



## AmTrav Instructions



**a2b** by AmTrav is an easy, all-in-one online tool that allows you to book and manage your own flights. All flights booked through AmTrav will be paid for by the company credit card.

If you are familiar with how Expedia and other travel search engines work, you will have no problem with AmTrav. AmTrav offers 24-hour support for their travelers.

You will receive an email from AmTrav to register. It will look like the invitation below.





When you click on the link you will go to the Traveler Profile Quick Form.

The screenshot shows the 'Traveler Profile Quick Form' interface. It features input fields for personal information like name, gender, and email, along with dropdown menus for suffix and date of birth. A password section includes fields for both password and confirmation. A 'Register' button is centered at the bottom. At the very bottom of the page, there is a small copyright notice: '© Copyright 2019 AmTrav Corporate Travel. All rights reserved.'

After you complete the quick profile you will see a screen like this:

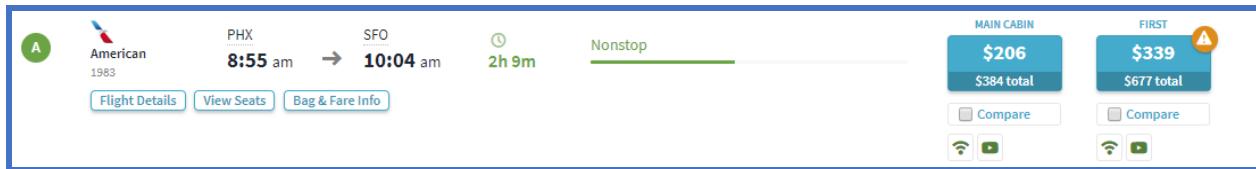
The screenshot displays the main interface of the a2b by AmTrav website. On the left, a vertical sidebar lists navigation options: 'Flights/Rail', 'Hotels', 'Cars', 'My Trips', 'My Profile', and 'Blog'. The main content area is titled 'Welcome Ac Short' and includes a 'Get Started...' section with four buttons: 'BOOK A FLIGHT' (airplane icon), 'RENT A CAR' (car icon), 'RESERVE A HOTEL ROOM' (hotel room icon), and 'EDIT YOUR PROFILE' (profile icon). To the right, a 'Contact Us' section is shown, featuring a woman at a computer, a 'Live Chat' button, and contact details for 'CALL', 'TEXT', and 'EMAIL'. The top right corner indicates the current date: 'Today is Thursday, January 24th'.

While AmTrav offers additional options such as hotels and rental cars, NHS Solutions is only set-up for flights.



Your TSA number will go in the *Known Traveler #* blank. *Edit Your Profile* also has a Loyalty Program section where you can enter your frequent flier numbers.

Each traveler has a policy that will accommodate typical flights from your residence to your assignment location and back. Flights that are in policy do not have any restrictions. Flights that are not in policy will have a triangle with an ! in it.



The restriction will show up if the ticket is above the approval limit, is booked shorter than 7 days, there is a similar flight \$100 cheaper, or is a class not allowed. Typically we will approve flights where the flight is higher due to something going on or booked shorter than 7 days due to a new assignment or an emergency. If you strongly prefer 1<sup>st</sup> class and agree to pay the difference between 1<sup>st</sup> class and premium economy; we will approve that as well. The difference will be paid by reducing a current expense report or payroll deduction.