

**Can our travelers use their credit cards to book flights? (They want the perks of using their personal credit cards, or they are concerned with airline status)**

Yes. To use a credit card to book an agent-assisted flight you have two options:

**1.** Using the online booking tool: select the flight you want. In the comments portion of the online booking tool, make a note that you would like to pay for this via your credit card. (see image) Once you confirm the booking, the Travel Agents will reach out to retrieve the credit card information.

### Trip Booking Information

The trip name and description are for your record keeping convenience. If you have any special requests for the travel agent, please enter them into the agent comments section.

<b>Trip Name</b> This will appear in your upcoming trip list.	<b>Trip Description (optional)</b> Used to identify the trip purpose
<input type="text" value="Trip from Salt Lake City to Hilo"/>	<input type="text"/>
<b>Comments for the Travel Agent (optional)</b> Special Requests may incur a higher service fee.	
<input type="text"/>	

**2.** Contact the agents directly using email at: [travel@admin.utah.edu](mailto:travel@admin.utah.edu)