



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

Phone: (562) 690-3339

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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

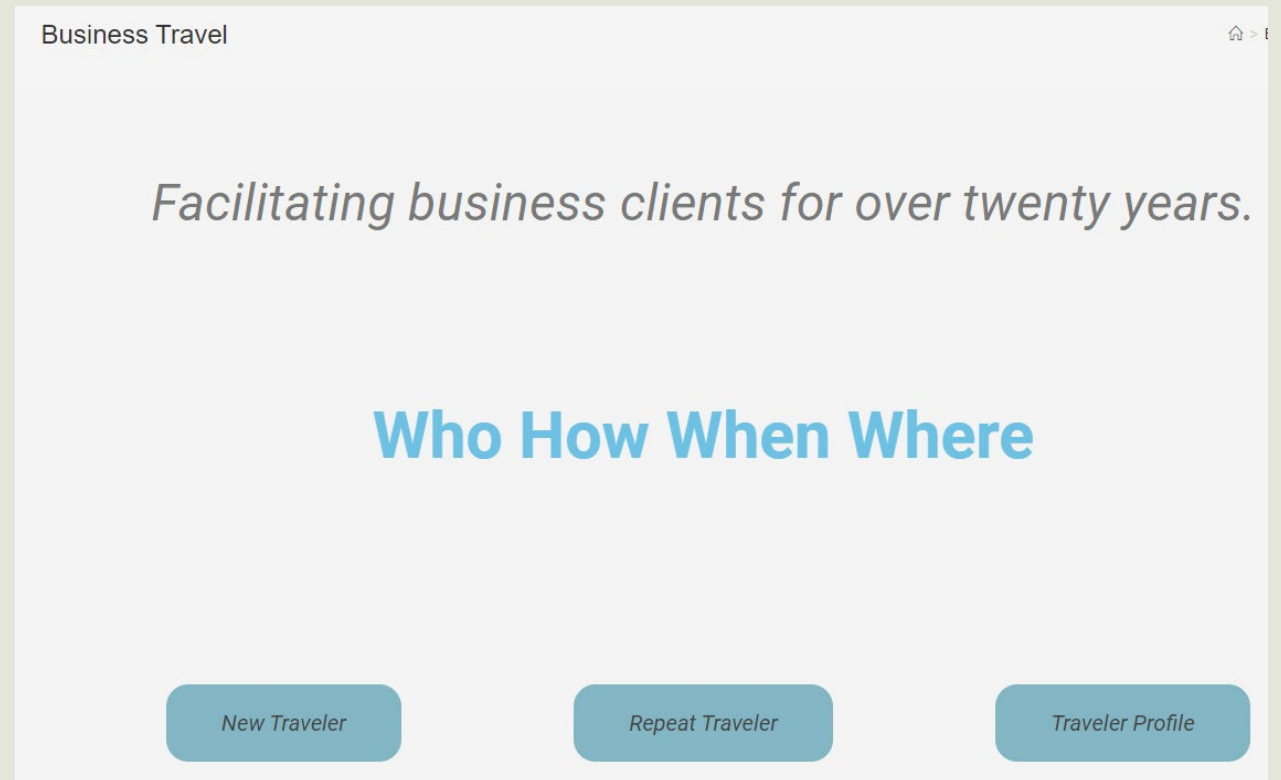
Step 2 – Contact AWGT

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

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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



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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 **RSCCD**
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
Requisition
Number

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 \$35 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.

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Itinerary Sample:



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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

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)



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



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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

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/

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

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Electronic Invoice Sample:



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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
awaywegotravel@outlook.com

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
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DLI-TRP
01 Mar 2015

From	SFO SAN FRANCISCO, CA	Departs	10:350pm
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 XXXXXXXXXXXXX15411	USD	* 30.00
Ticket Number	AA 777867931	Passenger	NAHUNTE/SHUTRUK		
		Billed to:	VI XXXXXXXXXXXXX15411	USD	* 217.20
				Total base fare amount	USD 209.16
				Total Taxes	USD 38.13
				Net Credit Card Billing	* USD 247.20
				Total Amount Due	USD 0.00

IT INERARY 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
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 IMPORTANT INFO WWW.AWAYWEGOTRAVEL.COM/IMPORTANT-INFORMATION-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