

**Centrally Billed Airfare Account**  
**Procedures to Purchase Airline Tickets from NTS**

(Received via email from UH Travel Office 10/10/03)

**Step 1 Communicate the traveler's travel needs to National Travel Systems (NTS)**

Communicate the following information to NTS via phone call or e-mail.

- (1) Name, Phone #, E-mail Address of the person contacting NTS
- (2) Traveler's Name
- (3) Destination
- (4) Departure Date and Return Date
- (5) Preferred Flight Time for Departure and Return
- (6) Additional Preferences

NTS Contact Info.

Deena Syzmanski and Laura Brown

Phone: 800-552-0884 or 432-362-4347

Fax: 800-554-7799

E-mail: [deenas@takeavacation.com](mailto:deenas@takeavacation.com) or [laurab@takeavacation.com](mailto:laurab@takeavacation.com)

**Step 2 Receive a tentative itinerary from NTS via e-mail**

NTS e-mails a tentative itinerary to the person contacted NTS. This is a tentative schedule and not a final reservation. There is no ticket at this stage. If the itinerary is OK, the contacted person must complete Steps 3 - 5 to obtain a ticket.

**Step 3 Complete Travel Request**

Travel Request forms can be obtained at the following website:

[http://www.uh.edu/finance/Travel/Travel\\_Request.xls](http://www.uh.edu/finance/Travel/Travel_Request.xls)

The form has been recently revised. The most updated form on the above website should be used.

**Step 4 Fax Travel Request to NTS**

NTS fax number is 800-554-7799

**Step 5 Receive a finalized itinerary from NTS via e-mail**

NTS e-mails a finalized itinerary to the contact person. At this point, the reservation is completed and the ticket is purchased.

Emergency contact for travelers on the road

During NTS Office Hours: 800-552-0884 or 432-362-4347

(M – F 8:30am to 5:00pm CST)

After NTS Office Hours: 877-755-0454

This number can be used when travelers are already on the road and need emergency assistance after NTS office hours.