


BILLING TO SPEEDTYPE

Select Speedtype for the form of payment and continue making your reservation.

SELECT A METHOD OF PAYMENT

If booking a **Personal Trip**, please use a personal credit card to pay for the trip

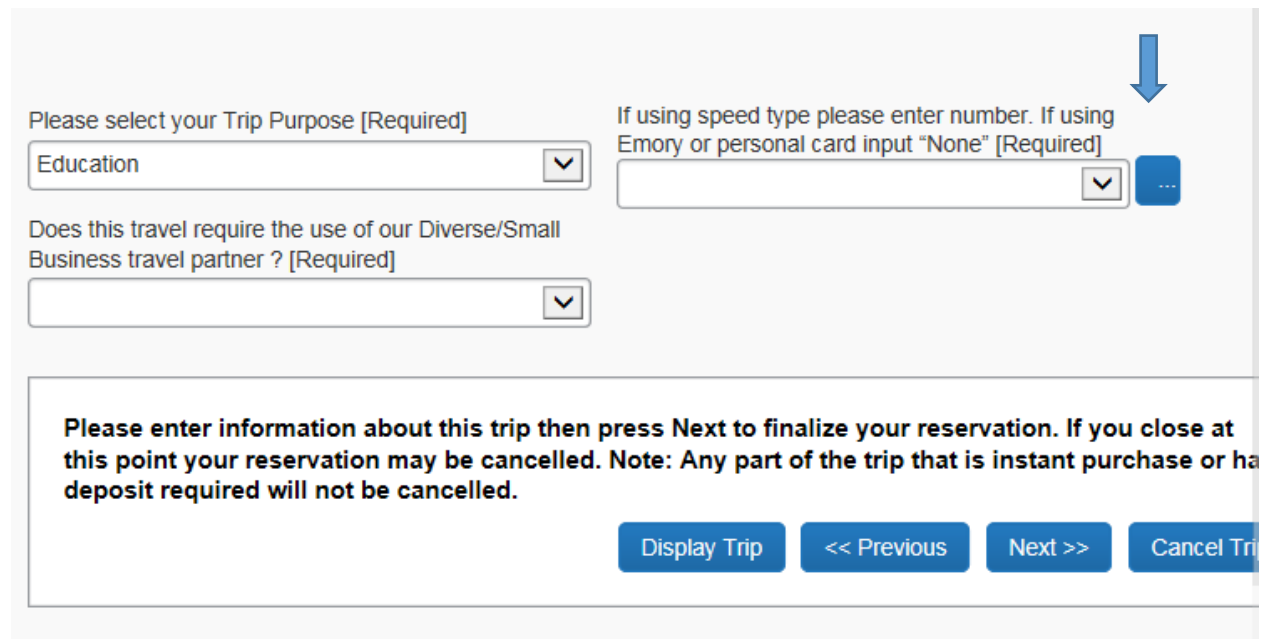
How would you like to pay?

Speedtype* (...2259)  [Add credit card](#)

* Indicates credit card is a company card

When you get to the TRIP BOOKING INFORMATION page, you will add your Speedtype number

Click on the blue button



The screenshot shows a form with the following elements:

- A dropdown menu for "Please select your Trip Purpose [Required]" with "Education" selected.
- A dropdown menu for "Does this travel require the use of our Diverse/Small Business travel partner ? [Required]" which is currently empty.
- A text input field for "If using speed type please enter number. If using Emory or personal card input 'None' [Required]" which is highlighted in blue. A blue arrow points down to this field from above, and a blue button with three dots is to its right.
- A warning box at the bottom with the text: "Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled."
- Four navigation buttons: "Display Trip", "<< Previous", "Next >>", and "Cancel Trip".

Start typing the speed type number in the highlighted box (or None if you are using an alternate credit card)

Value Search

Search for Allowable values for
If using speed type please enter number. If using Emory or personal card input "None"

Search

There are over 200 defined values for this field. Enter some text so we can limit the number of options to display.

Cancel

- ✓ Review Travel Details
- Enter Trip Information**
- Submit Trip Confirmation

App Center

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Trip Booking

The trip name and description are fr

Trip Name
This will appear in your upcoming tr

Send a copy of the confirmation to:

Select the correct code (or None)

Value Search

Search for Allowable values for
If using speed type please enter number. If using Emory or personal card input "None"

Search

- Select 0000022220
- Select 0000022228
- Select 0000042222

Cancel

- ✓ Review Travel Details
- Enter Trip Information**
- Submit Trip Confirmation

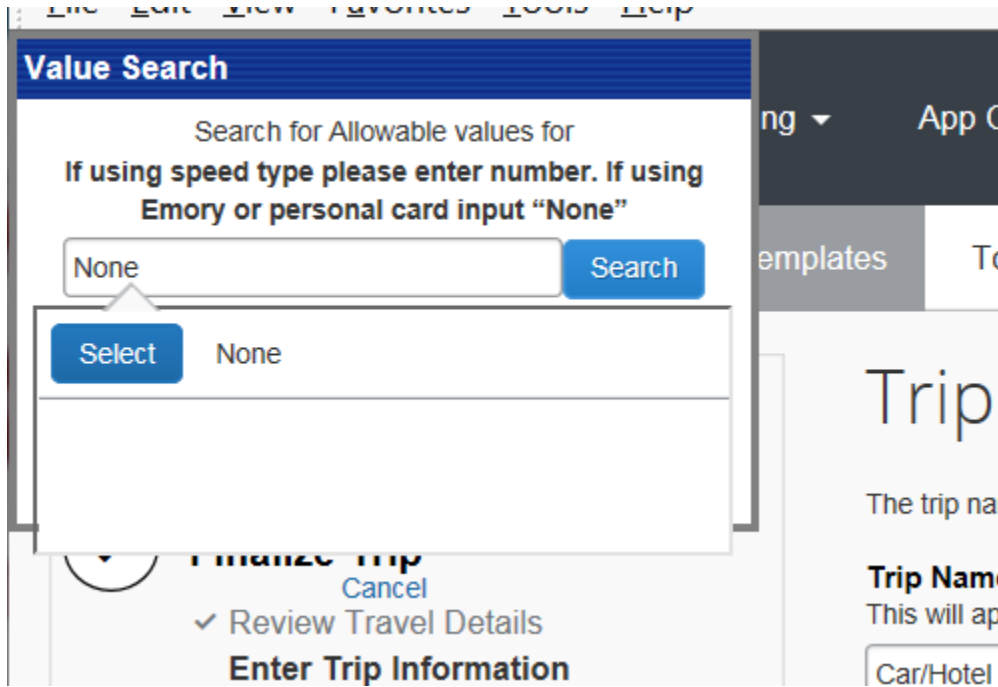
App Center

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Then continue until you finish the reservation.