

Online booking

- Before you begin:
- Have your travel approved in writing (grant owner or supervisor if applicable)
 - Get department / cost centre codes and if applicable, project number for charging
 - Be clear about travel requirements (times, accommodation, location – charges apply for changes)

1. Getting started

Domestic, Trans Tasman, Simple Long-haul International

- Complete **Online** booking, steps 2-11*
- For assistance call or email the Orbit team:
Email: travel.uoa@orbit.co.nz
Phone: 09 355 7585

- * ➢ For **UoA**, follow **2a**
- For **UniServices**, follow **2b**

Did you know?

Save up to an average 79% on booking fees by using Orbit online rather than an Orbit consultant for Domestic, Trans Tasman or simple return long haul international flights

Complex Long-haul International

NB

- Complete **Request** online itinerary builder (see separate **Quick Guide**), OR;
- Call or email Orbit consultant with travel requirements
Email: travel.uoa@orbit.co.nz
Phone: 09 355 7585
- Go to step 11

If an itinerary created is considered complex you have the option to send it to a consultant from within the online booking tool.

2a. Logging into the Orbit Portal (UoA)

- Log into Orbit via the **Staff Intranet** > **Central Services** > **Travel and Accommodation**
- Click on **Orbit Travel Portal**
- Select **Online**

2b. Logging into the Orbit Portal (UniServices)

- Log into Orbit via the **UniServices Intranet** "Luminate" > **Services** > **Purchasing** – **Booking Travel with Orbit**
- Click on **Orbit Portal**
- Click **Online**

3. Selecting travellers

- Select **New Booking**
- Select the name(s) of travellers for the trip
- Click **Apply**

4. Selecting the itinerary

Suggest options for Fly Stay Drive

- Select / deselect the travel components required – flight; hotel; car hire (all selected by default)

- Enter city travelling **From** and **To**
- Select **Departure Date** using calendar
- Select **Time** using drop down menu (selection will display 2 hrs prior and after)
- Complete the **Return** information if appropriate

NB

Edit button in hotels can be used to search for a specific hotel

Purchasing Department UAT Uniservices

- Your **itinerary components** will be displayed
- Car Hire and Hotel are displayed based on travel dates, select **Edit** or **Remove** to amend
- Select the appropriate **Purchasing Department**
- Click **Continue to Itinerary**

5. Selecting an outgoing flight

- A. Available flights are displayed
- B. The **Date** and **Time** for search can be amended
- C. Flights can be viewed in **Suggested, List** or **Grid** format (system will remember your preferred view)
- D. Select a flight
- E. Select the appropriate **Fare**
- F. Click **OK**

NB Fares displayed in green text and a green star (G) indicate preferred fares

7. Selecting a hotel

- A. The hotels can be displayed in **Suggested View, Map View** or **List View**
- B. Select a **Hotel**
- C. Click on the **Hotel Name** for further detail
- D. Click on **Rate Rules** to read important information, including cancellation policy
- E. Select a **Room**
- F. Click **OK**

NB Corporate preferred rates are denoted with a green triangle (G)

NB If a hotel room rate says 'Pay Now' then the room rate is an instant purchase rate and the total stay will be charged back to Orbit immediately on completion of the booking.

NB **Pay Now** rates are often non-refundable and non-changeable. The **Rate Rules** will advise this

6. Selecting a car

- A. The **Pick up** and **Drop off** locations are populated based on flight details but change if required
- B. Cars can be viewed in **Suggested, Map** or **List** format (system will remember your preferred view)
- C. Click **SELECT** to select a car
- D. Click **OK**

NB Lowest rate and preferred / non-preferred rates are highlighted (E)

8. Selecting a return flight

- A. Available flights are displayed
- B. The **Date** and **Time** for search can be amended
- C. Flights can be viewed in **Selected, List** or **Grid** format (system will remember preferred view)
- D. Select a flight
- E. Select the appropriate **Fare**
- F. Click **OK**

- G. If any extras are required (select seats or meal requests* on flight etc.) click **Continue to extras**, otherwise;
- H. Click **EXPRESS CHECKOUT**

NB *For NZ international flights, **Air NZ** meal requests must be made **AFTER** the ticket has been issued. Please contact Orbit to add your meal request as soon as the final ticketed itinerary is received.

