



# Booking Gulf Council Flights

**How to Create your AmTrav Profile**

# Welcome to AmTrav

The Gulf of Mexico Fishery Management Council (Gulf Council) values the time and expense involved in traveling for business. We felt a strong pressure to ensure our travel program fully meets both your own personal travel needs and the Gulf Council's cost-control needs in the most effective manner possible.

**Effective March 2022, the Gulf Council has decided to consolidate all business travel flight booking with AmTrav.**

**\*We no longer use AdTrav or Mary Jane for flight booking.\***



# Welcome to AmTrav

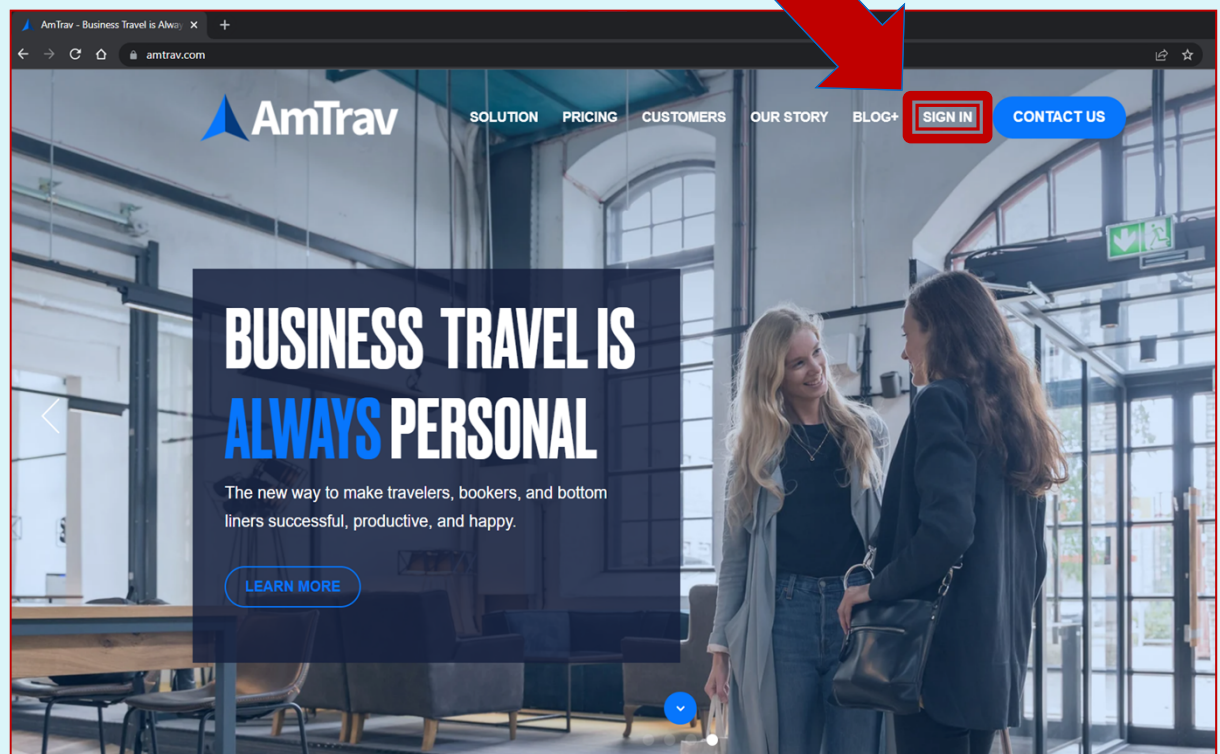
Gulf Council travelers can expect to receive the following services:

- A toll-free phone number that rings direct to advisors. No phone prompts. No waiting on hold with airline and website call centers. **800-795-8371**
- In-house, 24/7 coverage via phone, text and email
- Email address – support@amtrav.com
- An easy-to-use online flight booking engine with built-in travel policy.
- Access to all fares through AmTrav's own lowest-fare search technology including carriers like Southwest and JetBlue
- Knowledge Base Link for assistance navigating the site  
<https://www.amtrav.com/knowledgebase>



