯 https:/	//etsproweb.g	🗿 https://webmail.ngc 🔮 Creati	ng PNR for Cal	Document1 - Microso	C 🚼 12:03 PM

- The next page will take you to the Air Travel Screen. The "Message to the Agent" will auto-fill based on your previous search criteria. The traveler/traveler arranger will be able to add more text or change the information in this box if necessary.
- From this screen the traveler/traveler arranger has the opportunity to select the CBA as the method of reimbursement if necessary. The CBA information will then be sent to Sato via the PNR.
- When complete select "Save Comments" as shown below:

igged In A aveler Na iturn to D	s: <u>DONALI</u> .me: <u>DONALI</u> locument Lis	D SAMUEL D SAMUEL L	Document N Document T	lame: DSATLAN1 ype: Authoriza	'AGA031008_A0 Ition
ovi	Trip	0		Itinerary	Travel Expe Air L
Air Tr	avel				
Use th	is screen to	request your air	travel.		
No Fli	ght Selec	ted			
NOTE: Sa agent. A	electing this Additional h	s option will rea andling fees ma	quire manual inte y apply.	ervention by t	ne travel
lf you Centra below, saving	are a Govern Illy Billed Acc Please ensur the flights.	nment credit car ount (CBA) for ti re that any chan	d holder and not nis trip, please sk ge in the form of	authorized to u ip the CBA drop payment is mad	se the -down le prior to
CBA Accour Comme cause agent:	nt: ents entered your TMC fee	below will be ma e to increase. If	nually reviewed b necessary, add c	y your TMC, thi	s will : travel
TMC, TMC,	please assist please assist	routing traveler routing traveler	r from: IAD to: A r from: ATL to: I	1/10/08. 1/17/08.	< >
	Find a D	ifferent Flight	Save Co	omments	
				Proceed to	the following p

- Complete the document with miscellaneous expenses, changes to per diem if needed, and select accounting.
- Go to "Pre-audit" and sign the document. The document will route to CTO Submit. At this point, the travel arranger can view the PNR number and the TMC will also receive the same PNR number.
- Call the Sato reservation center (866-569-5334) and provide the PNR. The agent can then provide assistance and at the same time access the traveler's GovTrip document to place the needed information into it.
- After the agent books the reservations, the document will be stamped CTO Booked and will then route to the approving official.