

NEW Group Travel Upgrade

Short's One-Stop Shop Enhancements

Short's Travel Management has released developments to TravelMATE, Short's online travel portal, to streamline and improve the booking process for group travel¹. There are two components to the upgrade, as outlined below, which are available to Short's clients as of August 2016.

Group Travel Request Form

Short's developed a new and improved group travel request form with an enhanced, user-friendly interface to simplify the submission process for users. This request now encompasses all segments as needed, including air, charter, bus, car, and hotel. Once the form is submitted, the request is automatically distributed to each applicable department for fulfillment.



See pages 2-3 for instructions and screenshots of the new travel request form.

Group Hotels Tab

Short's also enhanced its current Trips page on TravelMATE by adding a separate tab for group hotel reservations. Short's worked closely with its clientele to develop this new feature, which allows travel managers to quickly navigate group hotel reservations, once contracted, in one location to ensure no trip is overlooked.



See page 4 for instructions and a screenshot of the new group hotels tab.



Benefits

Short's understands the complexities of group travel and identified an opportunity to simplify the process for our current clients. These upgrades will streamline the group booking process to save you time, reduce stress, and ensure accuracy.



Cost

For clients that have implemented with Short's Travel's Group Hotel Sourcing department, these enhancements are included with your service fees. If you are not currently utilizing this offering and are interested in receiving more information, please contact your Short's Travel Account Manager.



Additional Questions

Please contact your Short's Travel Account Manager.

¹ Group Travel is defined as 10 or more travelers moving from one location to another, requiring 10+ hotels.



Instructions

The new request form and trips tab are available 24/7 within TravelMATE once they have been turned on for programs with group travel. Once logged into TravelMATE, use the following instructions and screenshots to navigate the upgrades.

Group Travel Request Form

Select *Book A Trip* > *Option: Group Travel Request Form* > *Submit a new group travel request*

Home	My Profile	Trips	Reporting	Book A Trip	Travel Tools	Info Center
Sports	Administration	Employees				

! - This is a required field.

Contact Information

! **First Name:**

! **Last Name:**

! **Organization:**

! **Sport:**

! **Contact Phone:**

! **Contact Email:**

General Trip Details

! **Description / Name:**

! **No. of Attendees:**

! **Destination:**

Do you require airline reservations?

Do you require hotel arrangements?

Do you require ground transportation?

Additional Needs:
Please provide any details related to this request.

See screenshots of each expanded segment on page 3.

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Airline Reservations

Do you require airline reservations? Yes

What kind of air reservations do you need? We want to fly commercial airlines We want to charter our own aircraft

How many destinations? One Way Round Trip Multiple Destinations

! Departure Airport:

! Arrival Airport:

! Departure Date / Time:

! Return Date / Time:

Details about Air:

Hotel Arrangements

Do you require hotel arrangements? Yes

! Number of Rooms:

Area / Property Location:

! Check In Date:

! Check Out Date:

Details about Hotel:

Ground Transportation

Do you require ground transportation? Yes

Do you require car rental? Yes No

Do you require a motorcoach (bus)? Yes No

! Pick Up Date:

! Drop Off Date:

Details about Ground Transportation:

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Group Hotels Tab

Select *Trips* page > *Group Hotels* tab

Home	My Profile	Trips	Reporting	Book A Trip	Travel Tools	Info Center
Sports	Administration	Employees	Approval			

Current & Future Trips (157 Found)	Group Hotels (10 Found)
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University XYZ Volleyball Match THU AUG 25, 2016 to SUN AUG 28, 2016
Status: Billing

Hotel	Dates	Total Contracted Rooms	Avg Rates
Courtyard By Marriott Durham 1815 Front Street Durham, North Carolina 27705	AUG 25 - 28	45	Kings: \$109.00 avg. per night Doubles: \$109.00 avg. per night Suites: \$109.00 avg. per night

ABC University Men's Basketball Tournament THU SEP 22, 2016 to FRI SEP 23, 2016
Status: Billing

Hotel	Dates	Total Contracted Rooms	Avg Rates
Hilton Garden Inn Auburn/opelika 2555 Hilton Garden Drive Auburn, Alabama 36830	SEP 22 - 23	15	Kings: \$109.00 avg. per night Doubles: \$109.00 avg. per night Suites: \$109.00 avg. per night

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