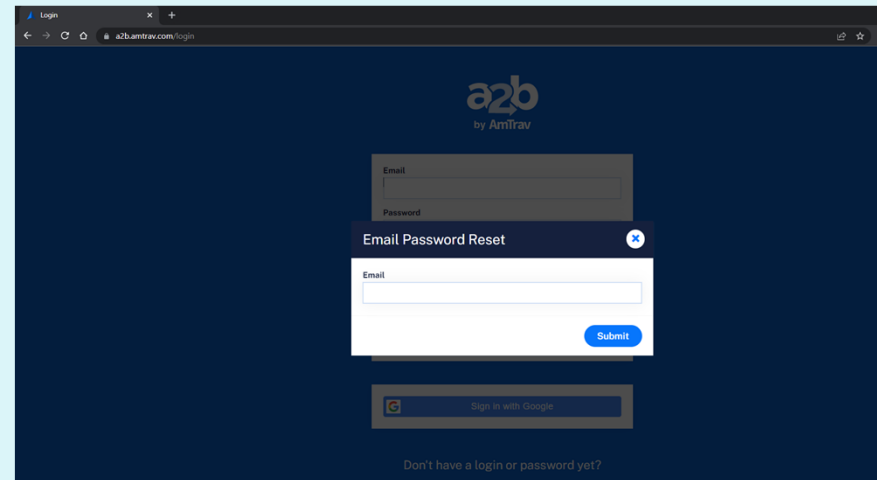
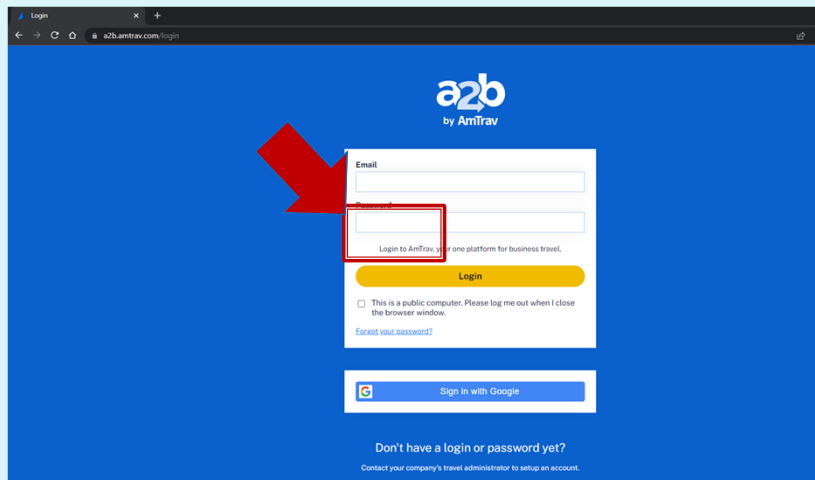
# Logging into your AmTrav Account for the First Time

Go to  
[www.amtrav.com](http://www.amtrav.com)  
and click “Sign In”  
on the top right  
corner.



# Logging in to you Amtrav account the first time

Click “Forgot your password?” and enter your email address that you use with the Council. This will reset your system created password and allow you to create your own password.

