



# Away We Go Travel

Management Council – October 4, 2022

## Away We Go Travel

Away We Go Travel (AWGT) is available to RSCCD employees to arrange airfare for reasonable and necessary business-related travel by air.

AWGT offers an online travel portal for reservation requests during core business hours of Monday – Friday, 9:00 a.m. – 4:00 p.m. and is available 24/7 for those who may need assistance while travelling.

This service allows employees to charge airfare to a District account initially and make payment to the account via purchase requisition.

# Away We Go Travel

## Contact:

On-line portal: <https://www.awaywegotravel.com>

Email: [awaywegotravel@outlook.com](mailto:awaywegotravel@outlook.com)

Phone: (562) 690-3339

# Away We Go Travel

## Step 1 – Conference Travel Form

- Complete a Conference Request Claim Form:  
<https://rscdd.edu/Departments/Fiscal-Services/Pages/Fiscal-Services-Department-Forms.aspx>
- Estimate airfare cost
- Obtain management approval/signature on form

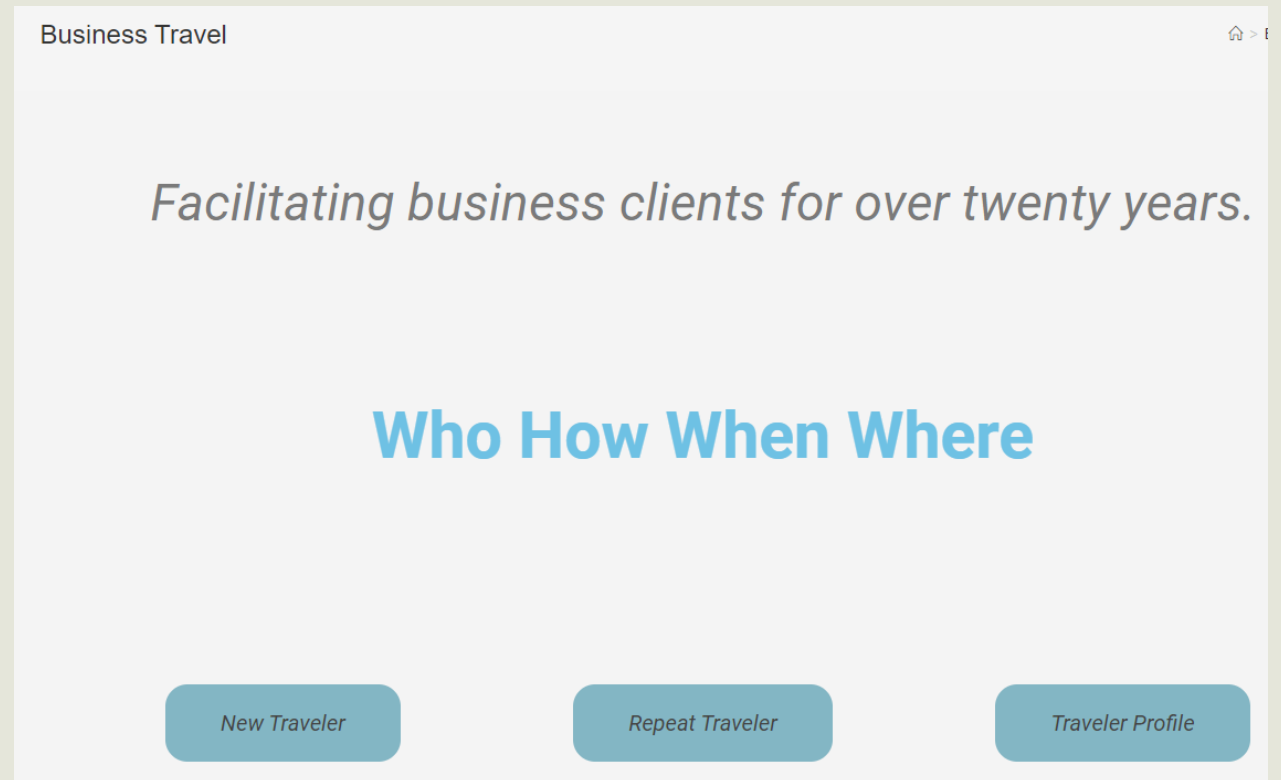
## Step 2 – Contact AWGT

- For employees who are travelling, log into [www.awaywegotravel.com](http://www.awaywegotravel.com) website.
- For groups of 10 or more travelers, contact AWGT at: (562) 690-3339 to set up a group profile

# Away We Go Travel

## Step 3 – Create a profile

- Click “New Traveler” to create a profile
- After a travel profile has been created, choose “Repeat Traveler” for future use
- Click “Traveler Profile” to edit



# Away We Go Travel

## Step 4 – Traveler’s Profile

- Enter traveler’s information
- Verify all information is correct prior to clicking “submit”
- Fields must match the information on your legal travel ID (Drivers License, Passport, etc.)
- You may edit the information as changes are necessary, prior to next request.

