**ADTRAV FLIGHT RESERVATION CHECKLIST**

**ADTRAV** is the Coast Guard Travel Management Center (TMC) contractor.  If you utilize ADTRAV to book your flight, the cost of your airline ticket(s) will be billed directly to the Centrally Billed Account (CBA). This eliminates your upfront airline ticket expense and submission of this expense on your final travel claim.

**Follow each step below:**

Determine your travel date.

ADTRAV **requirement** to book airline ticket: traveler’s date of birth and the **name exactly as it appears on the form of identification** which will be shown at airport.

Obtain **EVACUATION ORDERS** and **AMENDMENT** from the Personnel Support Team (PST) authorizing use of the Central Billing Account(CBA).

Call **ADTRAV from PST OFFICE** to **SCHEDULE FLIGHT WITH ASSISTANCE OF STAFF**. *PST staff will scan Evacuation Orders and Amendment to ADTRAV for proper reservations while you are present in office. It is* **MANDATORY** that ADTRAV has these documents prior to booking/ ticketing.

After booking flight through ADTRAV, you will receive three separate emails. The first, your itinerary stating “ Awaiting Ticketing” in yellow highlight at top right of emailed itinerary. The second, will state “Awaiting TONO.” **NOTE: At this point, this is NOT actual ticket confirmation. Flights are ticketed five days prior to departure.** (See next checkbox for third/final email instruction).

Ensure you receive a **FINAL email** from ADTRAV five days prior to your flight stating “Ticket(s) Issued” in green highlight at top right of emailed itinerary. This confirms your reservation has been ticketed.

**Pet Information**

ADTRAV cannot make pet reservations with the airline. Once you receive itinerary confirmation from ADTRAV “Awaiting Ticketing,” you must call the airline directly to make a reservation for your pet. Please call ADTRAV immediately confirming pet reservation so they can process your ticket. Pet transportation costs are not reimbursable expenses.

**Travel support can be reached 24 hours by calling the ADTRAV Service Center at** 1-**(855)-576-4781.**

**(1) Tickets Charged to the Travel Order Number (TONO) - For reservations being charged to the Travel Order, request your reservation on the Centrally Billed Account (CBA).**

**TONO: 16 Digits – beginning with a 13 and ending with three 000.**

***MANDATORY****:* **Email copy of Evacuation orders and Amendments to orders to** **USCG.TRAVEL@ADTRAV.COM** **. PST will assist with emailing and verifying receipt of orders with ADTRAV.**