NB All other Airlines receive meal requests on completion of the online booking. All meals are on request and subject to the airlines discretion.

9. Finalising trip

Confirm and book your trip
Mon, Jun 8 - Fri, Jun 12

1 Traveler
Mr Uot Traveller Bear

Mon 08 Jun

- Auckland to Christchurch** \$157.16 per traveler
- Rental car in Christchurch** \$313.38 per vehicle
- Stay** \$450.00 per room

Fri 12 Jun

- Christchurch to Auckland** \$157.16 per traveler

A. A summary of the itinerary is displayed

Payment
How would you like to pay for your trip?

- Air New Zealand \$157.16
- Air New Zealand \$157.16
- Quest Christchurch \$450.00
- Budget Rent A Car \$313.38

Trip Total NZD \$1,077.70

B. Payment details are summarised

NB Card details are pre-populated with Orbit cards. Travellers will never be asked for their own details

Special requests and additional information

- Rental car details **Add Details**
- Hotel details **Add Details**
- Booking details **Add Details**

C. Special requests / additional information can be added – click **Add Details** if required

Corporate Compliance

- Rental car in Christchurch Preferred Rental Car not selected. **Submit Reason**
- Missing hotel payment **View Selected Card**
- Additional information custom field details required. **Enter Required Details**

Any non-compliant selections will be highlighted and further information requested

D. If applicable, click **Submit Reason**

Break Policy Reason
Please provide reasons for breaking travel policies. Select a standard response from the list.

- Car Rental in Christchurch: Mon, Jun 8 - Fri, Jun 12, 2020
- Budget Rent A Car
- Preferred Rental Car not selected.

Large Car Size Required
 No Preferred in Location
 Smallest Car Size Available

Submit

E. Select a **Standard Response** from list and add comment as required

F. Click **Submit**

G. Click **Enter Required Details**

9. Finalising trip (continued)

Trip Reason
Field Trip

- Conference
- Delegation
- Field Trip
- Recruitment
- Relocation
- Research Collaboration

Travelling for
Travelling for UOA
Travelling for UniServices

Travelling for
Travelling for UOA

NB This (H) drives the form of payment so important to select right one

G. Select **Trip Reason** from the drop down menu

H. Select whether travelling for **UOA** or **UniServices** from drop down

UniServices only

➤ If **UniServices** is selected, an additional question is presented:

i. Select **Cost Code Type** from the drop down menu

Cost Code Type
Choose or type a selection...

- UniServices GL Account
- UniServices Project.Task Number

ii. If **GL Account** selected, enter **Account No.** in format shown

Cost Code Type
UniServices GL Account

GL Account
XX.X.XXXX.XXXX

iii. If **Project** selected, enter **Task Number** in format shown

Cost Code Type
UniServices Project.Task Number

Project Task Number
XXXXX.XXX

I. Click **Save**

Read and accept rules and conditions

I understand and accept all the rules and conditions.

J. Click check box to agree to conditions

K. Click **Book**

DISCARD ITINERARY SAVE AS DRAFT **BOOK**

10. Saving confirmed itinerary

A. Click **MANAGE**

B. Click **Manage Booking**

MANAGE

Manage booking
Manage this booking in the classic booking tool

- Move trip
- Change departure date
- Change return date

Status Pending

Print **Email** **Cancel** **More Actions**

Booking Details

Traveler(s)	Mr Uot Traveller Bear	Air Total	\$314.32
Date	8 Jun 2020 to 12 Jun 2020	Car Total	\$347.88
Policy	Uniservices DOM Air	Hotel Total	\$450.00
Kind of trip	Domestic	Trip Total	\$1,112.20

C. Select either the **Print** or **Email** icon

➤ If **Print** selected, scan the printed itinerary and save to a local drive

➤ If **Email** selected, email to self and save the itinerary to a local drive

NB Once a booking is made it will show **Status Pending** until the ticket is issued. The booking is confirmed, pending just indicates an un-ticketed booking. Once Orbit receive a PO the ticket will be issued and pending status updated.