New Traveler Reservation  
Fields marked with an \* are required

Home > Business Travel > New Traveler Reservation

Requestor Name *	Requestor Phone *	Requestor Email *	Organization
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Traveler First Name *	Traveler Middle Name	Traveler Last Name *	Traveler Gender *
<input type="text" value="Must Match Legal ID"/>	<input type="text" value="Must Match Legal ID"/>	<input type="text" value="Must Match Legal ID"/>	<input checked="" type="radio"/> Male <input type="radio"/> Female
Traveler Birth Date *	Traveler Cell Phone *	Traveler Email *	Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Depart Date *	Depart From *	Depart To *	Depart Time *
<input type="text"/>	<input type="text" value="use 3 letter **FAA code - see below"/>	<input type="text" value="use 3 letter **FAA code - see below"/>	<input type="text"/>
Return Date	Return From	Return To	Return Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Preferred Carrier	Fare Type	Authorization	** FAA Airport Codes
<input type="text"/>	<input type="text" value="Bundled - Adv Seat, Carryon, Fee f"/>	<input type="text"/>	<input type="text" value="LAX - Los Angeles, CA"/>

# Away We Go Travel

## Organization:

- Select **RSCCDA**  
Rancho Santiago  
Community  
College District

## Comments:

- Add frequent flier  
mile account  
number
- Add seat  
preference (aisle,  
window, front of  
plane, rear, etc.

## Fare Type:

- Do not change  
from default –  
“Bundled”

## Authorization:

- Type in –  
Purchase Order

# Away We Go Travel

**AWGT will provide a quote “Itinerary” for your review within 10-15 minutes after receiving your request. If itinerary is acceptable, follow these steps:**


1. Immediately process a purchase requisition (PR) for the cost of the airfare as airlines will only hold reservations for 24 hours.
  - Vendor: Farmers & Merchants, vendor # 2428705
  - Include the following on the PR:
    - Name of employee traveling
    - Event information, e.g, ACCJC Accreditation Training or ACCCA Annual Conference
    - Dates: Outbound flight and Return flight
    - Location: City and State (reminder, refer to list of restricted states: <https://oag.ca.gov/ab1887>)
    - Two line items: 1) cost of airfare 2) Service fee which is \$30 per transaction
    - Request management approval of PR in approval queue.
2. Respond to email from AWGT indicating the flight is acceptable and provide the PR number within 24 hours of receiving the itinerary. If you prefer changes, please communicate via the itinerary email.

**Please note the following: The itinerary is a quote, it is not a confirmed ticket. If the employee fails to provide a response to the email and include a PR number within 24 hours, the itinerary is automatically deleted by the system. You will need to start over.**



# Away We Go Travel

## Itinerary Sample:



**Away We Go Travel**  
Desk Level Instruction - Company Confidential

DLI-TRP  
01 Mar 2015

**Purpose**

The purpose of this instruction is to help differentiate between a *travel quote* and a *ticketed reservation* using TripCase. Quotes (Itinerary) contain estimated costs while ticketed reservations (Invoices) contain actual charges made.

The quote is located in the "Priority Notes from your Travel Arranger" section and includes the total with all taxes and fees (including agency fees) in US dollars. The ticketing requirement (last day to purchase) is also stated. Generally the price will hold until close of business of the date stated, however, *the airlines reserve the right to change fares at any time until ticketed. Ticket(s) will only be issued once authorization is received.*


Away We Go Travel  
562-690-3339  
[awaywegotravel@outlook.com](mailto:awaywegotravel@outlook.com)

### Itinerary

**Priority Notes from your Travel Arranger**  
TOTAL W/TAXES AND FEES 247.20 - PURCHASE BY 25AUG

Trip to:	SAN FRANCISCO, CA	Reservation code:	QDPWMI
Passenger(s):	NAHUNTE/SHUTRUK	Airline Reservation Code:	D7FVB1 (UA)