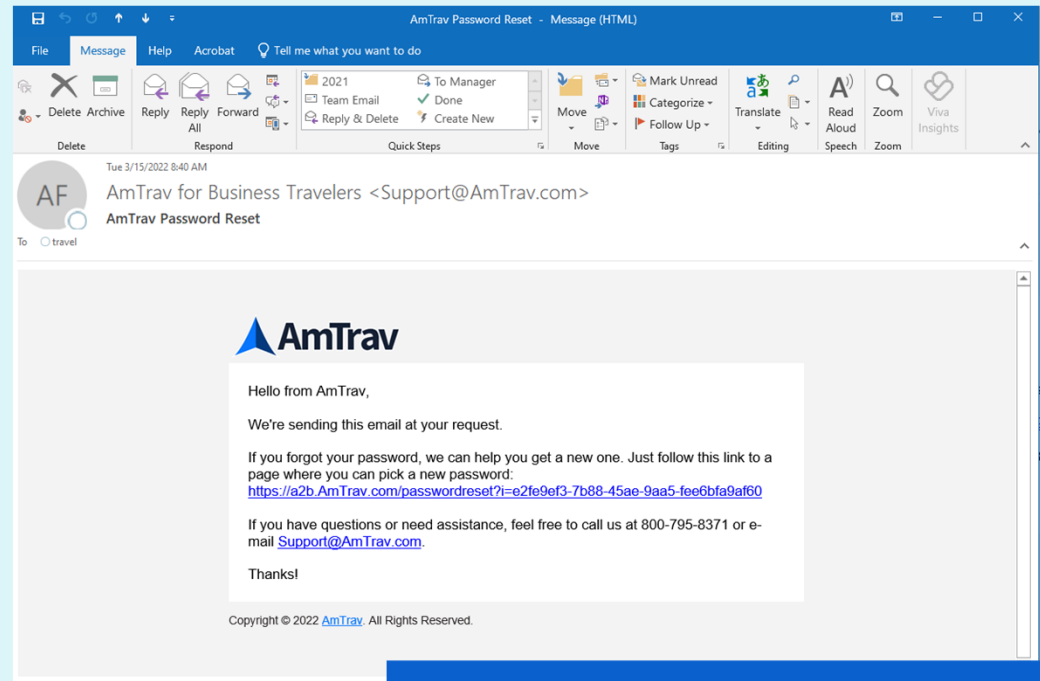


If you are unsure what account you use, please contact Jessica ([Jessica.matos@gulfcouncil.org](mailto:Jessica.matos@gulfcouncil.org)) or Kathy ([Kathy.pereira@gulfcouncil.org](mailto:Kathy.pereira@gulfcouncil.org))

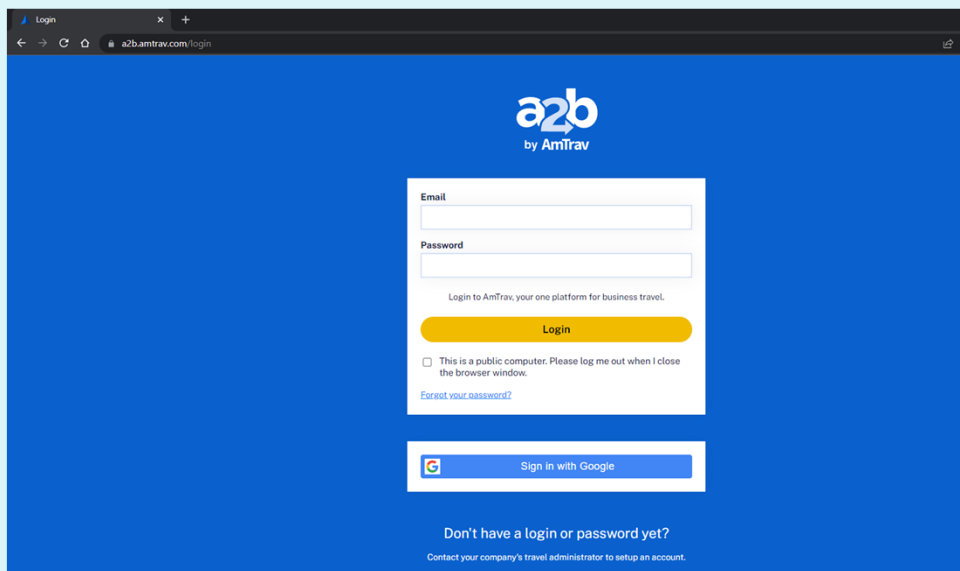


# Resetting your password

Check your email for an email from [Support@AmTrav.com](mailto:Support@AmTrav.com) and click on the supplied link to reset your password to a password of your choosing. Check you spam folders if you are not seeing it in your inbox.

