

The following is a step-by-step guide on how to plan a trip for University Business

How to plan your trip

Using Orbitz for Business

Using the Travel Center

First time User

Registered User

Go to <http://www.willamette.edu/dept/travel/>

Once you receive a budget/account number from your budget manager you may proceed with your travel arrangements.

Use the online Travel Request Form at <http://www.willamette.edu/dept/travel/forms/request/>. Indicate whether you need Air, Car or Hotel reservation. You can do all three.

After the Travel Center processes your travel request form, you will receive via email your itinerary, e-ticket and confirmation number

Review your itinerary details and advise us of any discrepancies within 24 hours.

Go to [www.orbitzforbusiness.net](http://www.orbitzforbusiness.net)

Member ID is your Willamette email address

Click on (forgot password.) OrbitzforBusiness will email you a temporary password

After receiving your temporary password, sign in to set up your "own" password

**Complete a Traveler Profile.** It allows you to store/edit your personal travel preferences.

Follow the regular instructions of a Registered User.

Once you receive a budget/account number from your budget manager you may proceed with your travel arrangements.

Sign in to Orbitz forBusiness

**Review you Traveler Profile**  
A Traveler Profile allows you to store/edit your personal travel preferences.

Follow the booking path instructions. Orbitz for business will help you find the best rates.

Review travel resources and safety information

We recommend that you check in and get your boarding passes up to 24 hours before your flight.

Obtain a Vehicle Insurance ID Card prior to picking up your rental car. <http://www.willamette.edu/dept/travel/information/insurance/index.html>

Check the OrbitzforBusiness Care Alerts. Up to date travel information on flight status, delays and cancellations, airport conditions, gate changes, severe weather, security wait times, traffic and more. Go to <http://updates.orbitzforbusiness.net/>

