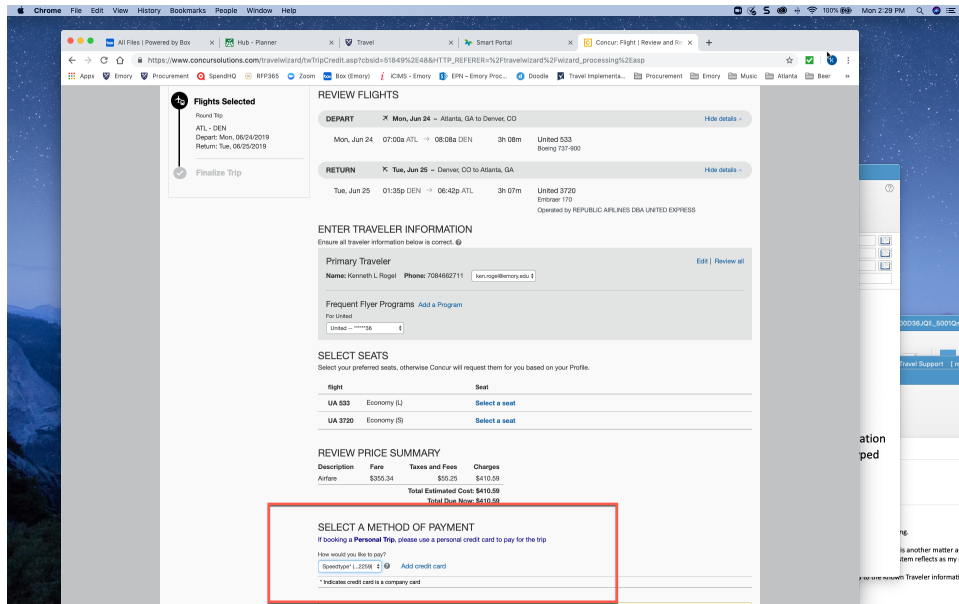
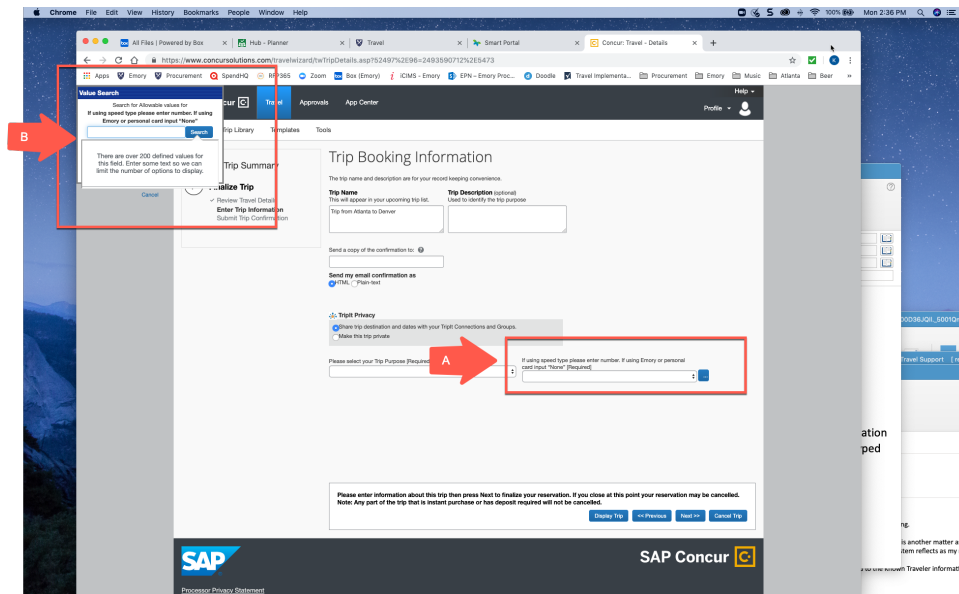


The way payment types get entered is not 100% intuitive due to current limitation in the software. In this example, I am booking a trip with only a flight. I picked my outbound and inbound flights am being prompted for method of payment (see highlighted are).

As you can see in the graphic, the first item presented is SpeedType. If you added credit cards to your profile (corporate card and/or personal card) they will be presented to you when you click on the dropdown.



Two screens later you are asked another question regarding SpeedType (see A); this is a required field. When you click on the blue square, a popup opens (see B), where you input your SpeedType (if using that as the form of payment) or input "None" if paying by credit card.



If you need additional help please contact [travel@emory.edu](mailto:travel@emory.edu).