

# SATO Travel Group Authorization Process

Groups over 10 members that are going to the same location can use the group authorization in ETS. When completing the authorization the major and minor must be the same for all members otherwise ETS will not allow for selecting the members in the group authorization.

If you are the AO you can arrange the travel for the members if your Major and Minor are the same as the travelers. If it is not then you will arrange the travel vis “travel for others” function.

## Step 1: Use the drop down to select group travel

The screenshot shows the E2Solutions web interface. At the top left is the E2Solutions logo. The main navigation bar includes 'TRAVELER'S TRIPS' (highlighted), 'TRAVELER'S PROFILE', and 'TRAVELER'S DEPENDENTS'. Below this is a secondary navigation bar with 'At a Glance', 'Trips', 'Local Travel', 'Open Authorization', and 'Group Authorization' (highlighted). The main content area is titled 'Start a Travel Document' and contains a form with the text 'What would you like to do today?' followed by a dropdown menu set to 'Make Reservations' and a blue 'Go' button. Below the form is a 'To Do List' section with one item: 'Complete Travel Authorization 12121352 for AST Training to Yorktown, VA, United States departing 22-May-2022.'

## Step 2: Insert the information for the travel

The screenshot shows the 'Step 1: Group Authorization Basic Information' form. The left sidebar contains a navigation menu with 'Basic Information' selected. The main content area has tabs for 'TRAVELER'S TRIPS', 'TRAVELER'S PROFILE', and 'TRAVELER'S DEPENDENTS'. The form includes fields for 'Owner Name', 'Group Authorization ID', and 'Group Authorization Status: New'. Below these are input fields for 'Type of Travel:\*' (set to 'TRAINING'), 'Specific Travel Purpose:\*' (set to 'AST A School'), and 'Document Number: (System Assigned)'. A '\*Required' label is present. At the bottom, there are 'Save and Next Step' and 'Save' buttons, and a 'Privacy Policy' link.

Step 3: Go through each tab, the travelers tab requires each member to be entered separately. Note this is where all members must have the same minor customer or you will not be able to add them to the group authorization

The screenshot shows the 'Step 3: Group Authorization Travelers' form. The left sidebar has 'Travelers' selected. The main content area has tabs for 'TRAVELER'S TRIPS', 'TRAVELER'S PROFILE', and 'TRAVELER'S DEPENDENTS'. The form includes fields for 'Owner Name', 'Group Authorization ID: GA171979', and 'Group Authorization Status: New'. Below these are sorting options: 'Order by: Last Name', 'Sort Ascending', and 'Sort Descending'. A table header shows 'Traveler Name', 'Email Address', and 'Rental Ca'. A message box states 'No travelers have been added.' with a 'Select Travelers' link. At the bottom, there are 'Save and Next Step', 'Save', and 'Back to Step 2: Site Details' buttons, and a 'Privacy Policy' link.

## Step 4: Select Travelers

**Step 3 : Group Authorization Travelers**

Owner Name: \_\_\_\_\_ Group Authorization ID: GA171979 Group Authorization Status: New

Travelers

Order by: Last Name Sort Ascending Sort Descending

Traveler Name Email Address Rental Car Authorized Remove

No travelers have been added.

Select Travelers

Save and Next Step Save Back

**Traveler Selection**

Search For Traveler

Last Name: bu First Name: \_\_\_\_\_ E2 User Id: \_\_\_\_\_ Email: \_\_\_\_\_

Search

Select	Name	E2 User Id	Email Address
<input checked="" type="checkbox"/>	JAMES	USCG	James.J@uscg.mil

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Save and Close Save Exit Window

Step 5: Enter the expense details as it pertains to the amount it will cost for each traveler. i.e \$4000

**Step 4 : Group Authorization Expense Details**

Owner Name: | Group Authorization ID: GA171979 | Group Authorization Status: New

**Expense Details**

Estimated Expenses per Traveler:\*

Allow reimbursement types:

- Actual lodging
- Actual M&IE
- Zero Expenses

\*Required

[Save and Next Step](#) [Save](#) [Back to Step 3: Travelers](#)

Step 6: Enter the accounting information and finish the group authorization. It will then be sent to both the funds approver and the AO to be approved.

