New Process for Approving UPHS Air Travel

*Used when booking in Concur or with World Travel directly*

Approver receives an email (#1 below) from donotreply@worldtravelinc.com with the subject Approval Required. The email will provide information including the traveler name, flight cost comparison and itinerary. Click the link provided to Approve, or follow the directions to Reject.

When you select the link to approve you will be asked to complete some information (see form below). When using a Lawson code, the Account # is always 210-2100-1-000000-1520-0000-0000. Make sure to enter the Lawson code in the UPHS UA box near the bottom. (It is not an optional field for UPHS)

Click Submit Approval. Upon receipt of the approval, World Travel will ticket the reservation.

NOTE: This is a timely transaction due to continually changing airfares (minute by minute). If the approver does not reply in 20 hours, a reminder (#2 below) goes to the traveler and the approver indicating that they have 4 hours left before the airline may cancel the reservation.

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**New Electronic Form**

Replaces this old form

Following are sample documents of the approval emails
#1 - FIRST EMAIL RECEIVED BY APPROVER

From donotreply@worldtravelinc.com
Sent: Tuesday, July 15, 2014 8:49 AM
To: APPCTRAVEL@ASC.UPENN.EDU
Subject: Approval Required for: LASTNAME/FIRST Traveling on 9/16/14 to DCA Record Locator: VFRCZD

Approver Tips:
When you receive a request please approve or reject the request as soon as possible, agents can only ticket "Approved"
reservations M-F (8:00am - 5:30pm EST)
-- For Friday approvals try to approve prior to 3:30pm EST to allow the agents sufficient time to finalize ticketing.
Please take note of the Class of Service for any travel reservation to ensure the travel reservation is within Penn's policy.

Lowest Fare Offered: 249.50            Fare Reserved: 249.50
*Price at reservation is an estimate, the price at time of ticketing may vary.

The lowest fare offered does not reflect the travelers timing preferences (i.e. the red-eye flight could have been cheaper but not desirable) or other preferences. This information is to provide you with the pricing difference. If significant, please contact the traveler for more detail before approving travel.

If Approved CLICK HERE:  https://wtiservice.com/upenn/ApprovalForm_Rev2.aspx

If Rejected REPLY TO THIS EMAIL BY THE NEXT BUSINESS DAY. TYPE "REJECT", please copy the traveler if you are rejecting the travel reservation.

Estimated Trip Total
---------------------------------------------------------------------------
Traveler:  LASTNAME/FIRST
Air:  USD 249.50
Est. Trip Total:  USD 249.50
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AIR - Tuesday, September 16 2014
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Depart:  Nashville International Airport
          Nashville, Tennessee, United States
          10:10 AM Tuesday, September 16 2014

Arrive:  Ronald Reagan National,  TERMINAL C
          Washington, Dist. of Columbia, United States
          12:56 PM Tuesday, September 16 2014

Duration:  1 hour(s) and 46 minute(s) Non-stop
Status:  Confirmed
Equipment:  Embraer 170
Seat:  09A Confirmed

AIR - Thursday, September 18 2014
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Depart:  Ronald Reagan National,  TERMINAL C
          Washington, Dist. of Columbia, United States
03:30 PM Thursday, September 18 2014

Arrive: Nashville International Airport
Nashville, Tennessee, United States
04:29 PM Thursday, September 18 2014

Duration: 1 hour(s) and 59 minute(s) Non-stop
Status: Confirmed
Equipment: Canadair Regional Jet
Seat: 06A Confirmed

#2 - SECOND EMAIL RECEIVED BY APPROVER (if first was not acted upon by approver)

From: uofpenn@worldtravelinc.com [mailto:uofpenn@worldtravelinc.com]
Sent: Tuesday, July 15, 2014 4:37 AM
To: traveler
Cc: approver
Subject: Travel for (First/LastName) traveling on 9/16/2014 10:10:00 AM to DCA has been sent out for Approval

Notice from World Travel: Your reservation has not yet been ticketed.

Your travel approver has 4 hours from the e-mail time stamp on this notification to approve your reservation or it may be cancelled. Your travel approver has been copied on this email and you may wish to follow up to verify that he/she has approved your travel.

Once we receive the approval, please allow a half-business day for ticketing. After that time, if you do not receive an email with the subject line "Ticketed Itinerary", contact a Penn-dedicated World Travel Agent at 1-888-641-9112.

For the latest travel updates, including Traveler and Traveler Approver FAQs, go to http://www.purchasing.upenn.edu/travel/. For travel-related questions or concerns, please email us at Travel@upenn.edu.

Note: All Approvers must be approved by Steve Kelly before they can be added to the Approver list.