

Instructions for retaining travel arrangements through NTS online

- Go to <http://www.nationaltravelsystems.com/state/uofh/intro.html>
- Click on NTS Online Booking Tool
- Click Air Reservation
 1. Enter Departure and Return information for airfare desired. Click find city to pick the airport you are departing from and arriving to.
 2. Enter number of people traveling
 3. Enter any special preferences desired
 4. Do not click on Flexible. Click Semi-Flexible if you do not have a set flight. Click Non-Flexible if you know the exact flights you would like to book
- Click Search

All flights that match the criteria entered will be displayed. The Texas flag next to any entry represents a state contracted rate.
- Click Select Flights or New Search
- Click Purchase-At this time, you will be prompted to enter your login id and password. To setup your membership
 1. Enter identification information.
 - **Agency ID Information:** If traveling from Dean's funds the Agency ID is 3TXUHH0129, OCP funds the Agency ID is 3TXUHH0130, ODSPR funds the Agency ID is 3TXUHH0446. **If you travel throughout the year on multiple funds, you must setup a separate membership for each Agency ID.**
 2. Not Applicable
 3. Select Pay with Credit Card
 4. Enter GCSW Billing Address- **110HA Social Work Building Houston, TX 77204**
 5. Select same as billing address
 6. Enter **Your** Contact Information
 7. Enter your Preferred Carriers or leave blank
 8. Enter Frequent Flyer Numbers or leave blank
 9. Not Applicable
 10. Not Applicable
- Click Create Profile

Flight Information will be displayed

 1. Make no changes
 2. Make no changes
 3. Not Applicable
 4. Click Invoice
 5. Make no changes
 6. Click Mail and then select mail
 7. Make no changes
 8. Make no changes
 9. **Must enter "Hold reservation until approval from dept."** and any addtl comments you need the travel agency to view.
 10. Click to accept Fare Rules and Terms & Conditions
- Click Purchase

At this time you will be required to prepare a travel request and send it to the appropriate office for certifying signature. If sending to the Business Office, please send electronically so additions or changes can be made. You will receive an email confirmation from the travel agency. Once your departmental travel processor approves your reservation,* your ticket will be issued

*Reservation will not be approved without a TR being submitted.