**Note:** Once approved the group authorization will be visible under the “group authorization” tab

Group Authorization GA171979 has been successfully deleted.

GAF	Destinations	Purpose	Departure Date	Status	Approver	Show	Archive
GA171138-2	Yorktown, VA United States	AST Training	21-May-2022	Approved		Show	Archive

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## Step 7: Click Show- and the authorization will reflect for all the members

**Group Authorization Dashboard**

Owner Name: [REDACTED] Group Authorization ID: GA171138-2

[collapse or expand all sections](#)

GA #	Destination	Departure Date	Status	State	Show
GA171138-2	Yorktown, VA United States	21-May-2022	Approved		<a href="#">Show</a>
GA171138-1	Yorktown, VA United States	22-May-2022	Amended	✓	<a href="#">Show</a>
GA171138	Yorktown, VA United States	22-May-2022	Amended		<a href="#">Show</a>

[Amend Group Authorization](#)

Traveler Name	Trip Id	Homesite	Destination	Departure Date	Rental Car Authorized	Auth	Voucher	Show
ISINI, ZACARIA		District of Columbia, DC United States			No			
ION, EVAN		District of Columbia, DC United States			No			
AMES	12127124	District of Columbia, DC United States	Yorktown, VA, United States	22-May-2022	No	<a href="#">✎</a>		
GIACOMO, AUSTIN		District of Columbia, DC United States			No			
O, MATTHEW		District of Columbia, DC United States			No			
JIAN, SHEA	12121352	District of Columbia, DC United States	Yorktown, VA, United States	22-May-2022	No	<a href="#">✎</a>		<a href="#">Show</a>
BORRERO, GABRIEL		District of Columbia, DC United States			No			
GREGORY		District of Columbia, DC United States			No			
ND, JACOB		District of Columbia, DC United States			No			
R, BRAYTON		District of Columbia, DC United States			No			
RICHARD		District of Columbia, DC United States			No			
MICHAEL		District of Columbia, DC United States			No			
LINAN, JOSHUA		District of Columbia, DC United States			No			
EVIN	12127186	District of Columbia, DC United States	Yorktown, VA, United States	21-May-2022	No	<a href="#">✎</a>		
IOSHUA		District of Columbia, DC United States			No			

Show 10 25 50 items per page

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[In Progress](#) [Revised](#) [Pending](#) [Complete](#) [Canceled](#)

[Privacy Policy](#) Copyright 2003-2022 CW Government Travel

Selecting the group authorization with the green check mark will allow you to view the orders. Click “printable group authorization”

**Note:** This authorization will have the dates, POET, estimated amount per person, names, and AO all listed.

# SATO Group Ticketing

To book travel with 10 or more members contact SATO per PPC travel

## **(1) How to do I make Group Travel Reservations?**

Groups of 10 or more passengers traveling together on the same day, on the same flight, and for the same mission requiring group integrity are defined as Group Travelers. Groups require special handling by the TMC (i.e. CWTSato) in order to choose the carrier that best meets their travel needs.

**(2) Groups of 10 or more passengers shall be booked through the carrier's group booking procedures and follow that carrier's commercial group reservation, ticketing, and cancellation policies.** If you need to make airline travel arrangements for 10 or more members, contact *Mr. Ron Ivester*: [Rivester@cwtsato.com](mailto:Rivester@cwtsato.com) or 804-674-1199.

## **(3) Group Travel Notes:**

(a) Group Travel starts with your request for airline or motor coach space at [www.cwtsatotravel.com/group-travel.html](http://www.cwtsatotravel.com/group-travel.html)

(b) Our subscribers submit bids for your business allowing you to decide which offer is the best solution for your needs.

(c) Once you select a vendor, our team of specialists handle all of the arrangements from start to finish.

**Note:** Once a bid/ award has been selected an email must be sent to [SSD@cwtsato.com](mailto:SSD@cwtsato.com) with the orders and form of payment so that they may ticket the reservation.