

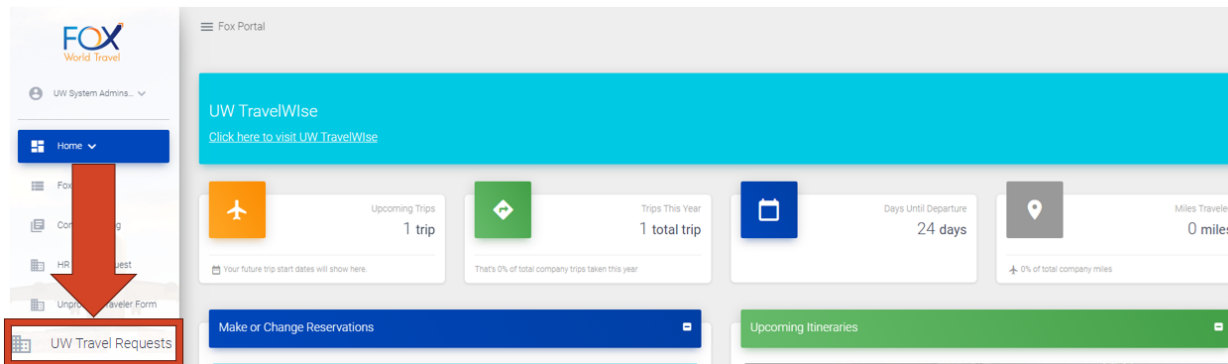
## **One-Time Individual Booking Request Form Job Aid**

### 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.

One-time Individual Booking Request Form

**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 QUEST 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.

**Namefield 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

**Approver Information**

Approval Type \*

Name \*

Phone \*

Email \*

Same as Travel Coordinator?

Backup Approver Name

Backup Approver Phone

Backup Approver Email

Same as Travel Coordinator?

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**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

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.

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

One-time Individual Booking Request Form

DASHBOARD CREATE NEW REQUEST INVOICE SEARCH APPROVALS

Dashboard

Search Count

Search ... 50

Booked  Pending

RESET

Invoiced Status	Requester	Traveler Name	Date of Travel	Destination	Record Locator	Approvers	Approved By	Approval Date	Actions
Pending	Terry Wilson	John Smith	09-21-2024	MSN	??????	Terry Wilson			RESEND TRAVEL REQUEST EMAIL
Pending	Kelly Kuebli	Kelly Kuebli	06-07-2024	MSN	81PT30	Kelly Kuebli			RESEND TRAVEL REQUEST EMAIL
Pending	Kelly Kuebli	kelly Jones	06-08-2024	MSN	81P56J	Kelly Su Kuebli			RESEND TRAVEL REQUEST EMAIL
Pending	Kelly Kuebli	Joe Smith	05-29-2024	LAX	7Z0P15	Kelly Kuebli			RESEND TRAVEL REQUEST EMAIL
Pending	Kelly Kuebli	Sam Smith	05-24-2024	LAX	7XFHX0	Kelly Kuebli			RESEND TRAVEL REQUEST EMAIL
Pending	Kelly Kuebli	Sam Jones	05-25-2024	LAX	7XF1QS	Kelly Kuebli			RESEND TRAVEL REQUEST EMAIL

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, [uwtravel@foxworldtravel.com](mailto:uwtravel@foxworldtravel.com), at your earliest convenience.

You will need to provide the agent with the following trip confirmation code: 7XDSJT.

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: 6082128085
- Guest Date of Birth: See Reservation Details
- Guest Cell Phone: 6082128085
- Additional Comments: specific notes

**Itinerary Information**

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

**Coordination Information**

- Coordinator Name: Kelly Kuebli
- Coordinator Email: 6082128085
- Coordinator Phone: [kkuebli@foxworldtravel.com](mailto:kkuebli@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 Kuebli
- Approver Email: 6082128085
- Approver Phone: [kkuebli@foxworldtravel.com](mailto:kkuebli@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 screenshot shows a pre-ticket itinerary email from Fox World Travel. At the top, it includes the Fox logo and the University of Wisconsin logo. Contact information for Fox World Travel is provided: "If you need help, please call 24/7/365 844-630-3853 608-710-4172 or try our Live Chat". The recipient is identified as ABU BAH (UWSTY).

The email contains several sections:

- Pre-Ticket Itinerary Only:** A pink box stating "All Pre-Ticket Invoice Fares are Estimates Only".
- Approval Required:** A yellow box with a link: "Click here to approve this reservation or request changes". A callout box explains: "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."
- Flight Information:** A blue header with a right-pointing arrow. Below it, a notice states: "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". Below this, it says: "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." A warning icon is followed by a "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/". It also says: "Please visit: https://www.dhs.gov/how-do-i-check-wait-times for the most up to date wait time information."
- Flight Details:**
  - Friday, May 17th:** Delta Air Lines, Economy Class. Flight DL 2786 from Chattanooga TN (CHA) to Atlanta GA (ATL) at 6:23am. Terminal: S. Duration: 53 mins, 106 Miles (est), Boeing 717. DL Confirmation: JO2HBD.
  - Saturday, May 18th:** Delta Air Lines, Economy Class. Flight from Atlanta GA (ATL) to Chattanooga TN (CHA) at 11:19am.
- Pre Ticket Expense Summary:** A blue header with a right-pointing arrow. It includes a green checkmark icon and the text: "Please review itinerary to ensure all reservations are correct." Below this, it says "Airfare Estimate" and "Approximate amount of this itinerary → \$683.20". A callout box explains: "Itinerary that the traveler selected, and airfare cost estimate are displayed on the pre-ticket itinerary email. (Condensed here for clarity.)"
- Approval Dashboard:** A separate window showing the "Details" of the reservation. It includes:
  - Record Locator: 7WR706
  - Departure Date: 2024-05-27
  - Destination: ATL
  - Approval Status: Pending (dropdown menu)
  - Approval Notes: (empty text area)
  - Checkboxes: "I understand and acknowledge the above statement" (unchecked)
  - Submit Button: A blue button labeled "SUBMIT".

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.)

One-time Individual Booking Request Form

[DASHBOARD](#)
[CREATE NEW REQUEST](#)
[INVOICE SEARCH](#)
[APPROVALS](#)

Pending Approvals

Requester	Traveler Name	Date of Travel	Destination	Record Locator	Actions
Abu Bah	Abu Bah (Primary) Joe Burgess	05-17-2024	ATL	7VNF8C	<a href="#" style="background-color: #0056b3; color: white; padding: 2px 10px; text-decoration: none;">NEW APPROVAL</a>
Michael Guntow	Abu Bah	05-27-2024	ATL	7WR706	<a href="#" style="background-color: #0056b3; color: white; padding: 2px 10px; text-decoration: none;">NEW APPROVAL</a>

Approved

Requester	Traveler Name	Date of Travel	Destination	Record Locator	Actions
Abu Bah	Abu Bah	05-17-2024	ATL	7VNPBS	<a href="#" style="background-color: #0056b3; color: white; padding: 2px 10px; text-decoration: none;">VIEW APPROVAL</a>
Abu Bah	Abu Bah	05-17-2024	ATL	7VP0CL	<a href="#" style="background-color: #0056b3; color: white; padding: 2px 10px; text-decoration: none;">VIEW APPROVAL</a>

Booked

Requester	Traveler Name	Date of Travel	Destination	Record Locator	Actions