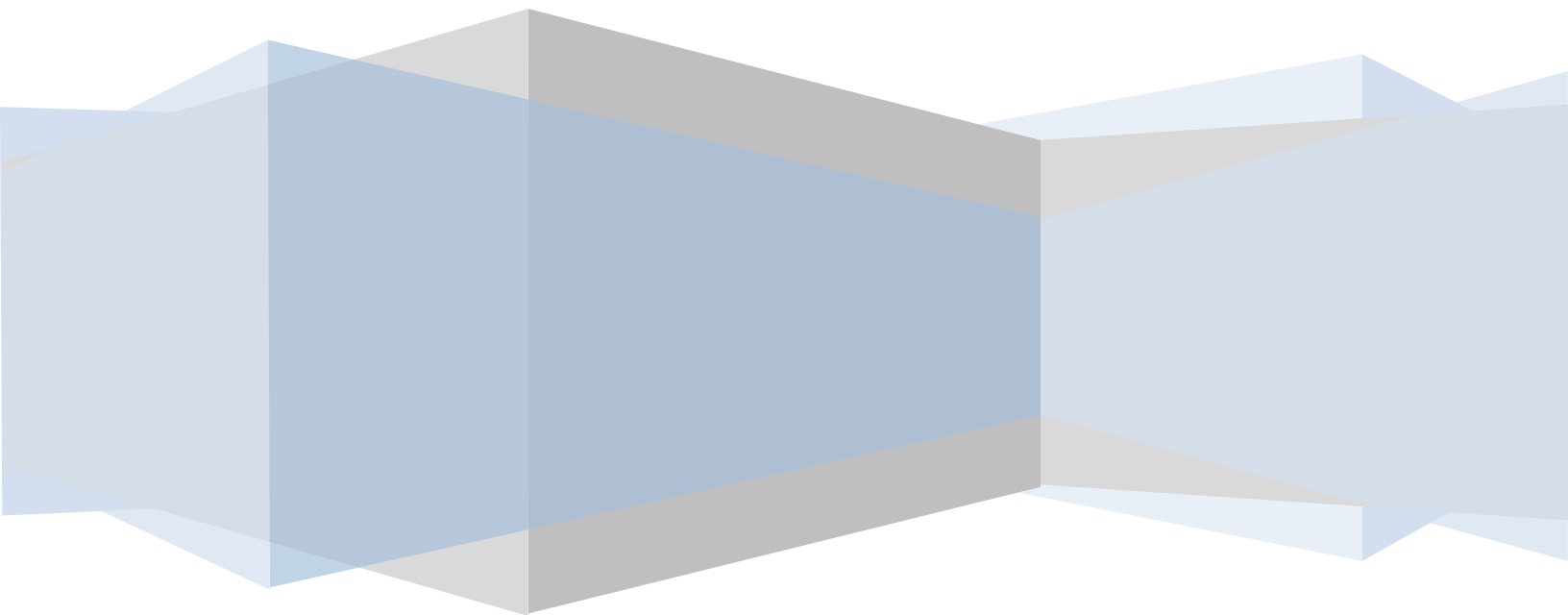


Rheem Manufacturing

Rheem Manufacturing Travel Website Instructions



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Travel Website

A. Purpose

The purpose of the Rheem Travel Website is to establish effective corporate travel management standards for the purposes of booking business-related travel for all employees. These standards will direct travelers toward the most optimal values available in order to maximize returns on investment in travel while maintaining quality service and support for these travelers.

A Travel Program that has full participation of all company travelers supports the company's goals for cost containment, competitive procurement, traveler security, and policy compliance.

Whenever possible, reservations are to be made at least 14 to 20 days in advance of travel to secure the best rates available. Additional savings can be realized if it is feasible to purchase 21-day advance airline tickets.

B. Website Guide

This guide is location on the Travel Dashboard of the travel website. To review the latest copy of the guide, click on the Corporate Intranet Link to access the document.



