

Non UNM Employee / Guest Reservations

You can now book reservations for job candidates, students, guest speakers, VIP guests or any person who does not have a UNM or Salud email address by using the CHANGE TRAVELER option. These guest reservations do not require the traveler to create a profile in the booking tool and you do not need to add them as a delegate.

Search for flight

Single Destination Multi-Destination

Flight

Round Trip **One-way**

Search by: Price Schedule

Albuquerque, NM, US (ABQ) San Diego, CA, US (SAN)

Nearby Airports

11/27/23 Depart: Anytime 11/30/23 Depart: Anytime

[More Search Options](#)

Search Summary

Flight

[+ Add Train](#)

[+ Add Hotel](#)

[+ Add Car Rental](#)

Search

Select desired flight

Refine Search (Showing 79 of 79) [Expand Filters](#)

Stops Flight Times Nearby Airpo... Policy Cabin Classes Fare Tier

Any Stops Depart 05:15 A... Nearby Airports Any Coach Standard

Southwest **PREFERRED NON-REFUNDABLE**

ABQ 6:30 PM Albuquerque, NM → SAN 7:25 PM San Diego, CA

Coach No Seat Map

USD \$333.37 per person

Select

\$319 STANDARD \$329 Standard Flex \$644 Refundable \$680 Unres [Compare Fares](#)

Southwest Airlines 437 - Wanna Get Away

Southwest **PREFERRED NON-REFUNDABLE**

ABQ 6:00 AM Albuquerque, NM → PHX 7h 5m → SAN 8:45 AM San Diego, CA

Coach No Seat Map

USD \$318.69 per person

Select

[View Stops](#)

\$319 STANDARD \$329 Standard Flex \$644 Refundable \$680 Unres [Compare Fares](#)

Southwest Airlines 437 - Wanna Get Away

Southwest **PREFERRED NON-REFUNDABLE**

ABQ 6:00 AM Albuquerque, NM → PHX 2h 10m → SAN 9:55 AM San Diego, CA

Coach No Seat Map

USD \$318.69 per person

Select

[View Stops](#)

\$319 STANDARD \$329 Standard Flex \$644 Refundable \$680 Unres [Compare Fares](#)

Southwest Airlines 1231 - Wanna Get Away

Southwest **PREFERRED NON-REFUNDABLE**

ABQ 6:15 AM Albuquerque, NM → LAS 0h 45m → SAN 8:55 AM San Diego, CA

Coach No Seat Map

USD \$318.69 per person

Select

Flight selections display Select CONTINUE

< Change trip

REVIEW YOUR TRIP • MON, NOV 27 → THU, NOV 30

ABQ ↔ SAN

MON, NOV 27 **\$393.37** per person

Flight to San Diego

Southwest **PREFERRED** **NON-REFUNDABLE**

Southwest Airlines
WN-2802 - Coach

6:30 PM ABQ → 1 hr 55 min SAN 7:25 PM
Mon, Nov 27 2023

Fare Rules Search results Change

THU, NOV 30 Price shown above

Flight to Albuquerque

Southwest **PREFERRED** **NON-REFUNDABLE**

Southwest Airlines
WN-779 - Coach, WN-3115 - Coach

6:30 AM SAN → 4 hrs 25 min, 1 stop at LAS ABQ 11:55 AM
Thu, Nov 30 2023

Expand

Fare Rules Search results Change

Trip Cost Summary

PAYABLE NOW

Flight	\$393.37
Subtotal	\$393.37
Est. Total	\$393.37
Payable now	\$393.37

Continue

Select Continue to purchase flight

On Purchase Trip screen, select CHANGE TRAVELER

Purchase Trip

Select "Change Traveler" to reserve this flight for a Non-UNM employee or "Guest" traveler

Non-US Travelers coming to the US
Require additional review by UNM Taxation Department. To facilitate this review, please complete and submit the UNM Form in its entirety. The person completing the UNM Form should include their UNM email address on the form under the "PCard Holder email" field. The person who submits the UNM Form will receive additional instructions and information related to travel for Non-US Persons via email from UNM Taxation. [UNM Form](#)

Private Information
Private information such as DOB, Passport, Known Traveler and Reward numbers are masked in order to protect private traveler information. Saved PCard numbers are also masked for security purposes. The masking is displayed with asterisks ****

ABQ ↔ SAN Nov 27 → Nov 30
Mon Thu

Name Your Trip

Traveler **Change Traveler**

Traveler Name

-- Jennifer Lee Trujillo --

Date of Birth Gender

1 1

Email Business Phone* (Enter at least one phone number)

jetrujillo@unm.edu 1 505-277-1738
1 505-277-1737

Country*
United States

Trip Cost Summary

Purchases

Flight	USD \$393.37
Due Today	USD \$393.37
Est. Cost	USD \$393.37

Purchase

If necessary, you can return to the original traveler screen without losing the selected flight by selecting RESTORE

Purchase Trip

You can toggle between the guest reservation option and the original search if necessary

Non-US Travelers coming to the US
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ABQ ↔ SAN | Nov 27 → Nov 30
Mon Thu

Name Your Trip

Traveler Restore

Traveler Name ⓘ
-- First MI Last --

Date of Birth* ⓘ Gender* ⓘ
-- -- -- --

Email Business Phone* (Enter at least one phone number)

Trip Cost Summary

Purchases

Flight	USD \$393.37
Due Today	USD \$393.37
Est. Cost	USD \$393.37

Purchase

The guest traveler fields are blank. You will manually enter their personal information.

