

## Program Leader Guide: Booking Travel

Program Leaders are responsible for booking their own travel. **Please be aware:** Airline travelers are expected to choose the most reasonable, lowest cost flight and airline that meet the schedule needs of the traveler. Program budgets are attached to the Program Leader's VikingsAbroad proposal in the Documents section. Review the full [PSU Travel Policy by clicking here](#).

**Please note:** Travel bookings go through several layers of approval; therefore, you should send your flight request before noon Monday-Thursday to allow sufficient time for approval. **Do NOT** send your flight request late in the day or on a Friday as it is likely not everyone who needs to sign off will be available.

### Booking via the PSU Travel Agents

1. Select a Travel Agent (See following page)
2. Provide the Agent the following information:
  - a. Your program start & end dates (unless you're approved to travel a day or two early or late)
  - b. Your program destination
  - c. Jennifer Hamlow's name as the approving party
3. The Agent will respond with several flight options, you may review and select your preferred flight, but PSU Education Abroad will only approve the most reasonable, lowest-cost option.
4. PSU Education Abroad will approve or deny the flight request and will provide the appropriate Index Code.
5. You will receive an email confirmation with your ticket once confirmed.
6. PSU Education Abroad will attach your booking to your Travel Authorization on your behalf.

### Booking Independent of the PSU Travel Agents

1. Select a Travel Agent
2. Provide the Agent the following information and request a comparison quote
  - a. Your program start & end dates (unless you're approved to travel a day or two early or late)
  - b. Your program destination
3. The Agent will respond with several flight options, the most reasonable, lowest-cost option is what PSU Education Abroad will approve for reimbursement.
4. Send PSU Education Abroad the quote(s) from the Travel Agents along with your actual booking receipt.
5. You will be reimbursed up to the most reasonable, lowest-cost quote via your Travel Advance. Travel Advances are issued to travelers 2 weeks prior to the program start date.

### Frequently Asked Questions

1. **I want to go early or stay late for personal reasons, how can I book this?**

You must obtain a comparison quote for the actual program dates from the PSU Travel Agents. PSU Education Abroad will approve up to the most reasonable, lowest-cost option for the actual program

dates, anything above that is the responsibility of the traveler. The PSU Travel Agents can split the cost between the traveler and the Education Abroad office.

**2. I want to travel in or out of a city that is different from the program location, how can I book this?**

You must obtain a comparison quote for the actual program location from the PSU Travel Agents. PSU Education Abroad will approve up to the most reasonable, lowest-cost option for the actual program dates, anything above that is the responsibility of the traveler. The PSU Travel Agents can split the cost between the traveler and the Education Abroad office.

**3. Can I book travel in business or first class?**

Yes, but you must obtain a comparison quote for traveling coach, anything above that is the responsibility of the traveler. The PSU Travel Agents can split the cost between the traveler and the Education Abroad office.

**4. Can I book with my preferred airline?**

Yes, but you must obtain a comparison quote from all airlines, PSU Education Abroad will approve up to the most reasonable, low-cost option across airline partners, anything above that is the responsibility of the traveler. The PSU Travel Agents can split the cost between the traveler and the Education Abroad office.

Travel Agency	Agent	Phone	Email	Fee
Azumano Travel	Jean Comstock	866-291-0460	<a href="mailto:azgovernment@azumano.com">azgovernment@azumano.com</a>	\$29.00
Uniglobe Spectrum Travel	Michelle Maldonado	503-597-2263	<a href="mailto:michellem@unispectrum.com">michellem@unispectrum.com</a>	\$25.00