Non-Employee Travel High Level Overview

Step 1
- Traveller's needs identified
- Traveller or Travel Arranger communicates requirements to Vision Travel by completing form
  - Traveller or Travel Arranger
  - Vision Travel

Step 2
- Vision Travel identifies travel options and itineraries
- Non-Employee Travel form completed
- Options and itineraries emailed
- Traveller and Arranger identify preferred travel option and itinerary

Step 3
- Traveller or Travel Arranger
- Vision Travel identifies at least 3 preferred or best options and communicates these itineraries to Traveller and/or Travel Arranger
- Best option selected. Travel Arranger completes WebReq, (attach itinerary and form) and submits to Purchasing
- Step 4
- 30,000 or 50,000 account?
- Purchasing Services
- Confirms completeness of request, Signing Authority, etc.
- Purchasing reviews WebReq and itinerary and forward to Vision Travel for issuance of ticket

Step 4
- Vision Travel issues ticket and copies Purchasing, Travel Arranger, and Account Holder

- Non-Employee
- Vision Travel
- Purchasing Services
- Vision Travel
- Purchasing
- Travel Arranger
- Account Holder