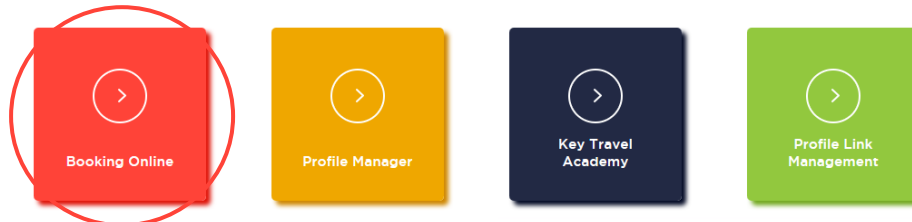
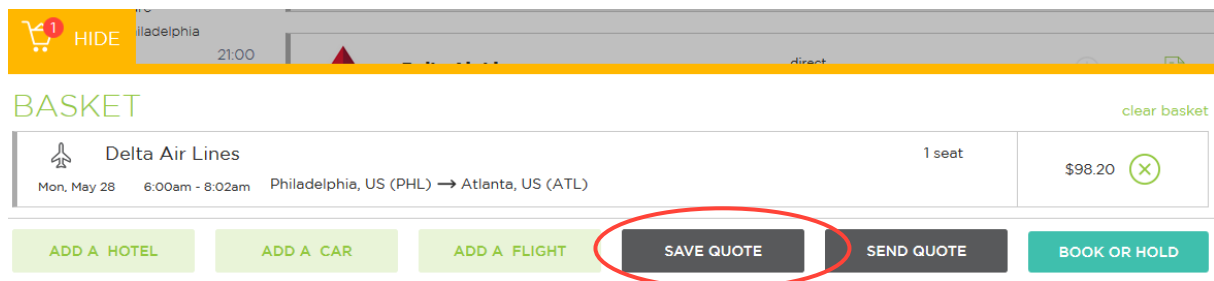


Iowa State – OBT Workflow (when Authorization & purchase is required by P-Card holder)

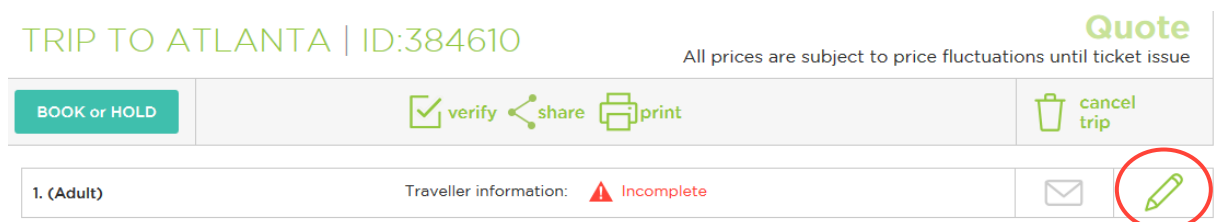
1. IA State user confirms their account is registered with Key Travel
 - a. If not, send basic contact details to iowastate@keytravel.com for registration.
2. IA State user follows first time log in process
3. IA State user navigates to “Booking Online”



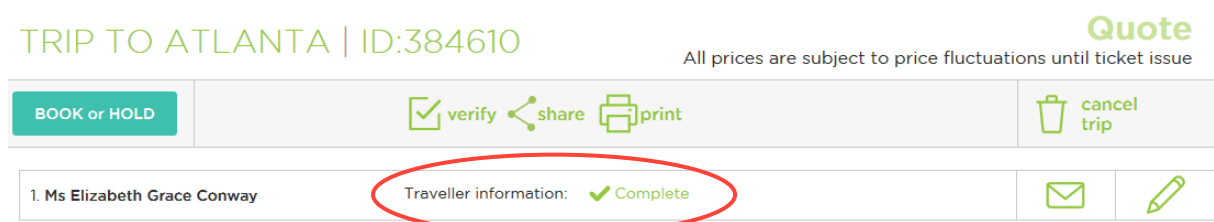
4. Enter any search criteria that accurately reflects the trip at hand
5. Put products in Shopping cart
6. When all flights/travel products have been put in Shopping cart, Select “Save Quote”



7. Complete traveler details by selecting the pencil icon (circled below)
 - a. Manually enter, OR:
 - b. Search an existing Travel Profile



TIP: You will know your taveler information is complete by checking for the “Complete”, as circled below.



8. Select “Share” and enter email address of P-card holder who can authorize & purchase on traveler’s behalf

BOOK or HOLD

✓ verify

share

print

cancel trip

SHARE

To share this itinerary as 'read only', please search for a user/s or enter the name or email address of the person/s you wish to send it to

Enter a cover note here if you would like to explain the options

Q Search users

+

SEND

CANCEL

1. Ms Elizabeth Grace Conway

Traveller information: ✓ Complete

✈

Philadelphia → Atlanta

1 seat

Mon, May 28

✈ Mon, May 28

PHL → ATL

2h 02m

201.1kg CO₂e

667 mi

Depart: Mon, 6:00am

Philadelphia International Airport (PHL), US, D

Delta Air Lines - DL1605

Arrive: Mon, 8:02am

Hartsfield-Jackson Atlanta International Airport (ATL), US, S

(Economy) McDonnell Douglas MD88 M88

Quote

✕

Rules

Standard Fare

XO

\$98.20

9. Enter message to P card holder – if needed, provide explanation as to the selected itinerary

SHARE

To share this itinerary as 'read only', please search for a user/s or enter the name or email address of the person/s you wish to send it to

Hi P card holder, Please see the flight I wish to book. If you approve, please purchase my ticket? Thank you in advance

Q Search users

+

ssmith@keytravel.com ✕

SEND

CANCEL

Trip shared ✕

**** Once the user selects “send” and sees “Trip Shared” – now the P card holder will complete the purchase ****

10. P card holder receives email of Shared itinerary w/ associated Trip ID

From: Key Travel [<mailto:donotreply@keytravel.com>]
Sent: Monday, April 30, 2018 2:36 PM
To: Shannon Smith
Subject: Shared itinerary for Atlanta, Trip 384610



Ms. Elizabeth Conway has shared the itinerary for [Trip 384610](#) to Atlanta with you.

'Hi P card holder, Please see the flight I wish to book. If you approve, please purchase my ticket? Thank you in advance'

Kind Regards,
Key Travel

11. P card holder logs into Key Travel portal & navigates to TripCase

12. Finds associated Trip ID to review details.

13. If authorized to put on P-card, select "book" and complete transaction on Checkout page.

TRIP TO ATLANTA | ID:384610

All prices are subject to price fluctuations until ticket issue

BOOK or HOLD verify share print cancel trip

1. Ms Elizabeth Grace Conway Traveller information: Complete

Philadelphia → Atlanta		1 seat	Mon, May 28	
Mon, May 28	PHL → ATL	2h 02m	201.1kg CO ₂ e	667 mi
Depart: Mon, 6:00am	Philadelphia International Airport (PHL), US, D	Delta Air Lines - DL1605		
Arrive: Mon, 8:02am	Hartsfield-Jackson Atlanta International Airport (ATL), US, S	(Economy) McDonnell Douglas MD88 M88		

CHECKOUT

This Trip has been saved as a quote: **Trip ID:384610**

TRAVELLERS

1. Ms Elizabeth Grace Conway Complete

☐ Send travel documentation

BOOK

HOLD

PAYMENT

Select payment method
