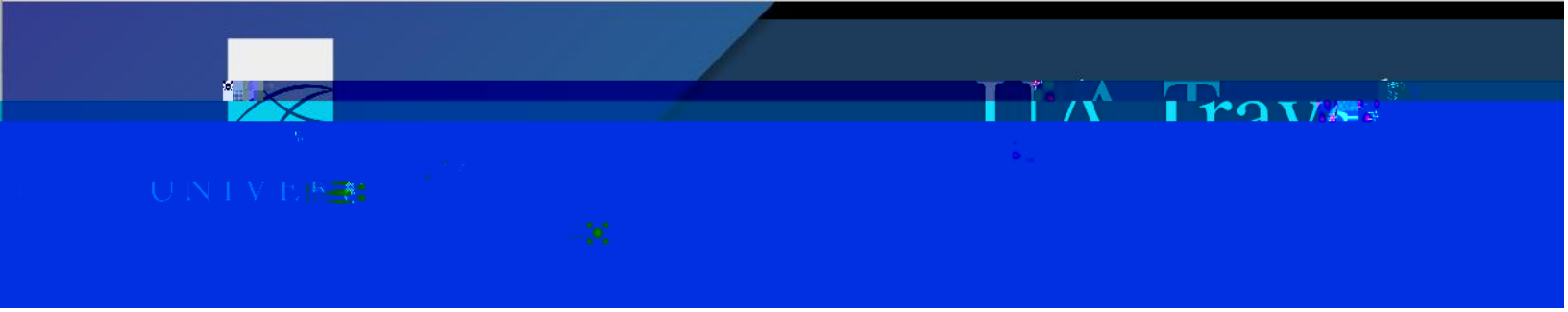
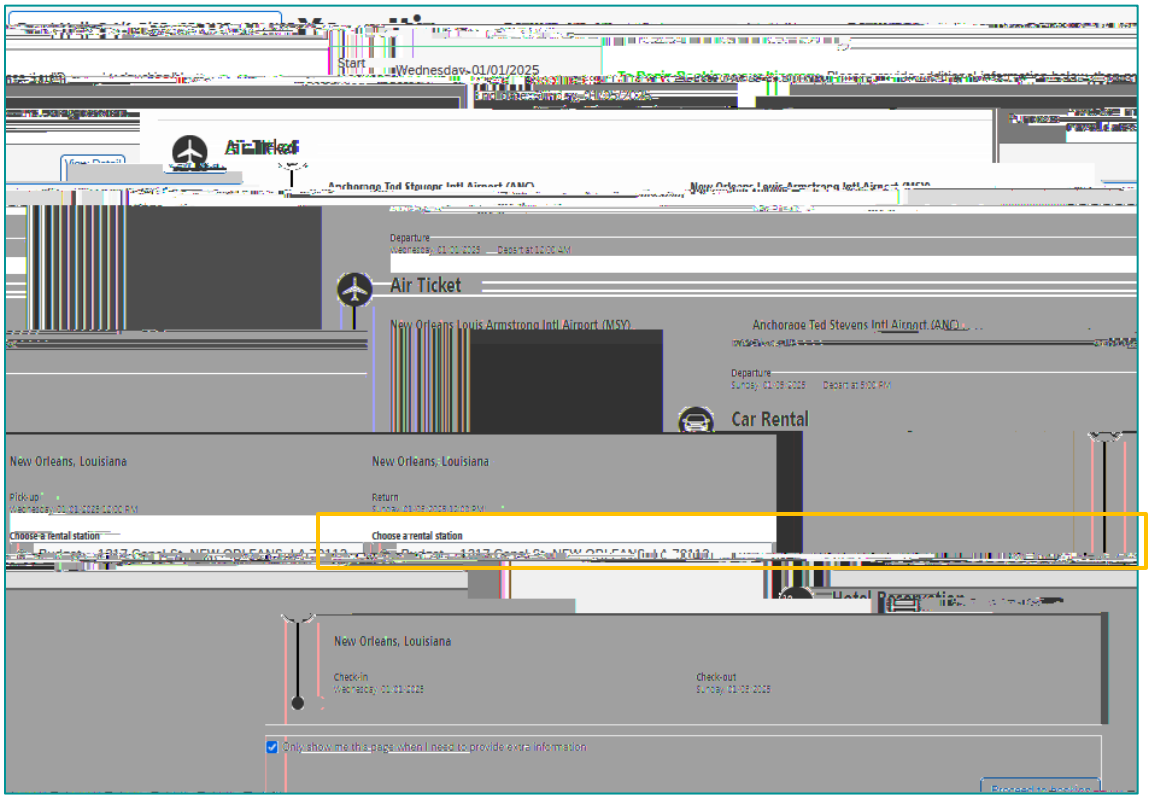