Rheem Manufacturing Travel Website Instructions

C. Creating a Travel Account

In order to create a travel account, do the following:

- Go to <https://sso.ultramartavel.com>



- The following screen will appear: Enter in:
 - **Corporate Username:** RHEE for US/Mexico Travelers
 - **Corporate Username:** RHEC for Canadian Travelers
 - **Password:** utm425
 - Complete the remaining blocks and click “Create Account”

Rheem Manufacturing Travel Website Instructions

D. Login Procedure

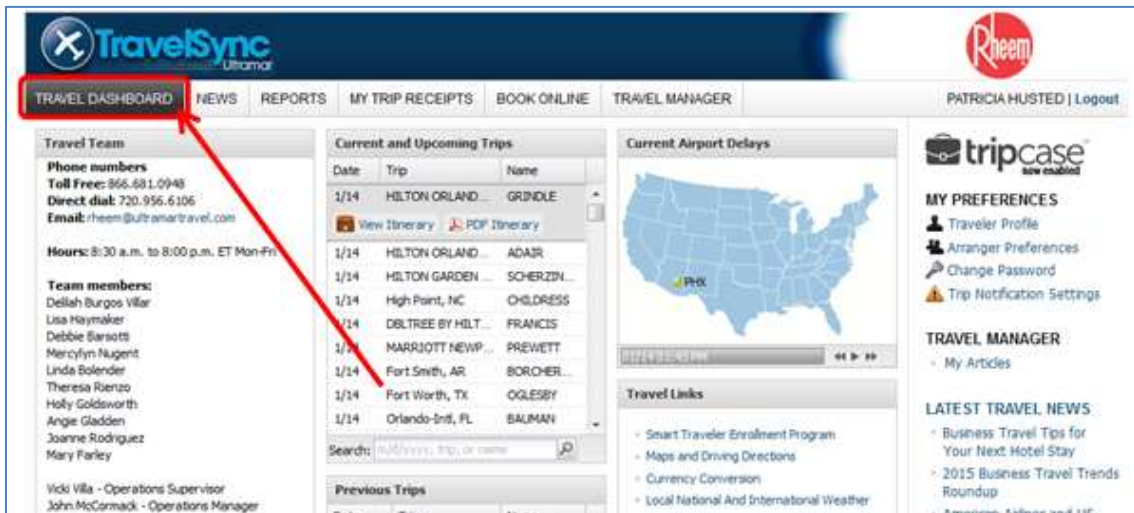
In order to create a travel account, do the following:

- Go to <https://sso.ultramarttravel.com>



The screenshot shows the TravelSync Ultramar login page. A red box highlights the text "Enter your Username and Password." above the input fields. Another red box highlights the "Remember Me" checkbox. A third red box highlights the blue arrow button. A red arrow points from the "Remember Me" checkbox to the arrow button. Below the arrow button, a red box contains the text "Then click the Arrow." The page also includes links for "CREATE ACCOUNT" and "FORGOT PASSWORD?".

- Once you click the Arrow, the following screen appears – the TRAVEL DASHBOARD.



The screenshot shows the TravelSync Travel Dashboard. The dashboard is divided into several sections: "Travel Team" (listing phone numbers and team members), "Current and Upcoming Trips" (a table with columns for Date, Trip, and Name), "Current Airport Delays" (a map of the United States), "MY PREFERENCES" (listing Traveler Profile, Arranger Preferences, Change Password, and Trip Notification Settings), "TRAVEL MANAGER" (listing My Articles), and "LATEST TRAVEL NEWS" (listing Business Travel Tips, 2015 Business Travel Trends Roundup, and American Airlines and J15). A red box highlights the "TRAVEL DASHBOARD" tab in the top navigation bar, with a red arrow pointing to it from the text "Once you click the Arrow, the following screen appears – the TRAVEL DASHBOARD."

Date	Trip	Name
1/14	HILTON ORLAND...	GRINDLE
1/14	HILTON ORLAND...	ADAIR
1/14	HILTON GARDEN...	SCHERZIN...
1/14	High Point, NC	CHILDRESS
1/14	DBLTREE BY HLT...	FRANCIS
1/14	MARRIOTT NEWP...	PREWETT
1/14	Fort Smith, AR	BORCHER...
1/14	Fort Worth, TX	OGLESBY
1/14	Orlando-Intl, FL	BAUMAN

E. Travel Profile

Each traveler must complete their travel profile detailing the necessary personal information required to book airlines, hotel, and car rental reservations.

- From the TRAVEL DASHBOARD, click on Traveler Profile.



Rheem Manufacturing Travel Website Instructions

- Complete the red highlighted required fields first and then “Save Entire Profile”.
 - Once completed, return to the profile and enter the remaining information.
 - Be sure to “Save Entire Profile” periodically as the system could time out and you will lose the data you entered.

Complete the red highlighted sections first (there are more...keep going) and save. Then complete the rest of the sections.

