

NEW Group Travel Upgrade

Short's One-Stop Shop Enhancements

Short's Travel Management has released developments to TravelMATE, Short's online travel portal, to streamline and improve the booking process for group travel¹. There are two components to the upgrade, as outlined below, which are available to Short's clients as of August 2016.

Group Travel Request Form

Short's developed a new and improved group travel request form with an enhanced, user-friendly interface to simplify the submission process for users. This request now encompasses all segments as needed, including air, charter, bus, car, and hotel. Once the form is submitted, the request is automatically distributed to each applicable department for fulfillment.



See pages 2-3 for instructions and screenshots of the new travel request form.

Group Hotels Tab

Short's also enhanced its current Trips page on TravelMATE by adding a separate tab for group hotel reservations. Short's worked closely with its clientele to develop this new feature, which allows travel managers to quickly navigate group hotel reservations, once contracted, in one location to ensure no trip is overlooked.



See page 4 for instructions and a screenshot of the new group hotels tab.



Benefits

Short's understands the complexities of group travel and identified an opportunity to simplify the process for our current clients. These upgrades will streamline the group booking process to save you time, reduce stress, and ensure accuracy.



Cost

For clients that have implemented with Short's Travel's Group Hotel Sourcing department, these enhancements are included with your service fees. If you are not currently utilizing this offering and are interested in receiving more information, please contact your Short's Travel Account Manager.



Additional Questions

Please contact your Short's Travel Account Manager.

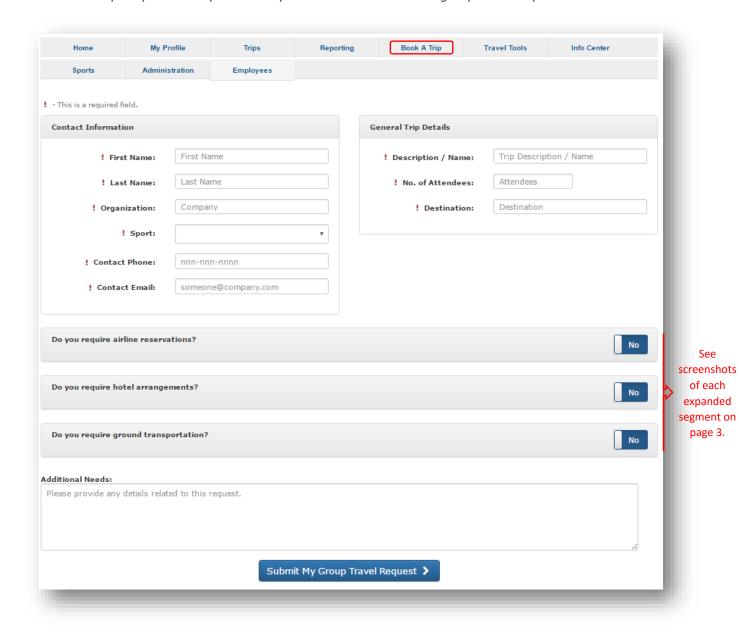


Instructions

The new request form and trips tab are available 24/7 within TravelMATE once they have been turned on for programs with group travel. Once logged into TravelMATE, use the following instructions and screenshots to navigate the upgrades.

Group Travel Request Form

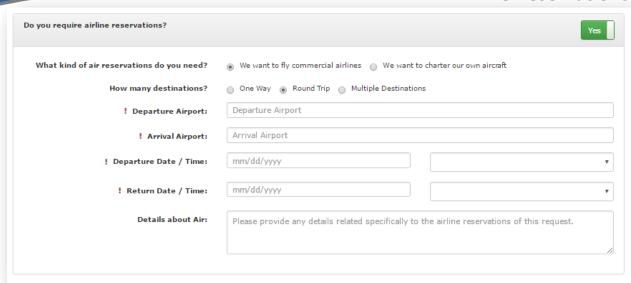
Select Book A Trip > Option: Group Travel Request Form > Submit a new group travel request



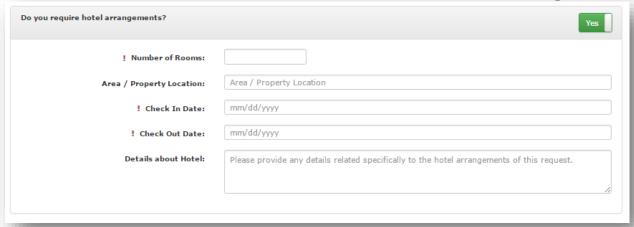
²



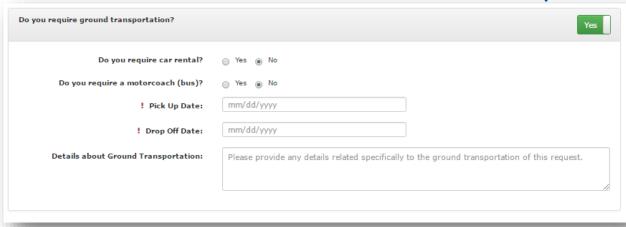
Airline Reservations



Hotel Arrangements



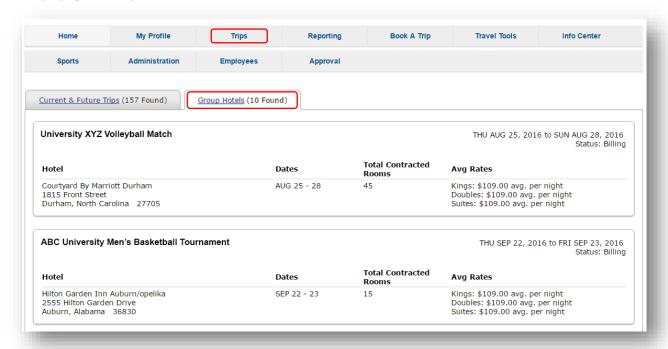
Ground Transportation





Group Hotels Tab

Select Trips page > Group Hotels tab



⁴