National Travel Systems is pleased to present its online booking tool that offers state travelers another means to search fares and schedules that offer the best value for their trip. The NTS booking tool now features the current state contract airline rates to make it easy for the traveler to compare with the published airline fares.

If you have any questions not covered by this tutorial, please call for assistance at 1-800-814-3336 Extension 4.

There is to be a link created from the TBPC web page to the tool but the address is as follows:


The opening page for the booking tool looks like this:
It is not necessary to login to view fares and schedules, simply click on air reservation and begin:
Select destinations, times, and then click how many traveling. It is not necessary to indicate preferred airline, but you may if you choose. You then select how you wish to search for the best schedule and fare for your trip. Selecting Flexible shows fares first then schedules. Selecting Semi-Flexible goes directly to schedules and fares. (Note: If traveling within 2 weeks it is recommended to use the Flexible button, if traveling beyond 2 weeks it is recommended to use the Semi-Flexible button.)
The state contract airfare is indicated by a fare code that has TX in it and more prominently with a Texas flag! Once the fare is selected click on select flights and the flights with the selected fare will be displayed:
After flights are selected, click “Add to Shopping Cart” and the selected schedule is displayed:

After clicking “Purchase” you will at this point need to login or set up a login.
To set up a login click on “become a member”: (Note: If you already have an Individual Profile filed with NTS, you only need to fill in the required blanks (indicated by a red asterisk “*”) plus the customer number blank.

When completing the profile travelers must put in a customer number so we know which agency they belong to. Customer Number must total 10 digits. All customer numbers end with your state agency code and are preceded by zeroes, such as: “00000TX301”.
After profile is complete the profile information will be made a part of the reservation selected:
Instructions for each number:

1. Fill in required information.
2. Fill in Customer Number.
3. Not required.
4. It is not required to enter a credit card number in your profile. Your agency central billing account numbers are already on file with NTS. Check “Invoice.”
5. Fill in required information.
6. Fill in required information. (Note: Email 1 should be your personal email. Email 2 is not required, but may be used to send a copy of your reservations.
7. Not required.
8. Not required.
9. Not required.
10. Not required, but entering the discount number for Advantage, Avis, and Enterprise should pull up the state contract rate
Your confirmation number will immediately come back to you as well as being emailed to your email address:
You may then click on the link provided and view your reservation in “Virtually There”.

Once our agents perform the quality control process and ticket the reservation the traveler will get another email informing them that the transaction is complete and giving them another link to “Virtually There” for the finished e-ticket.
HOTEL RESERVATIONS
You may either “Add a Hotel” during making your air reservations or just go to “Hotel Reservations” in the opening menu.

You may then fill in the blanks for the tool to search for hotel options. You have the opportunity to narrow your search by selecting a particular hotel chain.

Once you have filled in the blanks hit search and you will find displayed a map to help you make your selection as well as a listing of hotels.
After selecting your hotel there will be a listing of rates filed for that hotel. Review the rates and scroll down until you find the State of Texas contract rate to make your comparison. (Hotels may describe state contract rate using various terms as “state rate,” “government rate,” or “state government rate.”)

Once a rate is selected, click on “Add to shopping cart” and your reservation will be displayed for your review.
Click on purchase and you will be asked to log in at this point. If you don’t have a credit card in your profile for guaranteeing your reservation you will be required to put a credit card number in to proceed. After you review the reservation and elect to purchase you will receive a confirmation number directly to your email from the system.

CAR RESERVATIONS

You may either “Add a Car” during making your air reservations or just go to “Car Reservations” in the opening menu.

You will have the opportunity to select size of car and particular car company and to put the state code into the Discount # box, which should pull up the state rate for your
reservation. (If you don’t know your code, check with your state agency travel coordinator.) If for some reason the state rate is not displayed our Quality Control Staff will review for correct rate and complete the reservation for you.

Your reservation will be displayed for your review. After you review the reservation and elect to purchase you will receive a confirmation number directly to your email from the system.