



ADTRAV Travel Management Training

Hosted by AFSC Magellan Federal Travel Team Rosie Manasan, Alina Voey, & Flo Potter

2800 S. Shirlington Rd. Suite 350, Arlington, VA 22206 🕇 703.379.9311 🕇 AFSC.com

Travel Program Updates

Changes to Policies and Procedures

- ADTRAV Go-Live Date: March 18, 2020
- The use of ADTRAV will be mandatory for all business travel
- Central Billing (BTA) will be mandatory for all business airfare, lodging, and car rental (with Enterprise/National)
 - Compliant business travel in conjunction with leisure can be company paid, self-booked or booked with an ADTRAV agent. Cost comparisons required.
 - Non-compliant business travel in conjunction with leisure must be self-paid. Cost comparisons required for reimbursement.
- No self-registration required. Accounts will be automatically generated for all employees
- Single sign-on (SSO) through Okta





About ADTRAV



- ADTRAV is privately-owned and self-funded. Founded in 1977 in Birmingham, Alabama.
- Provides travel management solutions for corporate, government, and non-profit travel
- Second largest government travel management provider in the nation
- Has a client base of 250+ companies
- Why ADTRAV?
 - ADTRAV agents are knowledgeable on the JTR
 - Can secure hotel per diem rates
 - Lodging not available in the booking system (i.e. military installations) can be booked through an ADTRAV agent
 - Enterprise/National rental car bookings are guaranteed for direct bill. Loyalty rewards number can be added to reservations and saved in traveler profile.





What to expect on March 18

- ADTRAV Welcome Letter
- All profiles will be active and accessible through Okta
- All Egencia profiles will be disabled
- For active Egencia reservations booked prior to March 18:

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- Reservations will remain valid
- If checking into your hotel after March 18, Egencia will continue to facilitate BTA payment for "paid by my company" reservations only
- Modifications for existing reservations will need to be coordinated directly with the airline, hotel, and rental car vendor
- Download and save all booked itineraries and receipts by March 17





RezDesk Homepage



Welcome to RezDesk: William Never





Log Off

9RHC

New Trip	Welcome to your	Your Travel Team
Home	Travel Management Center Your RezDesk Dashboard contains all the documents and links you will need to plan a worry-free and successful business trip. ADTRAV is committed to bringing our customers the best in travel technology and RezDesk serves as the gateway to all	Your dedicated trave you with all of your to Call:
Trips Profile	the ADTRAV travel tools. From RezDesk, you can edit your travel profile, offer suggestions or compliments to ADTRAV, create or change travel arrangements, contact an ADTRAV representative and much more. RezDesk is just another example of ADTRAV's commitment to "Service Nonstop."	Toll Free: Email:
Tickets		magellanfeder Business Hours:
 Feedback Contact 	Alerts & Notices	After-Hours Code:

our Travel Team

ur dedicated travel team is here to help u with all of your travel needs.

Call:	(205) 745-3832
Toll Free:	(855) 417-8789
Email: magellanfedera	l.travel@adtrav.com
Business Hours:	7am-7pm CST



RezDesk New Trip feature



REZD	ESK		Magellan
New Trip	NEW TRIP		* Denotes Required Eleme
Home	Complete this simple form to create your trip.		
Book Online	GETTING STARTED		
Profile	Trip Name TEST		
ĩckets	Trip Begin Date * 04/25/2020	Trip End Date * 04/25/2020	
eedback	Please note that the dates ent	red above will restrict your available dates in t	he
Contact	travel details section later in th		ine -
	Apply an unused ticket No or credit to this trip? * Are you using a Are you using a personal card as form of payment? * No Includes Personal Travel Yes TRAVEL DETAILS		v
	Select an option be	ow to start building your trip request.	
	🛪 Add Air 🖬 Add	Hotel 🖨 Add Car 📓 Add Rai	il
	EMAIL SETTINGS		
	Send Email To: 🕜 Travel Arranger — William	n Never – testbooking-william@magfed-rez	desk.com
	COMMENTS		
	Add a comment		
	Notify Agent of this Comment (1)		



SAP Concur

Welcome to RezDesk: William Never

SAP Concur C

REZDESK

Travel

Reporting -

App Center

Online Booking



Administration - | Help -

Log Off



New Trip	Welcome to your	Your Travel Team Your dedicated travel team is here to help you with all of your travel needs.		
	Your RezDesk Dashboard contains all the documents and links you will need to plan a worry-free and successful business trip. ADTRAV is committed to bringing our customers the best in travel technology and RezDesk serves as the gateway to all			
A Home				
Book Online		Call:	(205) 745-3832	
• Trips	the ADTRAV travel tools.	Toll Free:	(855) 417-8789	
Profile	and much more. RezDesk is just another example of ADTRAV's commitment to "Service Nonstop."	Email: magellanfederal	.travel@adtrav.com	
Tickets		Business Hours:	7am-7pm CST	
P Feedback		After-Hours Code:	9RHC	
Scontact				





