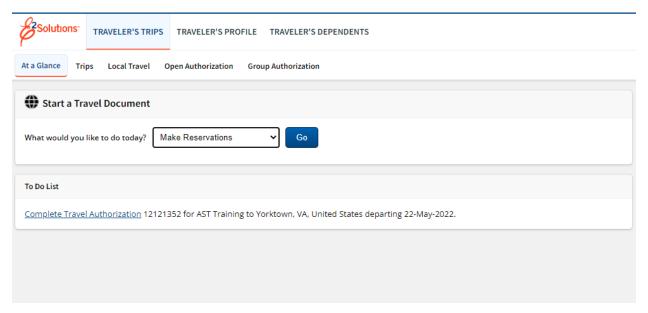
# **SATO Travel Group Authorization Process**

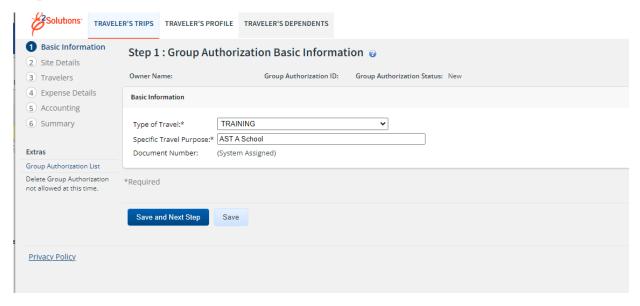
Groups over 10 members that are going to the same location can use the group authorization in ETS. When completing the authorization the major and minor must be the same for all members otherwise ETS will not allow for selecting the members in the group authorization.

If you are the AO you can arrange the travel for the members if your Major and Minor are the same as the travelers. If it is not then you will arrange the travel vis "travel for others" function.

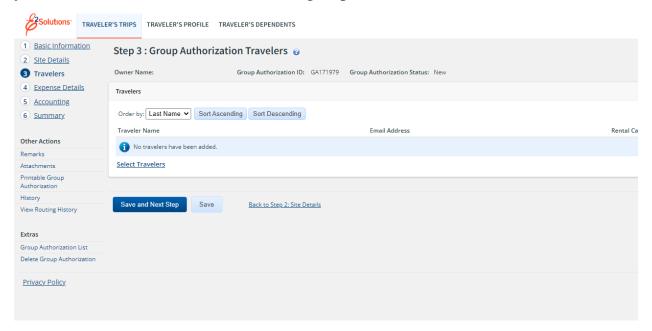
Step 1: Use the drop down to select group travel



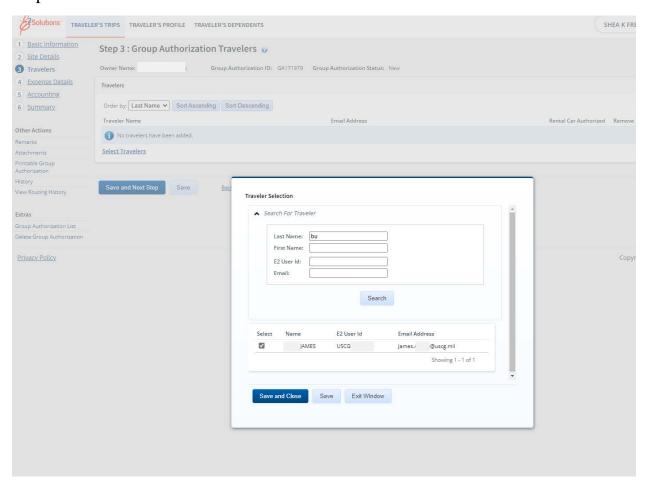
Step 2: Insert the information for the travel



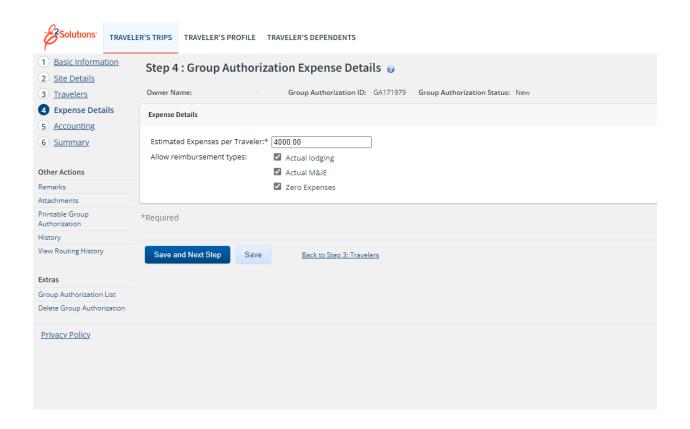
Step 3: Go through each tab, the travelers tab requires each member to be entered separately. Note this is where all members must have the same minor customer or you will not be able to add them to the group authorization



### Step 4: Select Travelers



Step 5: Enter the expense details as it pertains to the amount it will cost for each traveler. i.e \$4000

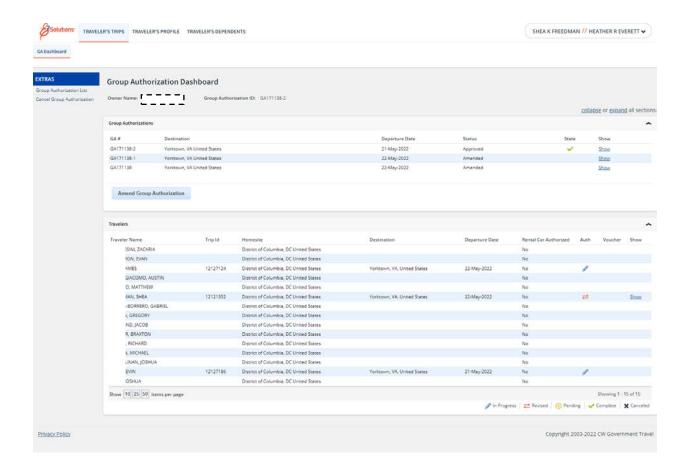


Step 6: Enter the accounting information and finish the group authorization. It will then be sent to both the funds approver and the AO to be approved.

**Note:** Once approved the group authorization will be visible under the "group authorization" tab



Step 7: Click Show- and the authorization will reflect for all the members



Selecting the group authorization with the green check mark will allow you to view the orders. Click "printable group authorization"

**Note:** This authorization will have the dates, POET, estimated amount per person, names, and AO all listed.

## **SATO Group Ticketing**

To book travel with 10 or more members contact SATO per PPC travel

### (1) How to do I make Group Travel Reservations?

Groups of 10 or more passengers traveling together on the same day, on the same flight, and for the same mission requiring group integrity are defined as Group Travelers. Groups require special handling by the TMC (i.e. CWTSato) in order to choose the carrier that best meets their travel needs.

(2) Groups of 10 or more passengers shall be booked through the carrier's group booking procedures and follow that carrier's commercial group reservation, ticketing, and cancellation policies. If you need to make airline travel arrangements for 10 or more members, contact *Mr. Ron Ivester:* Rivester@cwtsato.com *or* 804-674-1199.

#### (3) Group Travel Notes:

- (a) Group Travel starts with your request for airline or motor coach space at www.cwtsatotravel.com/group-travel.html
- (b) Our subscribers submit bids for your business allowing you to decide which offer is the best solution for your needs.
- (c) Once you select a vendor, our team of specialists handle all of the arrangements from start to finish.

**Note:** Once a bid/ award has been selected an email must be sent to <u>SSD@cwtsato.com</u> with the orders and form of payment so that they may ticket the reservation.