Business Information
Bold fields are required

Name	Amber	First Name	Roeten
Company	Rheem Manufacturing		
Title	Position Title		
Business Email	Amber.Roeten@rheem.com		

Business Address
Bold fields are required

Address	<input type="text"/>		
Address 2	<input type="text"/>		
City	<input type="text"/>		
State	<input type="text"/>	Zip Code	<input type="text"/>
Country	United States		

Business Contact Numbers
Bold fields are required

Phone	<input type="text"/>	Ext.	<input type="text"/>	Country	United States
Cell	<input type="text"/>	Country	United States		
Fax	<input type="text"/>	Country	United States		

TSA Secure Flight
Your safety is our priority

Please take a moment to review and update your records with Ultramar. Under TSA's new Secure Flight program, airlines are now required to gather information from travelers including Date of Birth, Gender, and **Full Name** as it appears on the government issued ID presented when traveling.

For full details on Secure Flight TSA privacy policies, please visit TSA's Secure Flight Web Site.

SAVE ENTIRE PROFILE

And Save Profile!

- Once you have completed, “Save Entire Profile” one more time and then return to the Travel Dashboard.



F. Booking Travel

All employees are required to book their travel for air, hotel, car rental, and rail using Rheem's Online Travel Booking Website or travel agent.

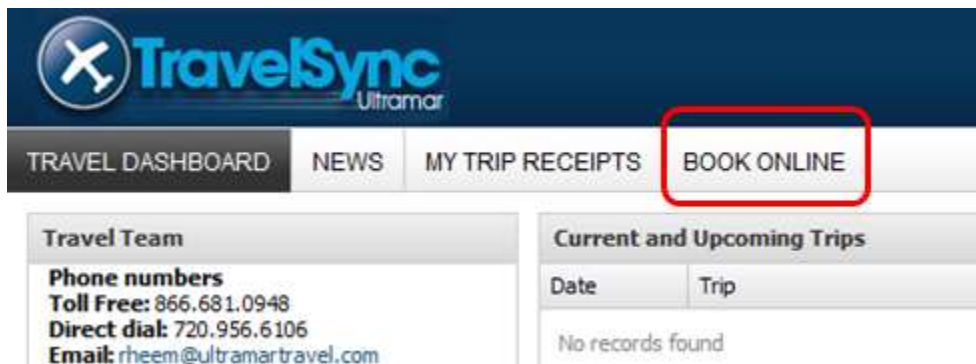
Online Travel Booking tools make the process of booking travel quick and easy, even for the least experienced users, enabling Rheem to generate significant savings while offering travelers convenient service features. This tool enables travelers to simultaneously book air, rental car, and hotel reservations while complying with Rheem's corporate travel policies.

Visual enhancements - including an intuitive map-based interface for point and click air booking, grids to display fares organized by traveler preferences, hotel property photographs and pricing grids, and similar options for booking rental cars - make booking travel effortless.

When planning complicated travel itineraries or international travel requirements, it may be necessary to speak directly with an Ultramar Travel Counselor.

NOTE: It is necessary to contact a Travel Counselor to make changes to or cancel an existing itinerary.

1. From the Travel Dashboard, click on BOOK ONLINE.



Rheem Manufacturing Travel Website Instructions

2. Click on your name in the left box and then click BOOK TRAVEL.

TravelSync
Ultramar

TRAVEL DASHBOARD NEWS REPORTS MY TRIP RECEIPTS **BOOK ONLINE**

Book Online

Please select a user from the traveler list below, then press the "Book Travel" button in the bottom bar.

Select user to book travel for

First	Last
PATRICIA	HUSTED
Patricia	Husted Test

husted x

Traveler Details

Name: PATRICIA HUSTED
Title: Executive Travel Planner
Email: patricia.husted@rheem.com
Profile Status: OK! (edit this profile)

