

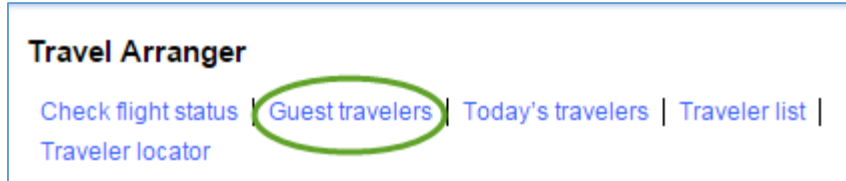
GUEST TRAVELER INVITATION PROCESS GUIDE

Follow these steps to invite a guest traveler to book in Orbitz for Business (OFB):

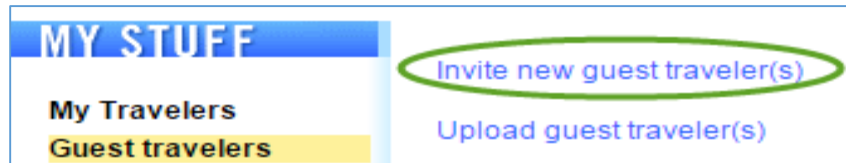
1. Request authorization to invite guest travelers to book in Orbitz for Business.

Make your request by emailing stanfordtravel@stanford.edu, cc'ing your department manager.

2. From OFB home page, click on 'Guest travelers' under Travel Arranger.



3. For individual guest traveler invitations, click on 'Invite new guest traveler(s)'.



Complete the form that appears on the screen. Please note:

- To invite more than one guest at a time (up to 10) click 'Add Another Guest' link.
- Fill in the "End date" field with the date you choose to end the guest's access to the site. (Access can be re-enabled as needed.)
- Following is a description of each of the groups in the drop-down menu to which Guest Travelers can be assigned:

GUEST WITH NO TRAVEL POLICY APPLIED

(All fares display; no policies applied)

GUEST WITH NO FIRST BUSINESS OR PREMIUM ECONOMY RETURNED

(First class and business class fares will not display.)

GUEST GENERAL STANFORD TRAVEL POLICY

(Stanford Travel Policy will apply. Domestic first class will show as Out of Policy*)

GUEST WITH 500 DOMESTIC 1500 INTERNATIONAL POLICY

(Fares over \$500 for domestic ticket / \$1500 for int'l ticket will show as Out of Policy *)

GUEST WITH 750 DOMESTIC 3000 INTERNATIONAL POLICY

(Fares over \$750 for domestic ticket / \$3000 for int'l ticket will show as Out of Policy *)

GUEST WITH 1000 DOMESTIC 5000 INTERNATIONAL POLICY

(Fares over \$1000 for domestic ticket / \$5000 for int'l ticket will show as Out of Policy *)

*Guest will need to provide reason for booking Out of Policy but can still proceed to book. Travel Arrangers will be copied in on all bookings or cancellations made by his/her Guests.

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- The 'Add a Message to the Guest Traveler' section is free-form and should include booking guidelines that the guest should follow when completing the reservations. This detail can be easily copied and pasted from other communication documents you may have already sent to the guest.

Note: The guest can be instructed to put an airline reservation “on hold” which will generate an email to the guest and to the Travel Arranger who invited the guest, showing the flight and fare that has been put on hold. The guest selects whether they want this reservation to be automatically cancelled or ticketed after the hold limit has expired.


4. Click 'Invite'.

(The Travel Arranger will have the option to preview the email before sending the invitation.)

Add a message to the guest traveler

This section is free-form for specific instructions to the guest. |

[Preview e-mail to guest traveler](#)

Invite 

5. In next screen, click on 'Customize guest trip reference fields'.

Note: This step must be completed immediately after invitation has been sent.

Otherwise, travelers must complete Trip Reference questions during the booking process.

My Travelers: Guest Traveler list

The following guest travelers have been successfully created:
 Clara Bell

You can view, edit and re-enable guest accounts using the list below.

To add or change trip reference information for these guests, please visit [Customize guest trip reference fields](#).

Complete the following:

- School or Budget Unit of Visit (Select from drop-down menu)
- Department of Visit (e.g. Procurement)
- Affiliation (e.g. Candidate, Speaker, Student)
- Reason for Trip (“Business” is default)

After the invitation has been sent, Guest Traveler email addresses appear in the Travel Arranger’s Traveler List. Registered Guest Traveler names display with a profile link.