11. Confirm travel

- If Purchasing Department selected at Set Up was a University, please follow 11a.
- For Purchasing Department selected at Set Up was UniServices, please follow 11b.

11a. Confirm travel (UoA)

- An automated Order Confirmation will be emailed on completion of the online booking.
- This contains the link to raise the Purchase Order with the STC
- Check details, contact Orbit if any changes are required
- Submit purchase order request to the STC through the Staff Service Centre Intranet portal:
- Select Topic: **Request to Purchase**; Sub Topic: **Travel Request**

NB – Your itinerary will have a ticketing time limit of 24 hours. Send to STC immediately to ensure PO can be raised before deadlines.

Important points to note:

- Conferences and field trips paid for from PRess accounts have a limit of \$1,200 pa with approval from supervisor.
- All domestic and international air travel is to be economy class unless a higher class of travel is approved by an SMT member as per UoA travel policy.

11b. Confirm travel (UniServices)

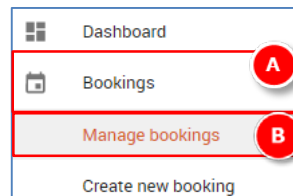
- An order confirmation is then sent to **UniServices Purchasing** to generate a PO. Once the PO is approved by the delegated financial approver in T1 it will be released to Orbit to ticket / finalise your itinerary. Orbit will then send the final (e-ticket) itinerary.

12. Search for and view trips

- All itineraries can be retrieved anytime from within Orbit

A. Select **Bookings**

B. Select **Manage bookings**



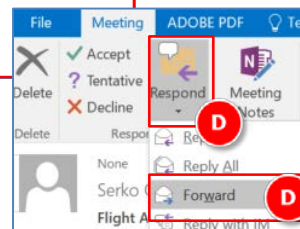
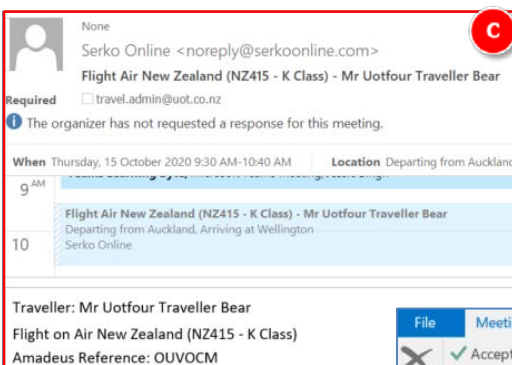
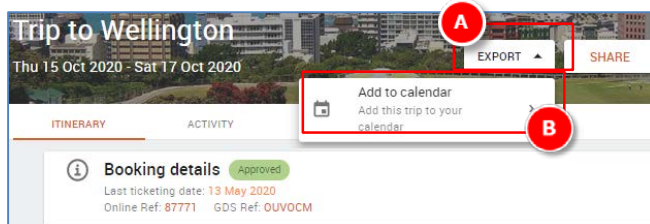
PNR	Dates	Travelers	Route
TOV7ZG	Mar 2 - Mar 3	Mr Traveladmin ...	WLG-AKL-WLG
TBXL2N	Jun 8 - Jun 12	Mr Uot Traveller ...	AKL-CHC-AKL
SOH9U8	Sep 17 - Sep 18	Ms Uothirty Trav...	AKL-WLG-AKL

C. Select the relevant booking category

D. Filter on any of the relevant fields if necessary, or use **Search**

E. Click on **PNR** number to open the relevant itinerary

13. Add a booking to Calendar



A. With the itinerary open, click **EXPORT**

B. Click **Add to calendar**

C. The booking will be added to the travel arrangers outlook calendar

D. This can then be forwarded to a travellers email and calendar