ABQ ↔ SAN | Nov 27 → Nov 30
Mon Thu

Name your trip for record keeping

NCAA Conference- Professor Louie

Traveler Manually enter Traveler information Restore

Traveler Name ⓘ
Mr. Louie MI Lobo --

Date of Birth* ⓘ Gender* ⓘ
January 14 1957 Male

Email Business Phone* (Enter at least one phone number)
Lobolouie@unm.edu 505 2776585
Business or Personi

Country*
United States

Street address*
1 University of New Mexico

Apartment / Suite

Trip Cost Summary

Purchases

Flight	USD \$39
Due Today	USD \$39:
Est. Cost	USD \$39:

Purchase

Manually enter Known Traveler Number, loyalty numbers

Additional Documents

Redress [?](#)
No Redress Numbers
[Add Redress Number](#)

Known Traveler Number [?](#)

Number

Country

Expiration date

[Hide](#)

Preference and Rewards Programs

[Edit](#)

Flights

Contact providers to ensure membership numbers are applied to your account.

Frequent Flyer Programs	Number
Southwest Airlines	

Trip Cost Summary

Purchases

Flight	USD
Due Today	USD \$:
Est. Cost	USD \$:

[Purchase](#)

Enter any special request for gate accessibility (if applicable) and emergency contact information

Preference and Rewards Programs

[Edit](#)

Flights

Contact providers to ensure membership numbers are applied to your account.

Frequent Flyer Programs	Number
Southwest Airlines	<input type="text" value="85965530"/>

Special Requests

- Wheelchair - cannot ascend or descend stairs
- Wheelchair - manual
-

Emergency Contact

[Edit](#)

Full Name

Relationship

Phone Number

Email

Trip Cost Summary

Flight USD \$393.37

Due Today USD \$393.37

Est. Cost USD \$393.37

[Purchase](#)

Non UNM Traveler drop down arrow- Select YES if this is a guest reservation

Enter your department Banner Index and respond to questions about grant and federal funds as usual.

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For Non-UNM employee reservations- Select YES

Additional Information

Non-UNM Traveler:*
Yes

Input Dept Banner Index # (Ex: 123456) *
1414142

Input Dept Banner Index # (Ex: 123456)
[]

Input Dept Banner Index # (Ex: 123456)
[]

Are Grant Funds being used for this travel?*
No

Are Federal Funds being used for this travel? *
No

Enterprise Car Rental: Enter your 8-digit Billing number, if applicable.
[]

Trip Cost Summary

Purchases

Flight USD \$393.37

Due Today USD \$393.37

Est. Cost USD \$393.37

Purchase

EDIT email address and /or cell phone number for the guest traveler so that they receive notices related to this trip.

These notices include trip itinerary, flight changes and reminder to check in for Southwest Airlines

Are Grant Funds being used for this travel?*
No

Are Federal Funds being used for this travel? *
No

Enterprise Car Rental: Enter your 8-digit Billing number, if applicable.
[]

Notifications

Notifications contain information and updates about your Travel Reservations. You can have them sent to you by email or mobile text. You can also have them sent to friends, family, and colleagues.

	Email	Mobile text
Southwest Check-in	—	5052356445
Trip itinerary	jetrujillo@u...	—

To add a Notification, click below:

+ Trip itinerary + Flight status update

Trip Cost Summary

Purchases

Flight USD \$127.83

Due Today USD \$127.83

Est. Cost USD \$127.83

Purchase

Edit notification information so that the guest received any travel notices related to their reservation

EDIT payment information-enter your PCard information to pay for guest flight

Billing Information

Flight
Enter Card for this trip only [View / Edit](#)

Enter your PCard information if it is not displayed

Payment Card

Cardholder's Name*

Type*

Number*

Expiration Date*

- Month - - Year -

You will still have a history of these guest reservations in your Reservations tab. Other Etta users do not have access to the details of your guest reservations.

etta Powered by Deam

Travel Trip Planner Reservations Unused Tickets My Expenses

Reservations

Upcoming Archive Search Ascending All Types

Tue, January 24, 2023 Trip to Chicago, IL John Applicant Reserved