Centrally Billed Airfare Account
Procedures to Purchase Airline Tickets from NTS
(Received via email from UH Travel Office 10/10/03)

Step 1 Communicate the traveler’s travel needs to National Travel Systems (NTS)
Communicate the following information to NTS via phone call or e-mail.
(1) Name, Phone #, E-mail Address of the person contacting NTS
(2) Traveler’s Name
(3) Destination
(4) Departure Date and Return Date
(5) Preferred Flight Time for Departure and Return
(6) Additional Preferences

NTS Contact Info.
Deena Syzmanski and Laura Brown
Phone: 800-552-0884 or 432-362-4347
Fax: 800-554-7799
E-mail: deenas@takeavacation.com or laurab@takeavacation.com

Step 2 Receive a tentative itinerary from NTS via e-mail
NTS e-mails a tentative itinerary to the person contacted NTS. This is a tentative schedule and not a final reservation. There is no ticket at this stage. If the itinerary is OK, the contacted person must complete Steps 3 - 5 to obtain a ticket.

Step 3 Complete Travel Request
Travel Request forms can be obtained at the following website:
http://www.uh.edu/finance/Travel/Travel_Request.xls
The form has been recently revised. The most updated form on the above website should be used.

Step 4 Fax Travel Request to NTS
NTS fax number is 800-554-7799

Step 5 Receive a finalized itinerary from NTS via e-mail
NTS e-mails a finalized itinerary to the contact person. At this point, the reservation is completed and the ticket is purchased.

Emergency contact for travelers on the road
During NTS Office Hours: 800-552-0884 or 432-362-4347
(M – F 8:30am to 5:00pm CST)

After NTS Office Hours: 877-755-0454
This number can be used when travelers are already on the road and need emergency assistance after NTS office hours.