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**UNITED AIRLINES UA Flight Number 2051**  
CONFIRMED, CONFIRMATION# D7FVB1

**Departure:** LAX LOS ANGELES, CA  
8:15AM  
Terminal 7

**Arrival:** SFO SAN FRANCISCO, CA  
9:50AM  
Terminal 3

Please verify flight times prior to departure

Cabin:	Economy	Duration:	1hour(s) and 35minute(s)
Meal:	No Meal Service	Distance (in Miles):	337
		Aircraft:	7M9

**Shutruk Nahunte**  
Seat(s): 29D

**Sunday, 25 December**



**Away We Go Travel**  
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DLI-TRP  
01 Mar 2015



**UNITED AIRLINES UA Flight Number 2034**  
CONFIRMED, CONFIRMATION# D7FVB1

**Departure:** SFO SAN FRANCISCO, CA  
10:35PM  
Terminal 3

**Arrival:** LAX LOS ANGELES, CA  
11:59PM  
Terminal 7

Please verify flight times prior to departure

Cabin:	Economy	Duration:	1hour(s) and 24minute(s)
Meal:	No Meal Service	Distance (in Miles):	337
		Aircraft:	BOEING 737-800 JET

**Shutruk Nahunte**  
Seat(s): 29D

**Tuesday, 27 December**

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**Other Notes from your Travel Arranger**  
\*\* AGENCY FEES NON-REFUNDABLE - TICKETS NON-TRANSFERABLE \*\*

VERIFY ALL INFORMATION - NAMES, DATES, TIMES, CITIES AND FLIGHTS  
CORRECTION/CHANGE MAY BE POSSIBLE WITHIN 24HRS OF TICKET ISSUE

CHECK-IN 24HRS PRIOR TO FLIGHT USING AIRLINE WEBSITE  
CANCELLATION, IF APPLICABLE, MUST BE MADE PRIOR TO FLIGHT TIME

ACCEPTABLE COVID TEST RESULTS MAY BE REQUIRED TO TRAVEL

BAGGAGE POLICIES AND FEES VARY BY AIRLINE, FREQUENT FLYER  
STATUS, SERVICE CLASS, NUMBER OF BAGS, TYPE, SIZE AND WEIGHT.

CHANGES MAY BE POSSIBLE PRIOR TO DEPARTURE WITH A POSSIBLE  
PENALTY, ASSESSED PER TICKET, PLUS ANY FARE DIFFERENCE.

CREDIT, LESS ANY PENALTY PER TICKET, MAY BE USED FOR FUTURE  
TRAVEL WHICH MUST BE COMPLETED WITHIN ONE YEAR FROM INITIAL  
DATE OF PURCHASE. NO CANCEL PRIOR TO FLIGHT FORFEITS FUNDS


FEDERAL LAW FORBIDS THE CARRIAGE OF CERTAIN HAZARDOUS  
MATERIALS, SUCH AS AEROSOLS, FIREWORKS AND FLAMMABLE  
LIQUIDS ABOARD THE AIRCRAFT. IF YOU DO NOT UNDERSTAND  
THESE RESTRICTIONS, CONTACT YOUR AIRLINE OR GO TO  
PACK SAFE - HAZMAT AT WWW.FAA.GOV/ABOUT/INITIATIVES

IMPORTANT INFO [WWW.AWAYWEGOTRAVEL.COM/IMPORTANT-INFORMATION-2/](http://WWW.AWAYWEGOTRAVEL.COM/IMPORTANT-INFORMATION-2/)

THANK YOU FOR CHOOSING AWAY WE GO TRAVEL CST 1006258-10

# Away We Go Travel


## Electronic Invoice Sample:



*Away We Go Travel*  
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DLI-TRP  
01 Mar 2015

Once ticketed, a subsequent email is sent with an invoice. Invoices are generated only when a debit or credit is transacted. The notes section contains the Airline Confirmation number and ticketing authorization.