View My Travelers			
1-4 of 4 travelers on my traveler list			
	Name	E-mail address	Group
+	G	john.doe@stanford.com	BUSINESS AFFAIRS
*	G Traveler, Stanford	stanfordtravel@stanford.edu	BUSINESS AFFAIRS

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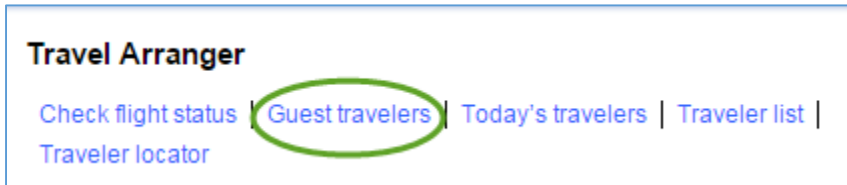
GUEST TRAVELER INVITATION PROCESS FOR GROUPS

Follow these steps to invite a group (10 or more guest travelers) to book in OFB:

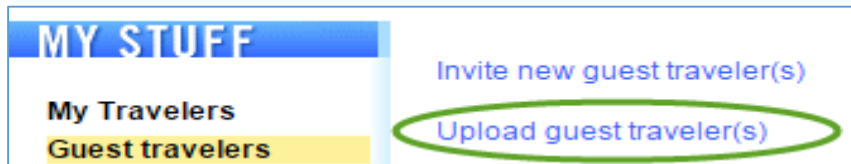
1. Request authorization to invite guest travelers to book in Orbitz for Business.

Make your request by emailing stanfordtravel@stanford.edu, cc'ing your department manager.

From OFB home page, click on 'Guest travelers' under Travel Arranger.



2. For group guest traveler invitations, click on 'Upload guest traveler (s)'.



3. Click on 'Guest_travelers_template'.

An Excel spreadsheet will open. Complete the applicable information.

Below are the columns that require Trip Reference Field (e.g. TR1) completion.

Column E	Column Q	Column R	Column U	Column W
group	TR1	TR2	TR5	TR7
Policy Group (e.g. GUEST WITH NO TRAVEL POLICY APPLIED)	School/Budget Unit (e.g. School of Law or Business Affairs)	Department (e.g. Finance)	Affiliation (e.g. Candidate, Speaker, Student)	Reason for Trip Business

NOTE:

- Column E –Policy Group must be completed with the exact group policy name, exactly as listed on Page 1.
- This file must be saved in .xls format. More recent versions are not compatible.

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HOW TO ADD IN A STANFORD CREDIT CARD TO THE GUEST TRAVELER PROFILE *

(*Optional – Guest Travelers can also pay with their own credit card during booking process.)

Stanford travel card (t-card or dept card) details can be added into each Guest Travelers' profile only after the Guest Traveler has registered. Travel Arrangers can view their lists of registered Guest Travelers in their Traveler list. Registered Guest Traveler names will display as hyperlinks.

Click on registered Guest's name.

View My Travelers			
1-4 of 4 travelers on my traveler list			
Name	E-mail address	Group	
Traveler, Stanford	john.doe@stanford.com	BUSINESS AFFAIRS	
Traveler, Stanford	stanfordtravel@stanford.edu	BUSINESS AFFAIRS	

From the left menu, click on the '**Billing Information**' link. The Billing Information page opens. Click '**Add a new card**' to add credit card details.

MY STUFF







- My Travelers
- Guest travelers
- Today's travelers
- Traveler list
- Traveler locator
- My Travel Arrangers
- My Account
- Billing information

Add a new card

Travel Administrator:

Accessing profile for:

Enter card details

Once the card has been added to the profile, only the last 4 digits of the credit card can be viewed by either the Travel Arranger or the Guest, even when editing the card information.

(Alternatively, the guest may charge their travel to his/her own credit card by adding their personal card number to the Billing Information of their profile. After the guest's trip is completed, the guest can then request reimbursement from Stanford.)

IMPORTANT NOTE RE: HOTEL PAYMENTS: Adding a credit card into the profile only ensures that the airline ticket will be charged to that card, and not always the hotel stay.

For hotel reservations, a credit card in the profile will only be charged for pre-paid rates, unless the hotel has been contacted directly to set up credit card authorization.