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RezDesk

Trip Status and Itinerary



Welcome to RezDesk: Ange	el Never			Log Off	
REZDESK				e z D e s k DEMO	
♥ New Trip A Home	Your RezDesk Dashboard contains all th	Welcome to your Travel Management Center Your RezDesk Dashboard contains all the documents and links you will need to plan a worry-free and successful business trip. ADTRAV is committed to bringing our			
Book Online		and RezDesk serves as the gateway to all	Call: Toll Free:	(205) 444-4800	
Trips		I profile, offer suggestions or compliments to gements, contact an ADTRAV representative	Email:	rezdesk@adtrav.com	
Profile		er example of ADTRAV's commitment to	Business Hours:	7am - 7pm Central	
TicketsFeedback	Alerts & Notices	Aferts & Notices			
S Contact	1				
	Documents & Links	Airfare Search			
	🔁 Life Cycle of a Travel Record	Use ADTRAV's RezOptions tool to get a list of available airfares for your next trip.			
	Travel Policy	Access RezOptions Here.			
	ADTRAV FAQ				
	12 FTR				



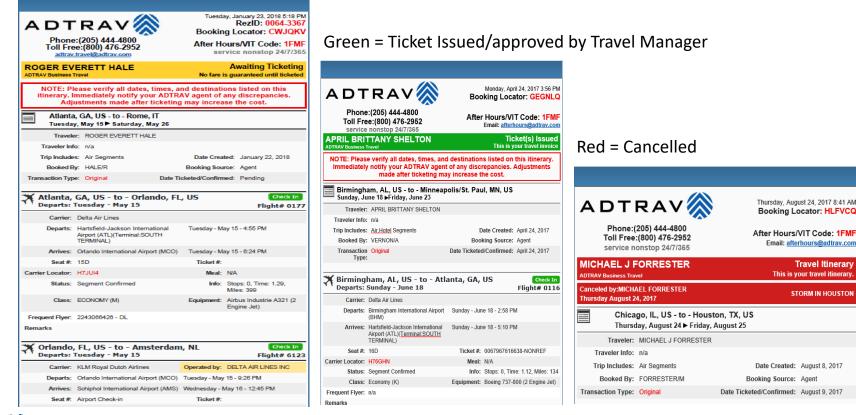


RezConfirm



• Employees can locate their itineraries through RezConfirm on the Trips tab. The color-coded banners represent the status of the ticket or reservation.

Yellow = Awaiting ticketing/awaiting approval by Travel Manager









REZDESK ADTRAV			R A V 🎊				
New Trip	Current Trips Past & Canceled Trips						
A Home	Traveler •	Searc	h Reset	Da	ate Filter:		Filter Reset
🕈 Trips	RezID / Trip Name		Account	Start	End	Approval Statu:	Reservation Status
Profile	RezID 0204-0868-A Created: 2/19/2020 8:51:56 PM MOTSCL	<i>⊶</i> ₩	ADTRAV ADTRAV Business Travel	Mar 02 2020	Mar 03 2020		MOTSCL Confirmed
RezIntel	Traveler						

INVOICE AND PAYMENT RECEIPT	
AIRFARE DELTA AIR LINES INC TICKET 0067020616734 ISSUED 11/2/2017 INVOICE 0369452 CHARGED TO VI-1817	\$ 439.80
SERVICE FEE-AIR DOMESTIC FULL SERVICE RECEIPT 8900726388302 ISSUED 11/2/2017	\$ 22.00
TOTAL CHARGES 11/2/2017 0336P	\$ 461.80



*More information to follow on the expense report process for company-paid expenses.

Lodging in ADTRAV



- ADTRAV will secure lodging per diem rates and facilitate central billing. If lodging within per diem is not offered through the global booking system, an agent can coordinate directly with the hotel and submit a manual credit card authorization on behalf of AFSC/MF. A purple banner on the RezConfirm itinerary represents a prepaid central billing arrangement. (As shown below)
- There will be two methods of lodging central bill payment: Virtual Pay (VPAY) and manual pay.
- What is the difference?
 - VPAY is a secure form of central bill payment, which generates a one-time "ghost card" number.
 - Receipts must be obtained from the hotel upon check-out, or By calling an agent for assistance.
 - Manual payments require an ADTRAV agent to complete a credit card authorization form.
 - Receipts must be obtained from the hotel upon check-out, or By calling an agent for assistance.



• As a reminder, you must self-pay for any leisure dates associated to your business trip.





Expense Reporting for Company-Paid Expenses

- At this time, we will not be implementing the a new process for claiming company paid expenses.
- We do have other important updates regarding company payment.
- There will be three BTA accounts active simultaneously and three company paid options in Deltek Costpoint.
 - Company Paid 9348 (Used in Egencia only and for Enterprise/National direct bill)
 - Company Paid 5988 (Used in ADTRAV only for airfare, service fees, and manual hotel payments)
 - Company Paid 2714 (associated with Virtual Pay or VPAY, for lodging through ADTRAV) VPAY generates a one-time use ghost card number for secure payment. The hotel receipt will reflect the ghost card number, not the actual VPAY number 2714.
- If you are unsure how to claim your company-paid expense, please reach out to the Travel or Expense Report team for assistance.
- ER Team will provide training on claiming company paid expenses.





Contact Information

For assistance with booking travel, contact an ADTRAV Agent:

- Toll Free Number: 855.417.8789
- Local Number: 205.745.3832
- Email: magellanfederal.travel@adtrav.com

For general travel inquires, contact the AFSC Magellan Federal Travel Team:

MFGetTravel@magellanfederal.com

For expense report inquiries, contact the AFSC Magellan Federal Expense Report Team:

MFGetExpenseReport@MagellanFederal.com











The training presentation and FAQ will be available in Box and posted on the Employee webpage.

Thank you for attending the ADTRAV travel management training!



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