Away We Go Travel  
Phone: 562-690-3339  
awaywego@outlook.com

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### Electronic Invoice

Prepared For:  
**NAHUNTE/SHUTRUK**

SALES PERSON	RH
INVOICE NUMBER	2081181
INVOICE ISSUE DATE	24 Aug 2022
RECORD LOCATOR	D7FVB1
CUSTOMER NUMBER	RSCCDA

Client Address  
Shutruk Nahunte


Notes  
AIRLINE CONFIRMATION - D7FVB1  
REF: PO AP-0213

**DATE: Sun, Dec 25**

Flight UNITED AIRLINES 2051			
From	LAX LOS ANGELES, CA	Departs	8:15am
To	SFO SAN FRANCISCO, CA	Arrives	9:50pm
Duration	Cabin		
	1hr(s) 3min(s)		
Type	BOEING 737-800 JET		
Stop(s)	Non Stop		
Seat(s) Details	NAHUNTE/SHUTRUK	Seat(s) - 29D	

**DATE: Tue, Dec 27**

Flight UNITED AIRLINES 2034			
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*Away We Go Travel*  
Desk Level Instruction - Company Confidential

DLI-TRP  
01 Mar 2015

From	SFO SAN FRANCISCO, CA	Departs	10:35pm
To	LAX LOS ANGELES, CA	Arrives	11:59pm
Duration	1hr(s) 24min(s)		
Type	BOEING 737-800 JET		
Stop(s)	Non Stop		
Seat(s) Details	NAHUNTE/SHUTRUK	Seat(s) - 29d	

### Ticket Information

Service Fee	XD 0826116264	Passenger	NAHUNTE/SHUTRUK		
		Billed to:	VI XXXXXXXXXXXX5411	USD	* 30.00
Ticket Number	AA 7777867931	Passenger	NAHUNTE/SHUTRUK		
		Billed to:	VI XXXXXXXXXXXX5411	USD	* 217.20
				<b>Total base fare amount</b>	USD 209.16
				<b>Total Taxes</b>	USD 38.13
				<b>Net Credit Card Billing</b>	* USD 247.20
				<b>Total Amount Due</b>	USD 0.00

**IF ITINERARY NOT ES:**  
 \*\* AGENCY FEES NON-REFUNDABLE - TICKETS NON-TRANSFERABLE \*\*  
 VERIFY ALL INFORMATION - NAMES DATES TIMES CITIES AND FLIGHTS CORRECTION/CHANGE MAY BE POSSIBLE WITHIN 24HRS OF TICKET ISSUE  
 CHECK-IN 24HRS PRIOR TO FLIGHT USING AIRLINE WEBSITE CANCELLATION IF APPLICABLE MUST BE MADE PRIOR TO FLIGHT TIME  
 ACCEPTABLE COVID TEST RESULTS MAY BE REQUIRED TO TRAVEL  
 BAGGAGE POLICIES AND FEES VARY BY AIRLINE FREQUENT FLYER STATUS SERVICE CLASS NUMBER OF BAGS TYPE SIZE AND WEIGHT.  
 CHANGES MAY BE POSSIBLE PRIOR TO DEPARTURE WITH A POSSIBLE PENALTY ASSESSED PER TICKET PLUS ANY FARE DIFFERENCE.  
 CREDIT LESS ANY PENALTY PER TICKET MAY BE USED FOR FUTURE TRAVEL WHICH MUST BE COMPLETED WITHIN ONE YEAR FROM INITIAL DATE OF PURCHASE. NO CANCEL PRIOR TO FLIGHT FORFEITS FUNDS  
 FEDERAL LAW FORBIDS THE CARRIAGE OF CERTAIN HAZARDOUS MATERIALS SUCH AS AEROSOLS FIREWORKS AND FLAMMABLE LIQUIDS ABOARD THE AIRCRAFT. IF YOU DO NOT UNDERSTAND THESE RESTRICTIONS CONTACT YOUR AIRLINE OR GO TO PACK SAFE - HAZMAT AT WWW.FAA.GOV/ABOUT/INITIATIVES  
 IMPORTANT INFO WWW.AWAYWEGOTRAVEL.COM/IMPORTANT-INFO-2/  
 THANK YOU FOR CHOOSING AWAY WE GO TRAVEL

Complete Conference Claim Request Form (CRF), obtain Management approval on CRF prior to contacting AWGT.

Access online portal for AWGT for individuals, call AWGT for groups.

Click “New Traveler” to create profile, and request itinerary. Click Repeat Traveler if profile has been completed.

Review itinerary email from AWGT, if acceptable, immediately process PR and obtain management approval of PR in Colleague. Must be charged to a 5210 object code.

Respond to AWGT with your approval to process airfare, provide PR number in email. **Must be completed within 24 hours of original email from AWGT. AWGT will not ticket a fare if an approved PR number is not provided.**

If itinerary is not acceptable, communicate via email directly with AWGT.

Purchasing Services will process a purchase order, Accounts Payable will make payment to the District account. Refer to BP/AR 7400 for travel guidelines.

# REMINDERS