Non-refundable Ticket Information

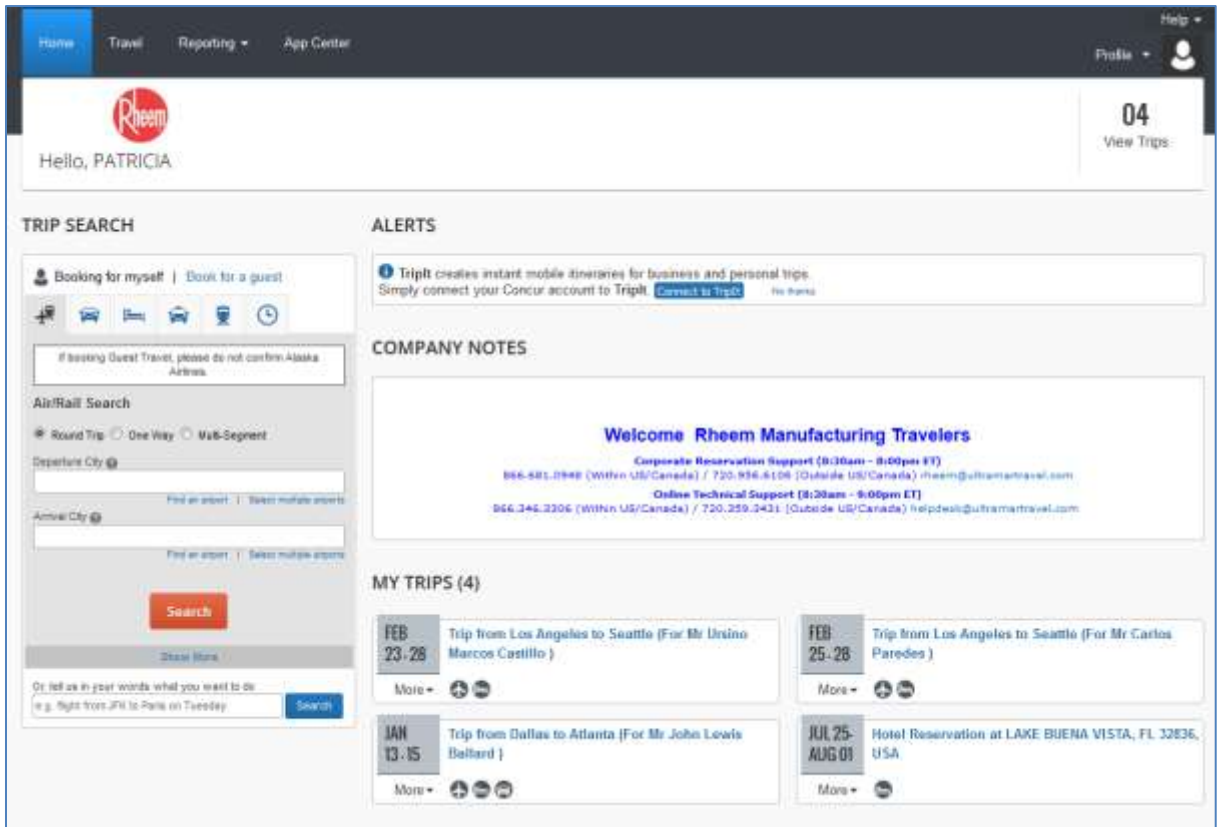
Airline	Ticket Num	Expiration	Amount
There are currently no non-refundable tickets for this traveler			

CANCEL **BOOK TRAVEL**

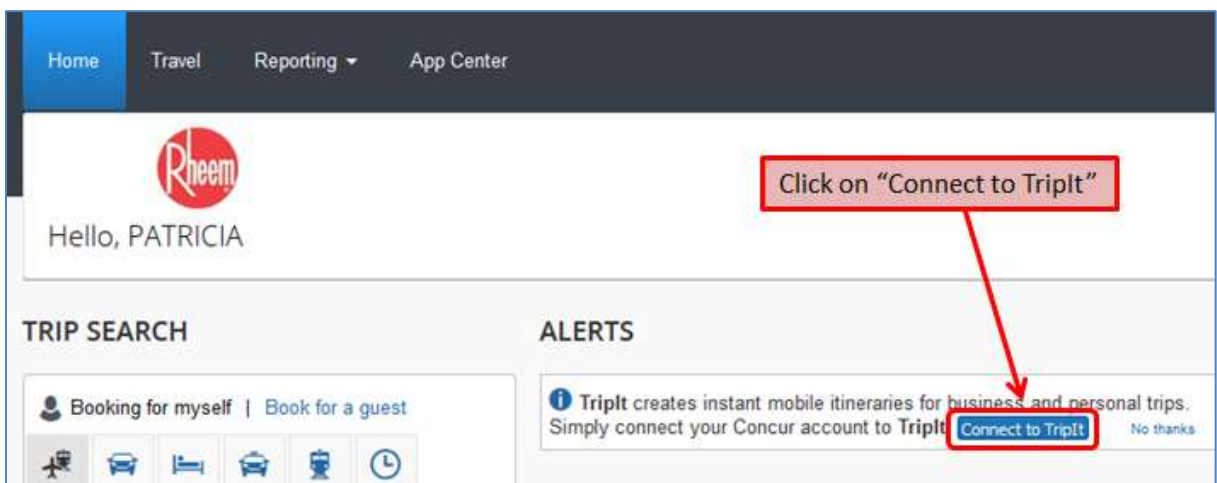
Click your name and then click Book Travel.