A screenshot of the "Password Reset" form, which is part of the "a2b by AmTrav" interface. The form is set against a blue background. It contains two input fields: "New Password" and "Confirm New Password". Below these fields is a dark blue button labeled "Change". At the bottom of the form, there is a small copyright notice: "© Copyright 2022 AmTrav Corporate Travel. All rights reserved."

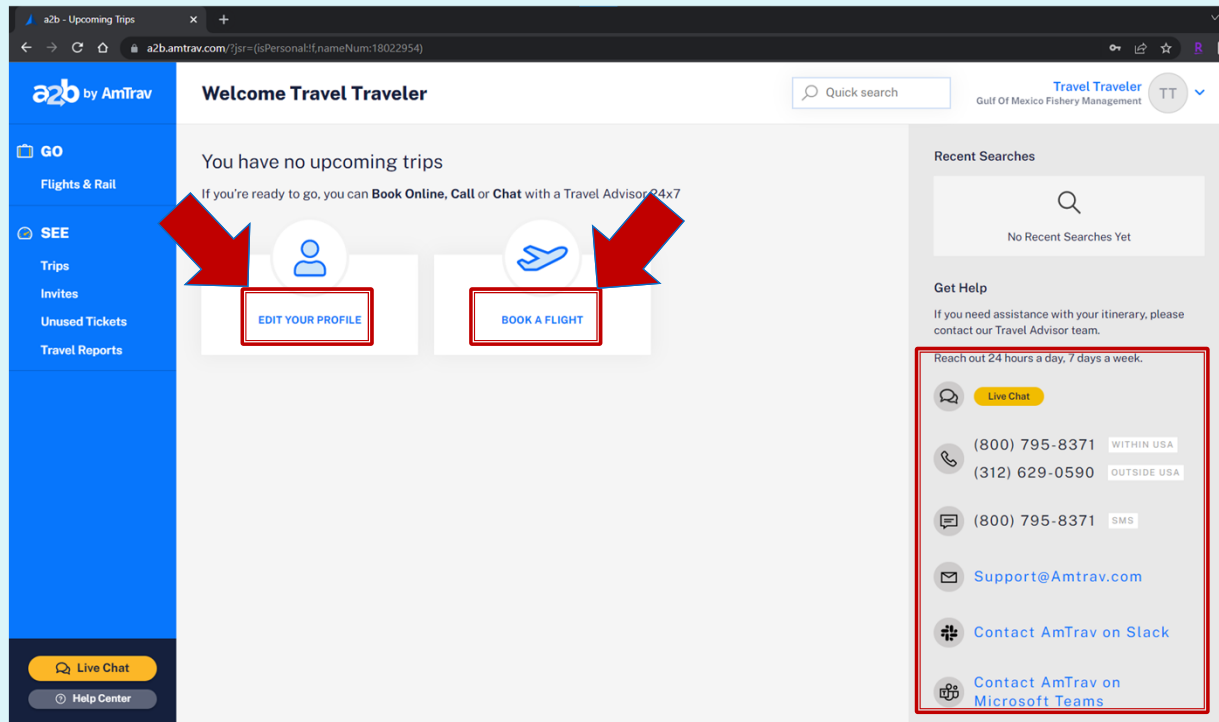
# Logging In



Now you will be at the login screen where you will enter your email address and the new password you created.



# Editing Your Profile



Here you will find your profile and flight booking feature. You will also find important contact information for AmTrav. You can call, email or live chat with an agent if you need help.

Click on “Edit Your Profile” to add and manage your profile information. You will only need to set up your information once, but can always go back and update at any time.