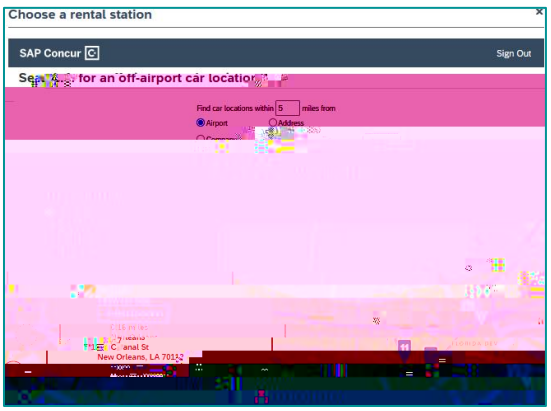
9 October 2023

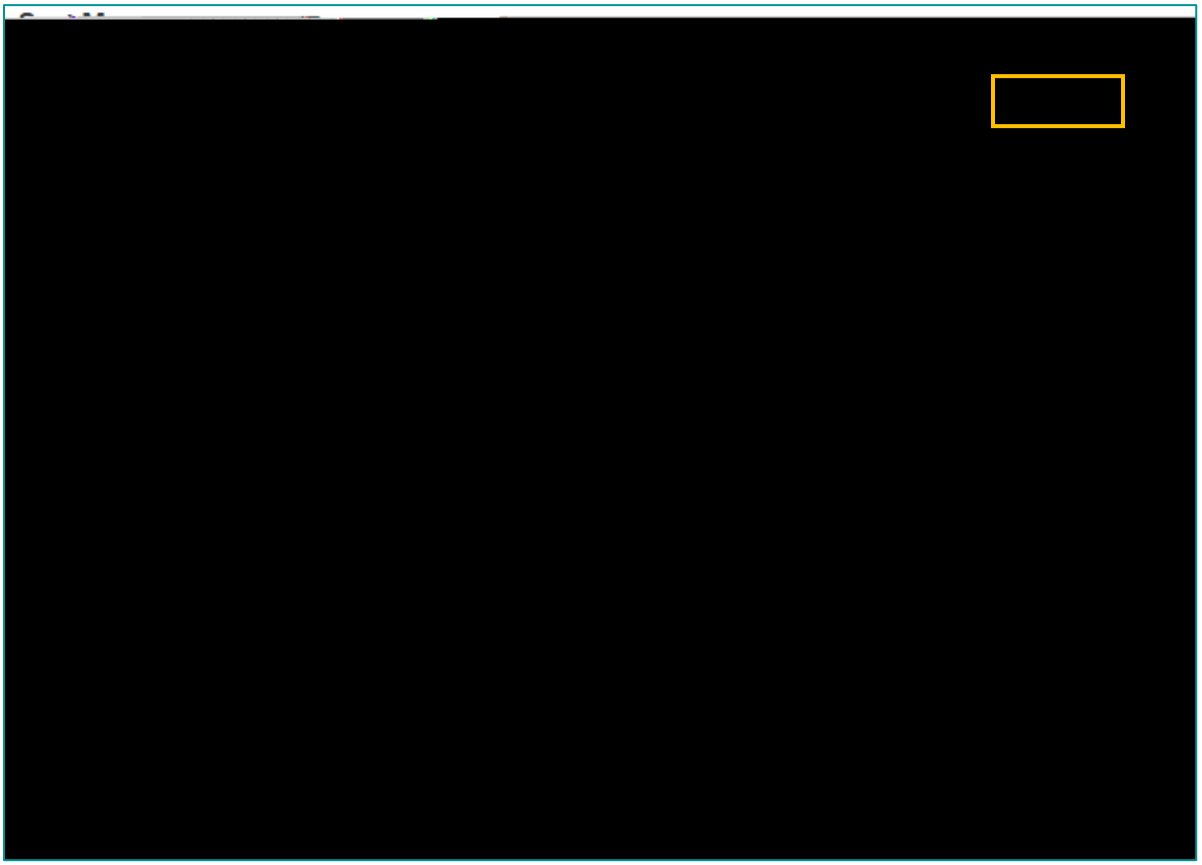
2. Click ñBook Travelò

3. Your Itinerary
    a. Information entered in Expected Expenses is plugged into the booking tool
    b. Dates, times, and locations for each segment are adjustable after this screen



