

# FINANCIAL TRIP BOOKING INFORMATION

## *(Accounting and Speed Type Code)*

On the final booking page, you will assign the accounting codes and speed type (program) codes. If you are uncertain about the default speed type code set up in the profile, select YES to change the speed type code and enter the code you know you want charged.

Trip Summary

**Finalize Trip**

- Review Travel Details
- Enter Trip Information**
- Submit Trip Confirmation

### Trip Booking Information

The trip name and description are for your record keeping convenience. If you have any special requests for the travel agent, please enter them into the agent comments section.

**Trip Name**  
This will appear in your upcoming trip list.

**Trip Description (optional)**  
Used to identify the trip purpose

Car/Hotel Reservation

**Comments for the Travel Agent (optional)**  
Special Requests may incur a higher service fee.

Send a copy of the confirmation to: ?

Send my email confirmation as  
 HTML  Plain-text

Air Account Code [Required]

Car Account Code [Required]

Hotel Account Code [Required]

Does this trip have the appropriate approval by the Dean or VP and the Provost's Office? [Required]

Do you need to change your speed type? [Required]

Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled.  
Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Display Trip << Previous Next >> Cancel Trip

After you select "YES" another box will appear to add the speed type code.

Do you need to change your speed type? [Required]

YES

Enter speedtype for this trip here: [Required]