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

2a. Logging into the Orbit Portal (UoA)

A. Log into Orbit via the Staff Intranet> Central Services>Travel and Accommodation
B. Click on Orbit Travel Portal
C. Select Online

2b. Logging into the Orbit Portal (UniServices)

A. Log into Orbit via the UniServices Intranet “Luminate”> Services >Purchasing – Booking Travel with Orbit
B. Click on Orbit Portal
C. Click Online

3. Selecting travellers

A. Select New Booking
B. Select the name(s) of travellers for the trip
C. Click Apply

4. Selecting the itinerary

A. Select / deselect the travel components required – flight; hotel; car hire (all selected by default)
B. Enter city travelling From and To
C. Select Departure Date using calendar
D. Select Time using drop down menu (selection will display 2 hrs prior and after)
E. Your itinerary components will be displayed
F. Car Hire and Hotel are displayed based on travel dates, select Edit or Remove to amend
G. Select the appropriate Purchasing Department
H. Click Continue to Itinerary

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
- Complete Request online itinerary builder (see separate Quick Guide), OR;
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*NB If an itinerary created is considered complex you have the option to send it to a consultant from within the online booking tool.

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

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

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

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

*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.

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 (continued)

A. Click MANAGE

B. Click Manage Booking

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

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

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

I. Click Save

J. Click check box to agree to conditions

K. Click Book

10. Saving confirmed itinerary

A. Click MANAGE
B. Click Manage Booking

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

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

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