

**TRIP MANAGER  
RESERVATION COMPLETION  
CYCLE AT JLAB**

# Why Use Trip Manager?

- Cost savings to JLab.
  - Reservation made through agent = \$33
  - Reservation made in Trip Manager = \$22
- Ease of communication
  - Written travel info (dates, destination, etc) better than verbal.
  - Travel info is not repeated (traveler to arranger to agent, etc.)

# ARRANGER ORIGINATED RESERVATION

Select a traveler or choose One  
Time Traveler

# ARRANGER ORIGINATED RESERVATION

Select travel arrangements you wish to make

Air

Car

Hotel

# ARRANGER ORIGINATED RESERVATION

## Obtain Pre-Trip Authorization

- Prepare travel authorization in TA system
- Get authorized signature on TA

# ARRANGER ORIGINATED RESERVATION

Contact [JLAB\\_approval@citravel.com](mailto:JLAB_approval@citravel.com) with trip  
number to finalize an airline ticket

Submit TA to Travel Services within 3 business days

# ARRANGER ORIGINATED RESERVATION

Final Confirmation/Priced Itinerary – will be sent to you, the traveler and travel services (for credit card billing back-up).

Travel plans change?

# ARRANGER ORIGINATED RESERVATION

For air cancellations, notify Lisa at ext. 7269  
([lgelhaar@cittravel.com](mailto:lgelhaar@cittravel.com)), or

Call CI Travel at 461-0022.

Car/Hotel reservations can be changed in View  
Itinerary inside Trip Manager or by using  
one of the above means of communication.

# TRAVELER ORIGINATED RESERVATION

Ensure profile is updated with all information, such as frequent flyer numbers, passport number and Arranger (Admin support person).

If there is no arranger add your name and email address in this section.

# TRAVELER ORIGINATED RESERVATION

Select travel arrangements from Trip  
Manager options

Air – when “Reserve” is clicked reservation  
must be validated within 24 hrs.or less  
(See fare terms) using a valid credit card  
or trip number.

Car – once “Reserve” has been chosen a  
reservation has been made

Hotel – a valid credit card must be on file in  
your profile.

# TRAVELER ORIGINATED RESERVATION

Personal or business

Personal – be sure credit card number is in profile

Business – have an admin support person identified in profile as Arranger, or

Prepare travel authorization in TA system

Get authorized signature on TA

Contact [JLAB\\_approval@cittravel.com](mailto:JLAB_approval@cittravel.com) with trip number to finalize an airline ticket

Submit to Travel Services within 3 business days

# TRAVELER ORIGINATED RESERVATION

## Final Confirmation and Itinerary

CI Travel will email final itinerary to you

Individual identified as Arranger on your profile will also receive the same document.

# TRAVELER ORIGINATED RESERVATION

Travel plans change?

For air cancellations, notify Lisa at ext. 7269  
([lgelhaar@cittravel.com](mailto:lgelhaar@cittravel.com)), or

Call CI Travel at 461-0022.

Car/Hotel reservations can be changed in  
View Itinerary inside Trip Manager or by  
using (a) or (b) above.

# ARRANGER COMPLETING TRAVELER ORIGINATED BUSINESS RESERVATION

When notified traveler has made travel arrangements

- Prepare travel authorization in TA system
- Get authorized signature on TA
- Contact [JLAB\\_approval@cittravel.com](mailto:JLAB_approval@cittravel.com) with trip number to finalize an airline ticket
- Submit TA to Travel Services within 3 business days