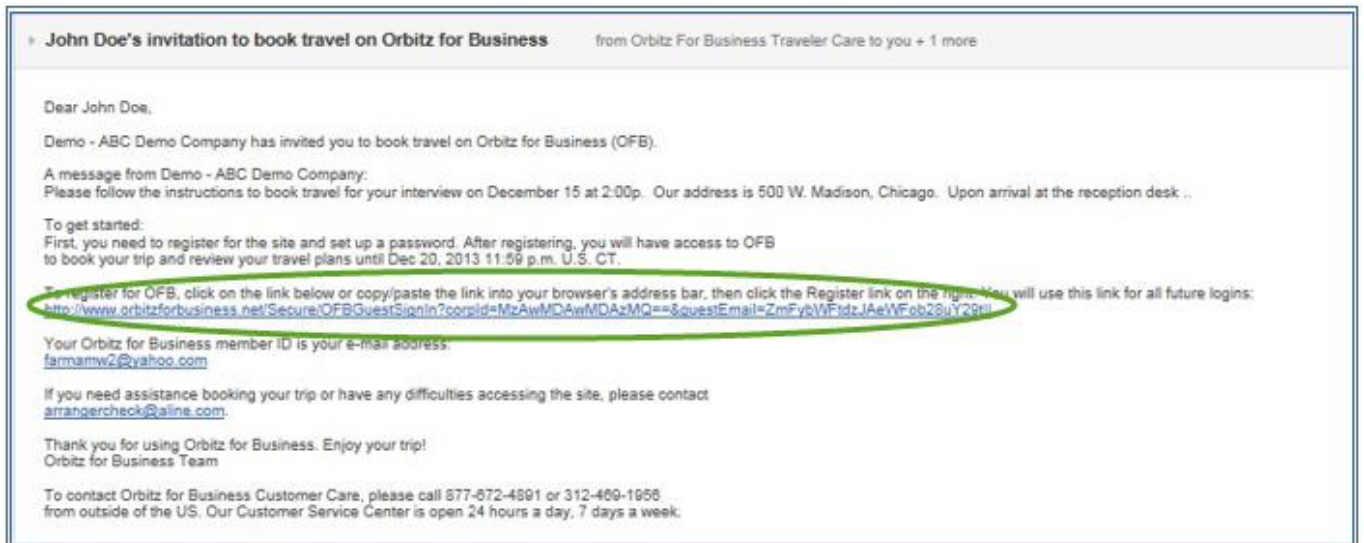
Otherwise, the credit card is used only to guarantee a reservation and the traveler must provide payment at check-out.

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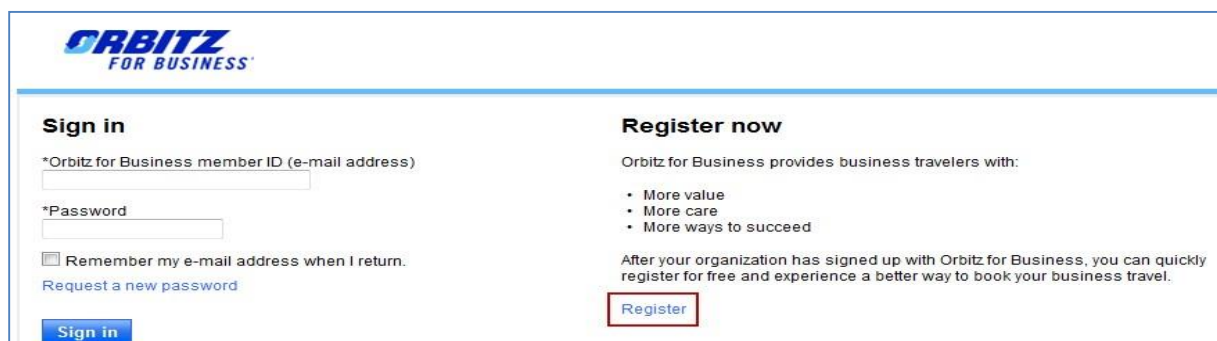
STEPS FOR A GUEST TRAVELER TO REGISTER THEIR PROFILE

A. The Guest Traveler will receive an email invitation to register on Stanford’s Orbitz for Business site.

Clicking on the link provided in the email invitation displays the OFB login page.



B. The Guest Traveler clicks on the ‘Register’ link.



The **Member registration** page displays.

C. Guest completes the required fields and clicks the ‘**Agree and Continue**’ button. The registration confirmation page displays. Click the ‘**Continue**’ button to proceed to the Orbitz for Business site.

Note: The guest will receive a registration confirmation email.