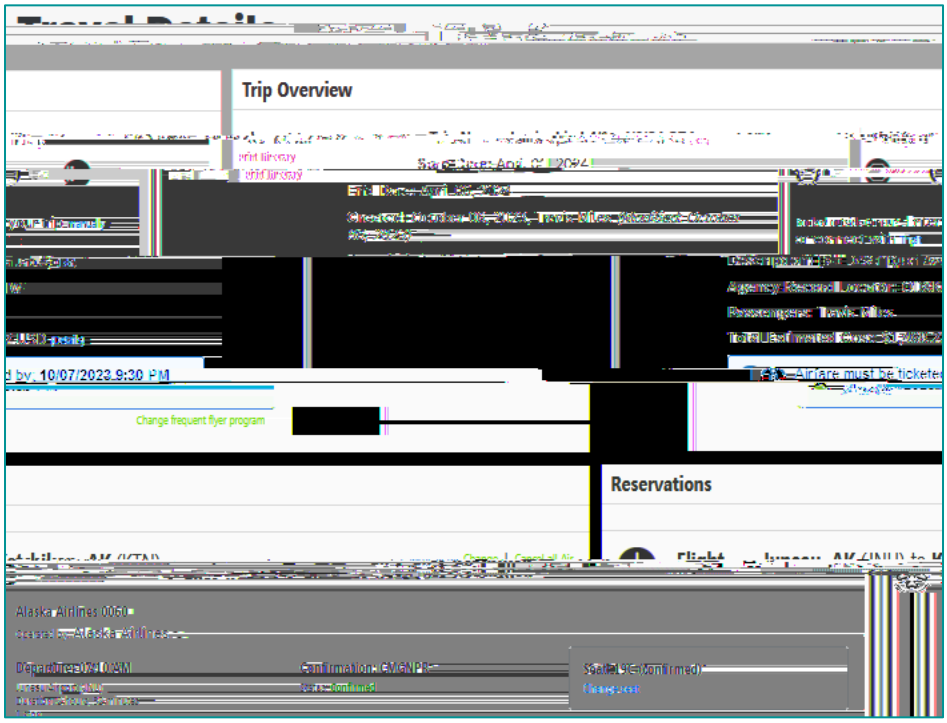
    c. If car rental is included, user must assign rental station locations on the ñChoose a rental stationò screen; choose any available at any location if intending to skip car rental booking

