

GetThere

Online Travel Booking Tool – Quick Reference

Brought to you by Corporate Travel Planners and UTHSCSA

GetThere functions as many familiar online travel websites do with the added benefit of incorporating our available state rates and other policies while maintaining the available service of CTPI's Travel Agents. The GetThere Booking Tool is an optional service for UTHSCSA travelers and travel arrangers.

RESOURCES

Registration Information & Instructions located on UTHSCSA Travel Website.

UTHSCSA Travel Services:

210-562-6200, TravelAdmin@uthscsa.edu, <http://www.uthscsa.edu/business/travel>

Corporate Travel UT Desk:

210-366-1142, uttravel@ctptravelservices.com, (Toll Free 866-366-1142)

REQUEST ACCESS

Please complete the [Online Booking Tool Access Request Form](#) located on the above linked Travel Services Website to request traveler or travel arranger access. Please allow up to two weeks to receive your access information via email.

LOGIN

Access to GetThere is available through the UTHSCSA Portal.

Menu → HSC Business Applications → Financials → GetThere Booking Tool

(Please contact UTHSCSA Travel Services if you do not have Portal access.)

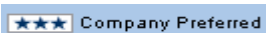
TRAVELER PROFILES

After registering, before booking travel, each traveler or travel arranger should complete the travel profile section in GetThere for each traveler.

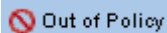
SEARCH OPTIONS

You may search by “Lowest Available” airfare or by “State Rate/Refundable”. A list of State Rate city pairs is available on the above linked Travel Services website. Please note, Lowest Available fares are often non-refundable, while State Rate and Refundable fares offer the greatest flexibility.

LEGEND



Airlines indicated as Company Preferred are contracted airlines with the Texas Building and Procurement Commission.



For flights designated as “Out of Policy”, an explanation will be required during booking process such as: “Discount Lower than Sate Rate”, “Alternate Airport Connections”, “Inflexible Schedule”, “Coach Class Sold Out”, “Low Fare through Alternate Airport.”

SELECTING UPT OR BTA

UPT or BTA selection can be designated during the booking process under billing options. The appropriate Travel Requisition or Prior Approval are still required to be processed as usual.

COMPLETE BOOKING

Itineraries are held for 24 hours after being completely booked online for the Travel Requisition or Prior Approval to be completed and sent to CTPI as usual.

CTPI Online Booking Fee - \$10 • CTPI Full Service Booking Fee - \$15
(Online Booking Fee may be increased to the Full Service Booking Fee in the event you require the services of a travel agent to make changes to your arrangements.)