

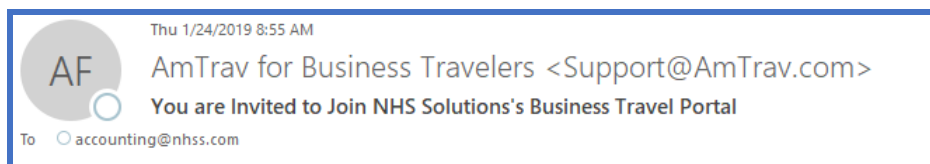
AmTrav Instructions



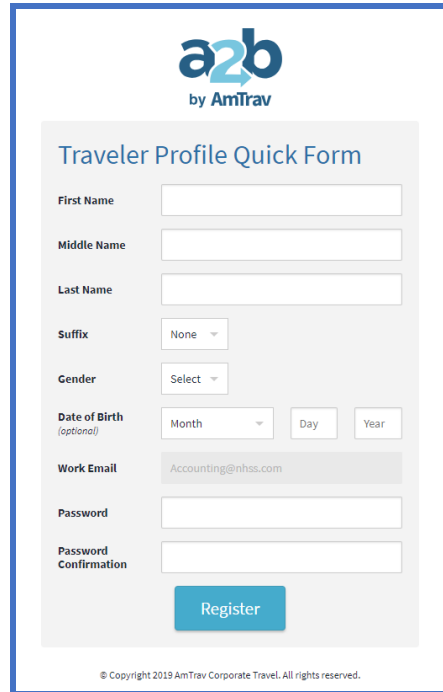
a2b by AmTrav is an easy, all-in-one online tool that allows you to book and manage your own flights. All flights booked through AmTrav will be paid for by the company credit card.

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.

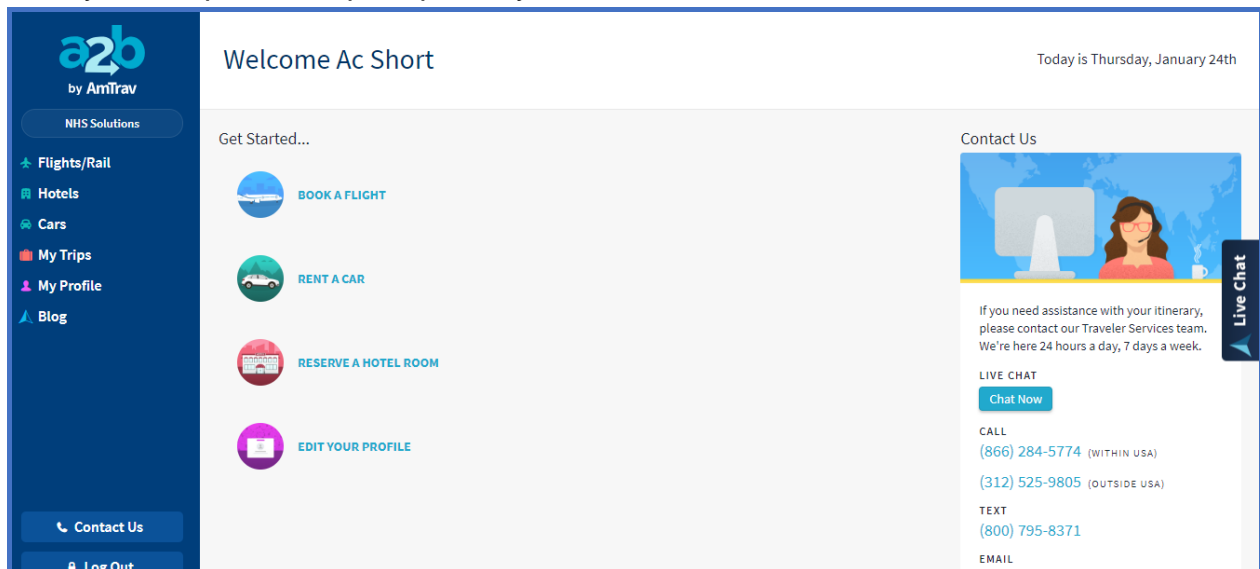


When you click on the link you will go to the Traveler Profile Quick Form.



The screenshot shows the 'Traveler Profile Quick Form' interface. At the top is the 'azb by AmTrav' logo. The form fields include: First Name, Middle Name, Last Name, Suffix (with a dropdown menu set to 'None'), Gender (with a dropdown menu set to 'Select'), Date of Birth (optional) with separate dropdowns for Month, Day, and Year, Work Email (pre-filled with 'Accounting@nhss.com'), Password, and Password Confirmation. A blue 'Register' button is located at the bottom of the form. A copyright notice at the bottom reads: '© Copyright 2019 AmTrav Corporate Travel. All rights reserved.'

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



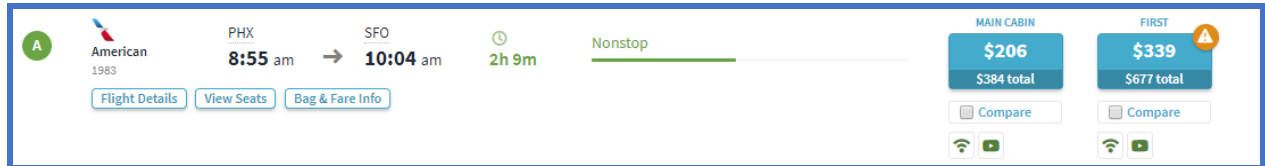
The screenshot shows the user dashboard for 'Ac Short'. The top left features the 'azb by AmTrav' logo and 'NHS Solutions'. The main header says 'Welcome Ac Short' and 'Today is Thursday, January 24th'. A 'Get Started...' section contains four options: 'BOOK A FLIGHT', 'RENT A CAR', 'RESERVE A HOTEL ROOM', and 'EDIT YOUR PROFILE'. A 'Contact Us' section on the right includes a 'Live Chat' button, contact information for call, text, and email, and a 'Chat Now' button. A vertical 'Live Chat' button is also visible on the far right edge.

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 1st class and agree to pay the difference between 1st class and premium economy; we will approve that as well. The difference will be paid by reducing a current expense report or payroll deduction.

Please note that the AmTrav chat feature is free of charge whereas calling the AmTrav support phone incurs a chargeable fee. Any notes added to the 'Special Instructions' box cause AmTrav to add a special handling fee to a booking because a Travel Advisor has to check the instructions and attempt to fulfill your request. This is important to note when adding information regarding bringing a pet with you. The best practice is for the traveler to contact the airline after ticketing to add their pet to the booking and pay any fees directly to the airline.