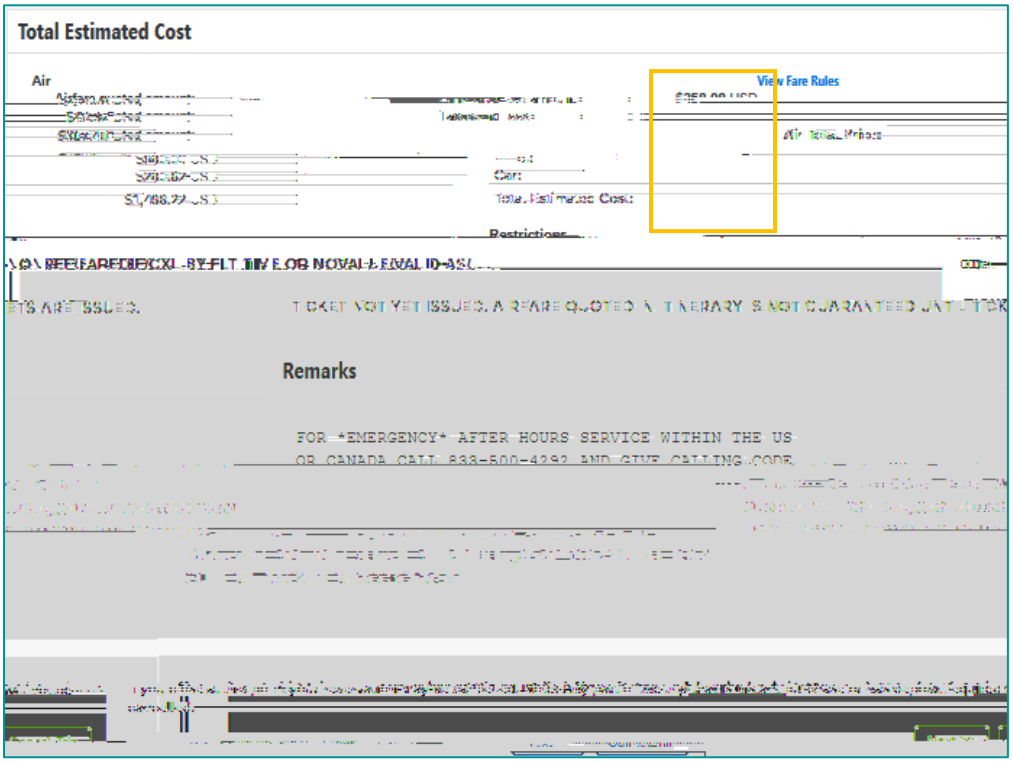




c. Hotel
   i. A UA corporate card is required to book through the booking tool; card entered in the userôs profile auto fills
   ii. If user needs CTM to reserve and pay for the hotel, ñSkip Hotelò and enter lodging information on Trip Booking Information screen
   iii. Review the hotelôs cancellation policy before confirming

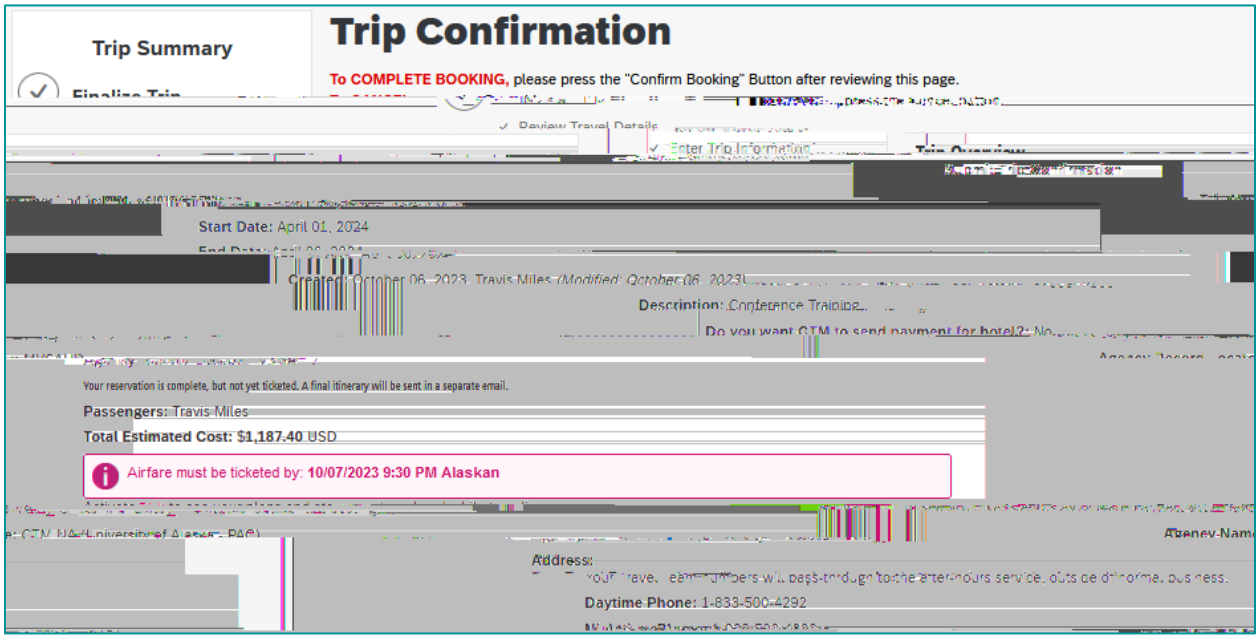
6. Travel Details
    a. Overview of full trip itinerary
    b. Cancel or change airfare, lodging, and car rental before booking completes
    c. View total estimated costs

