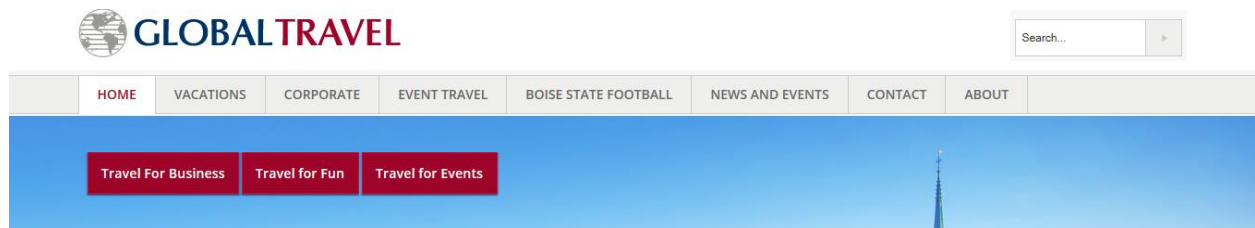


Airline Reservation Process for Global Travel

Please go to www.globaltrav.com.



Airline reservations can be made via the Global Travel website shown above by navigating to the **Corporate Travel** tab and clicking on the “**State of California**” link.

Under “**Department Name**”, enter “**CSU East Bay**”. Enter your billing codes into the individual fields (you may not need to enter codes in all 6 fields). Please confirm these codes with your department before entering them. Enter the remaining information to complete your airline reservation request. An agent will email the requested reservation or additional reservation options. If you do not receive a confirmation email from Global/Giselle within 3 days, please contact an agent at the number below to send you one.

- Airline Rewards Program
- Corporate Travel Request
- Business Traveler Profile
- State of California
- Concur

Travel Request

Global Travel provides service to the State of CA. travelers. We do not currently offer discounted State of CA. air rates.

Note: All fields marked with an asterisk () are required.

Traveler Information

*Department Name

Billing Code

Account

Fund

*Department ID

Program

Class

Project

Name of Person Requesting Travel

E-Mail of Person Requesting Travel

E-Mail Carbon Copy if Necessary

*Phone Number of Person Requesting Travel

*Mobile/Cell Contact Number of Traveler

Names must match Government issued ID

*Last Name of Traveler

*First Name of Traveler

Middle Name of Traveler *Required if displayed on photo ID

This information is required in accordance with the TSA Secure Flight Program

Type of ID

- Passport
- Drivers License
- Other

Airline Reservation

Reservation Type

- New Reservation
- Change Reservation
- Cancellation Notice

Seating Preference

- Window
- Aisle
- One Way
- Roundtrip

Reservation Date	From City	To City	Departure Time	Special Requests
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reservation Date	From City	To City	Departure Time	Special Requests
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reservation Date	From City	To City	Departure Time	Special Requests
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reservation Date	From City	To City	Departure Time	Special Requests
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reservation Date	From City	To City	Departure Time	Special Requests
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Fare Type Required

- Refundable
- Least Expensive/Non-Refundable
- Both

Comments

Car Rental

Pick-up Date	Pick-up Time	Pick-up City and Location
<input type="text"/>	Choose... <input type="text"/>	<input type="text"/>

Drop-off Date	Drop Off Time	Drop-off City and Location
<input type="text"/>	Choose... <input type="text"/>	<input type="text"/>

Special Requests

Airline reservations may also be booked by email. Please contact the corporate department directly at smfcorporates@globaltrav.com and an agent will respond.

Finally, airline reservations may be made by phone by calling the corporate department at 1-800-523-0100 or 916-922-0440 and an agent will assist you. The Global Travel agents are available Monday-Friday 6:30AM to 6:00PM Pacific time.