# Editing Your Profile

The screenshot displays the 'My Profile' page on the a2b by AmTrav website. The page is divided into several sections:

- Basic Information:** This section contains fields for First Name (Travel), Middle Name, Last Name (Traveler), and Suffix. Below these are fields for Gender (Female), Date of Birth (mm/dd/yyyy), Known Traveler #, Redress #, and Job Title. A 'Save Changes' button is located at the bottom right of this section.
- Email & Password:** This section contains fields for Primary Email (This will be your login ID) (travel@gulfcouncil.org), Alternate Email, Password, and Confirm Password.
- Upcoming Trips:** This section shows 'No Upcoming Trips'.
- Unused Tickets:** This section shows 'No Unused Tickets Available'.

The top navigation bar includes the a2b by AmTrav logo, a 'GO' button, and a 'SEE' button. The bottom navigation bar includes a 'Live Chat' button and a 'Help Center' button.

Here you will enter/confirm the information in your account. This is where you can change/update your email and password.



# Editing your Profile

Optional: add your phone number. If you add a mobile number and check the box, you will be updated via text from AmTrav about travel alerts.

Phone Contacts

Work

Mobile

☐ Text me flight status alerts while I'm traveling (carrier messaging rates may apply)

Home

Save Changes

Credit Cards [+ Add New Credit Card](#)

CARD	DESCRIPTION	BILLS TO	PRIMARY AIR	PRIMARY HOTEL
ends in 4703	Admin/Amtrav (Main)	Company	<input type="checkbox"/>	<input type="checkbox"/>

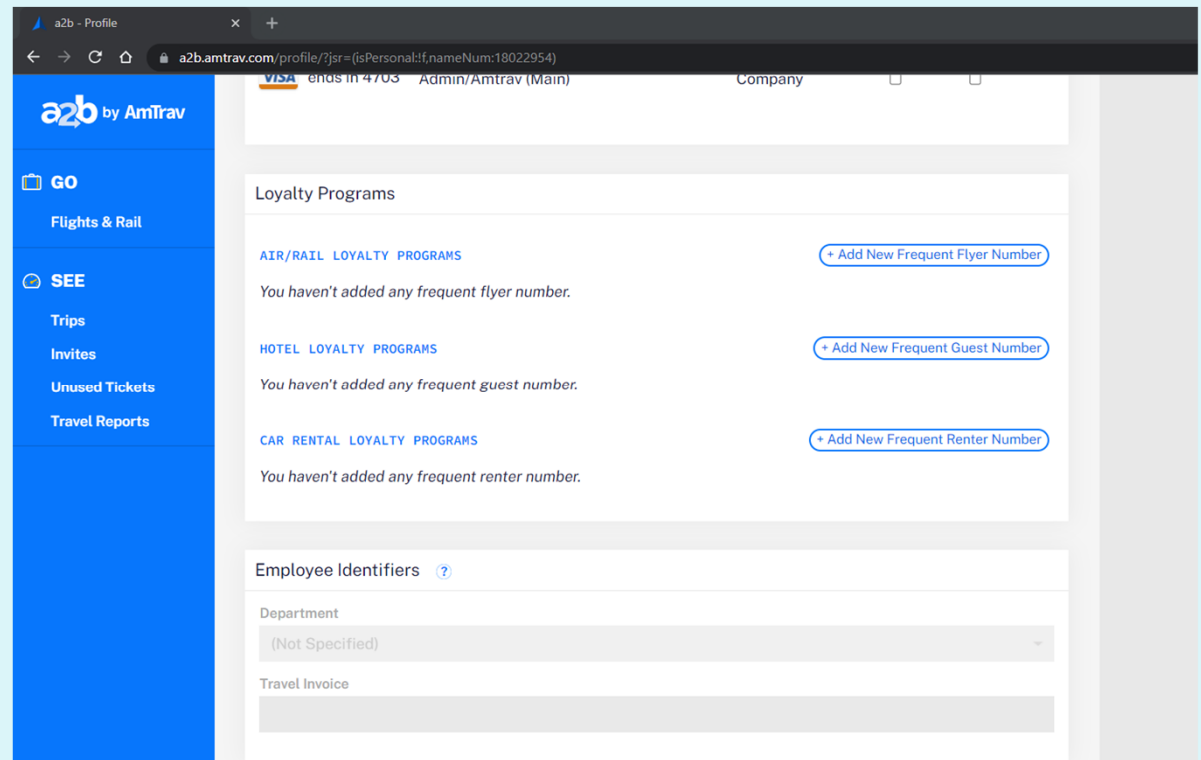
\*There is a Gulf Council credit card loaded in your profile. You cannot add/edit any additional cards.\*