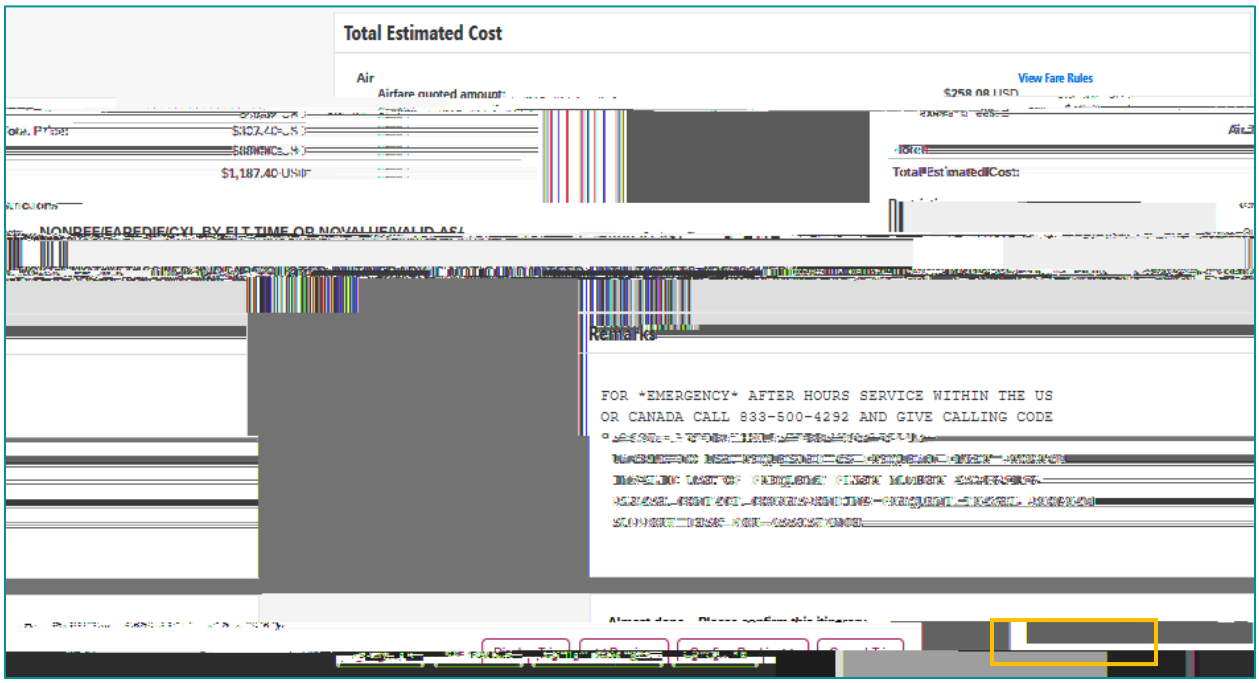




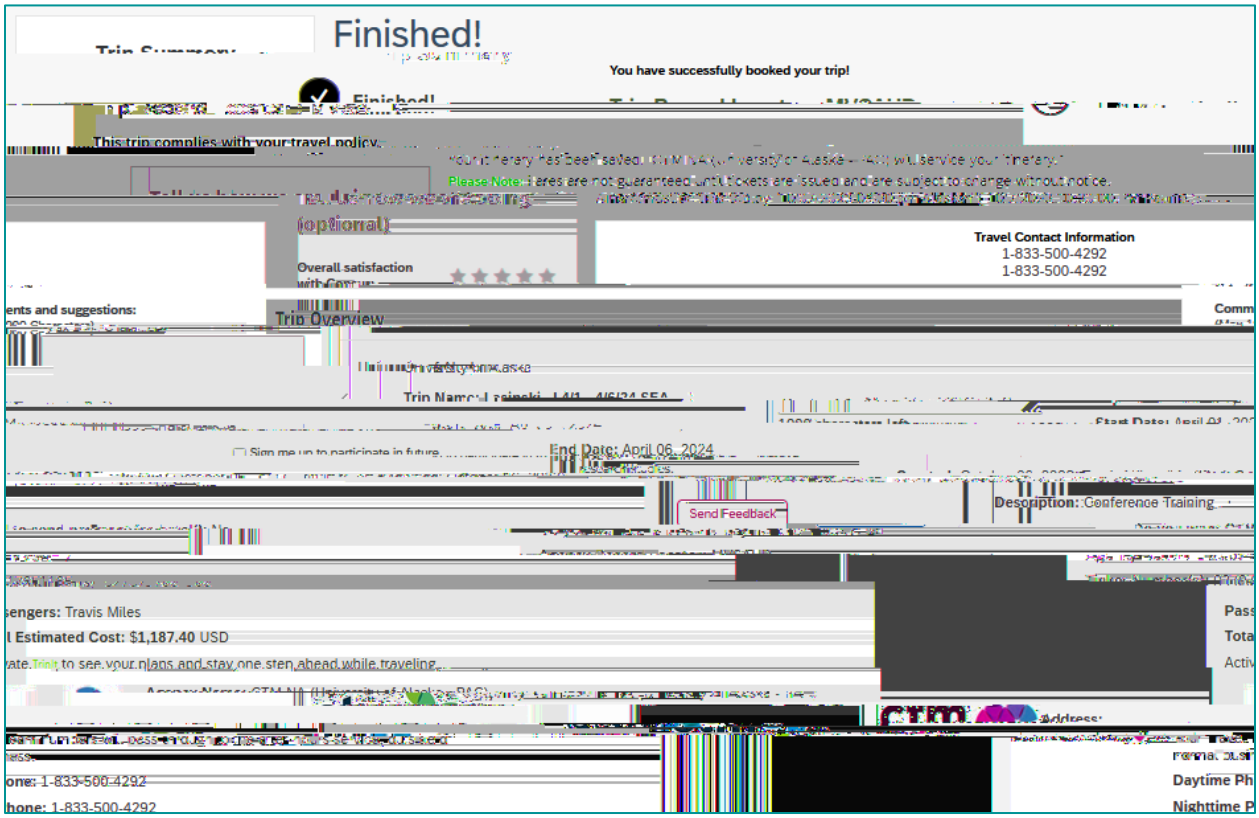
7. Trip Booking Information
    a. ñComments for the Travel Agentò box
        i. If requesting CTM book a portion of air travel on a rural carrier, enter that airfare information here
        ii. If requesting CTM book and pay forairfare information here

8. Trip Confirmation ï Final step to complete booking





9. ñFinished!ò ï Final booked itinerary with option to Print or Email



10. Depending on the userôs email notification settings, the traveler and delegate receive an email of the ticketed itinerary ï this is the flight itinerary receipt required for the Report