DOMESTIC TRAVEL PROCESS

PEOPLESOFTRAVEL AUTHORIZATION

DO YOU NEED A TRAVEL ADVANCE

REQUEST TRAVEL ADVANCE

PROCEED WITH MAKING NEEDED TRAVEL ARRANGEMENTS

AIRFARE

CONTACT UT SYSTEM CONTRACTED TRAVEL AGENCY TO BOOK TRAVEL (REQUIRED)

LODGING

CONTACT UT SYSTEM CONTRACTED TRAVEL AGENCY TO BOOK TRAVEL (OPTIONAL)

CAR RENTAL

CONTACT UT SYSTEM CONTRACTED TRAVEL AGENCY TO BOOK TRAVEL (OPTIONAL)

BOOK DIRECTLY THROUGH TRAVEL WEBSITE (OPTIONAL)

BOOK THROUGH CONCUR (OPTIONAL)

ANTHONY TRAVEL

SUBMIT REQUIRED DOCUMENTATION TO YOUR TRAVEL ARRANGER FOR REIMBURSEMENT