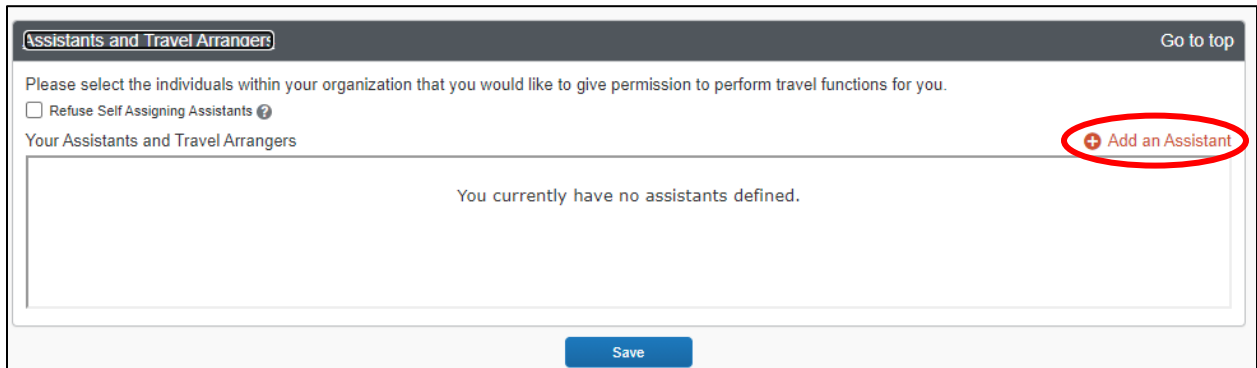
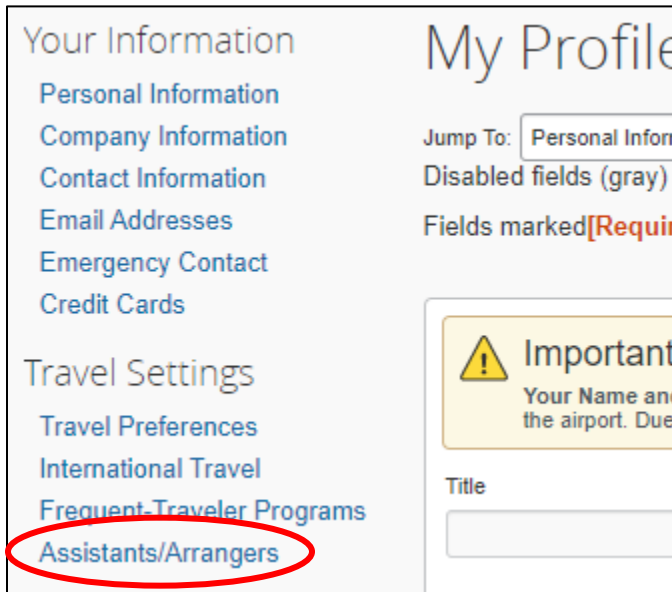
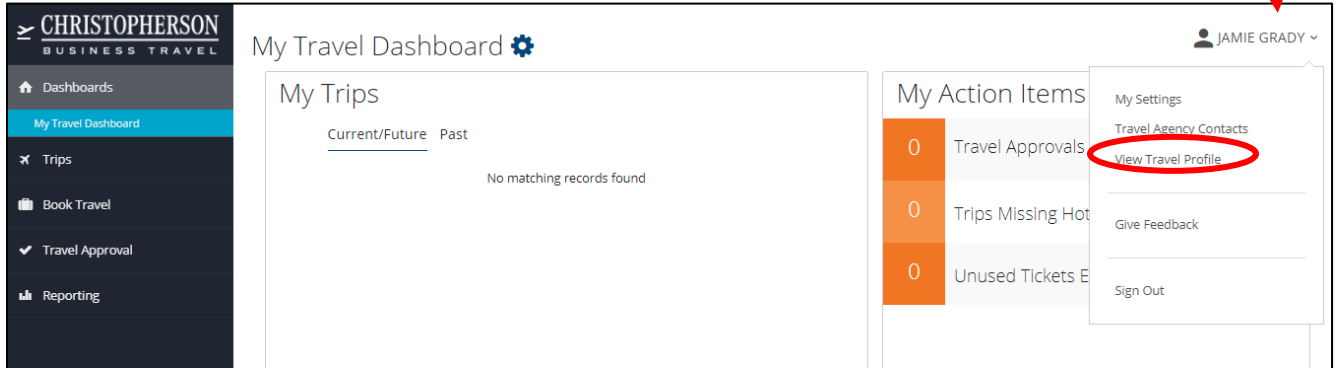


How to Select a Travel Arranger to book your flights on your behalf

If someone else in your department will be booking your airfare for you, please log in to your Air Portal and complete the following steps:



Add an Assistant - Google Chrome

conkursolutions.com/profile/AssistantEditor.asp?use...

Add an Assistant

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

Assistant

 Can book travel for me
 Is my primary assistant for travel*

*Individuals/Groups with **no work phone number in their profile** cannot be designated as primary assistant for travel.

Save Cancel

Assistant

GRADY, JAMIE
jamie.grady@selu.edu
985-549-2089

number
their profile cannot be designated as primary ass
for travel

Add an Assistant

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

Assistant

 Can book travel for me
 Is my primary assistant for travel*

Individuals/Groups with **no work phone number in their profile** cannot be designated as primary assistant for travel.

Save Cancel

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

Refuse Self Assigning Assistants ?

Your Assistants and Travel Arrangers

[+ Add an Assistant](#)

GRADY, JAMIE (Primary Travel Asst.)	Can book travel? <input checked="" type="checkbox"/>
-------------------------------------	--

Save