# Editing your Profile

Here you can add any airline loyalty programs you have. Multiple airlines can be added and will be applied whenever you book a flight.

Disregard Hotel/Rental car because that feature is disabled. You will be informed of Hotel Information by the Meeting Planner and Rental Cars continue to require preauthorization.



The screenshot shows a web browser window with the URL `a2b.amtrav.com/profile/?jsr=(isPersonal:1,nameNum:18022954)`. The page is titled "a2b by AmTrav" and features a blue sidebar with navigation links: "GO", "Flights & Rail", "SEE", "Trips", "Invites", "Unused Tickets", and "Travel Reports". The main content area is titled "Loyalty Programs" and contains three sections: "AIR/RAIL LOYALTY PROGRAMS", "HOTEL LOYALTY PROGRAMS", and "CAR RENTAL LOYALTY PROGRAMS". Each section has a button to "Add New" and a message stating "You haven't added any frequent flyer/guest/renter number." Below these sections is an "Employee Identifiers" section with a "Department" dropdown menu (currently set to "(Not Specified)") and a "Travel Invoice" field.



# Editing your Profile

a2b - Profile

a2b by AmTrav

GO

Flights & Rail

SEE

Trips

Invites

Unused Tickets

Travel Reports

Live Chat

Help Center

**AIR**

Home Location

Preferred Seat Type: (No Preference)

Default Cabin: Economy

Default Airlines: (No Preference)

Default Nonstop Only: ☐ Yes ☒ No

Save Changes

**HOTEL**

Default Hotels: (No Preference)

Default Star Rating: (No Preference)

Include AAA Rates: ☒ Yes ☐ No

Include AARP Rates: ☐ Yes ☒ No

Include Government Rates: ☐ Yes ☒ No

Include Amex Platinum Rates: ☐ Yes ☒ No

Save Changes

**CAR**

Default Vendor: (No Preference)

Default Car Type: (Any)

Triplt Integration: (Not linked) [Link Now](#)

Optional:  
Preferences for  
booking flights can  
be found here.

\*Disregard Hotel/Rental Car preferences as that feature is disabled.\*



# Editing your Profile

The screenshot displays the 'a2b - Profile' page on the a2b.amtrav.com website. The left sidebar contains navigation links: 'GO' (Flights & Rail), 'SEE' (Trips, Invites, Unused Tickets, Travel Reports), 'Live Chat', and 'Help Center'. The main content area is divided into three sections:

- Booking Notifications:** Includes a 'Save Changes' button and a link to '+ Add New Email Notifications'. A note states: 'The person who books a trip will automatically receive an email confirmation. You can list here other addresses that should also receive confirmations and/or invoices automatically.'
- Email Permissions:** Features two checkboxes: 'Send reminders about unused e-Tickets' and 'Send me occasional emails about enhancements, news, and tips for business travelers'. It includes a 'Save Changes' button.
- Passport:** Contains a 'Nationality' dropdown menu (set to 'United States'), and four input fields: 'Passport #', 'Issue Date' (format mm/dd/yyyy), 'Place of Issue Country' (dropdown set to 'United States'), and 'Expiration Date' (format mm/dd/yyyy). It also has a 'Save Changes' button.

