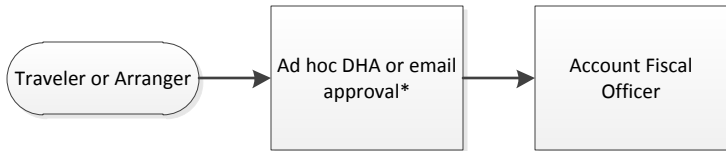


Purchase airfare with Ghostcard



To purchase airfare you will give the Travel Agent your TEM document number. To populate the TEM number you will open the Travel Authorization input the traveler, trip location, dates and click save.

***For DHA approval you can ad hoc in Kuali, or attach the email approval in the Notes & Attachments section.**