Optional: If you would like to add additional email addresses that would receive your booking notifications add them here.

Check/uncheck your preferred email permissions.

Optional: Add your passport information here.




# Editing your Profile

Emergency Contact

Name

Relation

Phone



Save Changes

Booking Permissions

PEOPLE WHO CAN BOOK FOR TRAVEL TRAVELER

☒ Admin, Amtrav

☒ Hager, Beth

☒ Hoak, Karen D

☒ Matos, Jessica

☒ Pereira, Kathy Sue

☒ Roy, Bernadine Marie

☒ Traveler, Travel

[Check All](#) / [Uncheck All](#)

Approval Permissions

PEOPLE WHO CAN APPROVE FOR TRAVEL TRAVELER

☒ Admin, Amtrav

☒ Hager, Beth

☒ Hoak, Karen D

☒ Matos, Jessica

☒ Pereira, Kathy Sue

☒ Roy, Bernadine Marie

[Check All](#) / [Uncheck All](#)

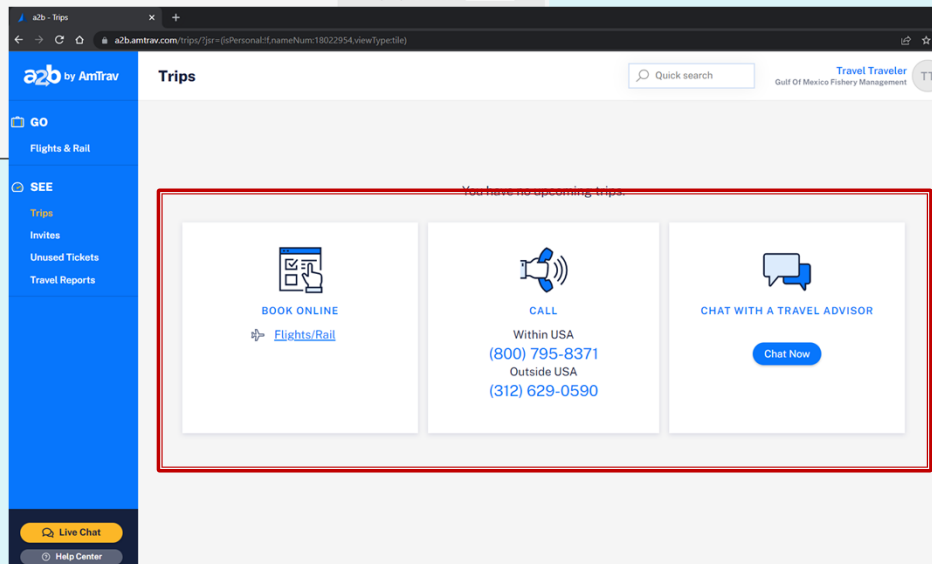
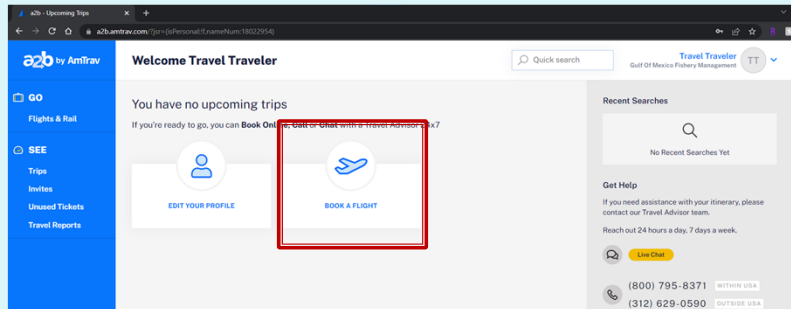
Optional: You can add an Emergency Contact here.

You cannot change the Booking/Approval Permissions. This is internally set.

MAKE SURE TO CLICK “SAVE CHANGES” WHEN YOU ARE FINISHED



# Booking a Flight



Click on “Book a Flight” or “Flights & Rail” and choose if you want to “Book Online,” “Call,” or “Chat.”

**\*You must have your profile set up in order to book a flight online or on the phone.\***



# Booking a Flight

Enter your flight information, choose the flights, and book.

**a2b by AmTrav** Flights & Rail

Quick search

Travel Traveler TT

Round Trip One Way Multi City

A city, town, or airport A city, town, or airport

Depart Anytime Return Anytime

MARCH 2022 APRIL 2022 MAY 2022

SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SU	MO	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Adults [More options?](#) Cabin

1 Lowest Fare

Airlines Stops Refundable

(All) Stops OK Lowest Fare (Non-Refundable)

Search

You are able to sort by and compare airlines at the top.

**a2b by AmTrav** Flights & Rail

Tampa, FL to New Orleans, LA

Thu Mar 31 — Tue Apr 5

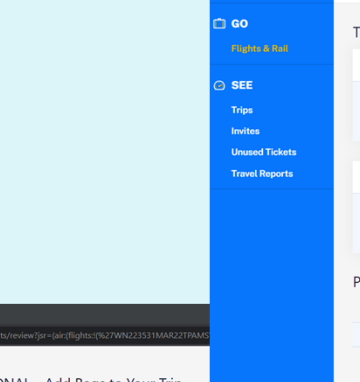
Select Departing Flight

Airlines	Stops	Departure	Arrival	Duration	Price
All Airlines	Stops	Departure	Arrival	Duration	Price
Southwest	1	7:00 AM	7:50 AM	1H 50M	\$130
Spirit	0	10:06 AM	10:51 AM	1H 45M	\$62

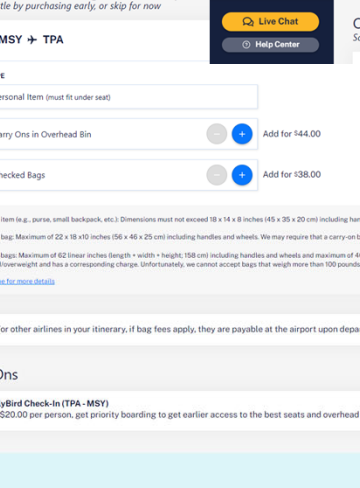


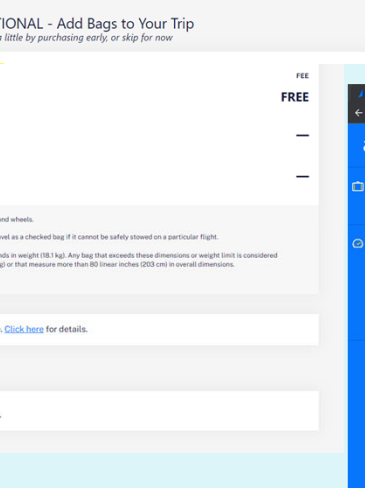


# Booking a Flight



When you have selected your flights you will get a review and breakdown. If you need to add bags/early bird to your trip, it will give you that option now.





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# Important Numbers

## Get Help

If you need assistance with your itinerary, please contact our Travel Advisor team.

Reach out 24 hours a day, 7 days a week.



Live Chat



(800) 795-8371 WITHIN USA

(312) 629-0590 OUTSIDE USA



(800) 795-8371 SMS



[Support@Amtrav.com](mailto:Support@Amtrav.com)



[Contact AmTrav on Slack](#)



[Contact AmTrav on Microsoft Teams](#)

If you need help with the AmTrav program, please contact them with one of these options.

If you have Gulf Council related general travel questions please contact Kathy Pereira  
[Kathy.Pereira@gulfcouncil.org](mailto:Kathy.Pereira@gulfcouncil.org)