Rheem Manufacturing Travel Website Instructions

- The CONCUR booking tool will populate.

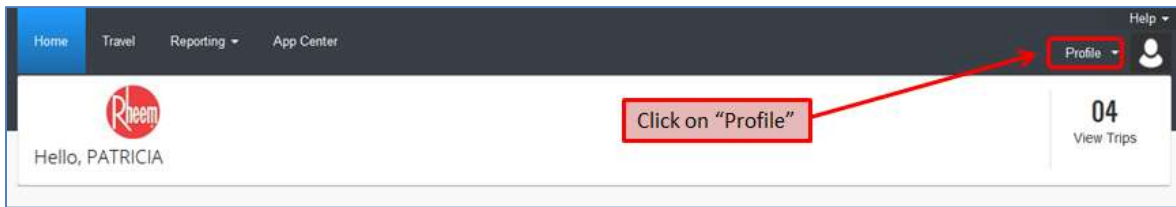


- Under Alerts, you connect to Triplt for mobile itineraries for business and personal trips.

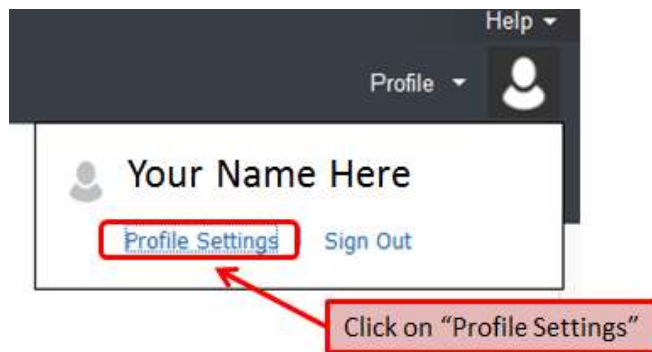


Rheem Manufacturing Travel Website Instructions

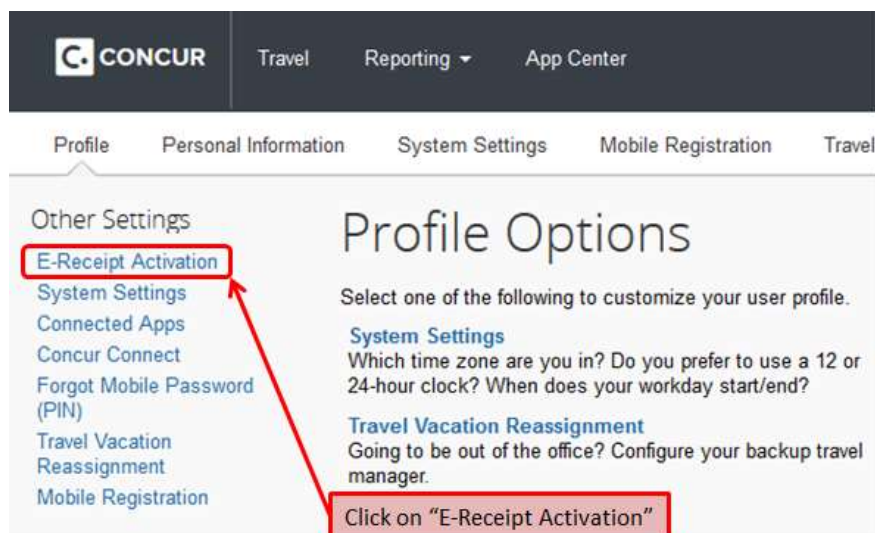
- Under your “Profile” in Concur (different than your Ultramar profile), be sure to sign up for e-Receipts.



- Click on “Profile Settings”. Within this option, you have several opportunities to improve your travel experience by adding E-Receipt Activation where a vendor (hotel or car rental company) will automatically send you a receipt at the conclusion of your itinerary. Not all vendors are current on this option; however, it is very helpful.

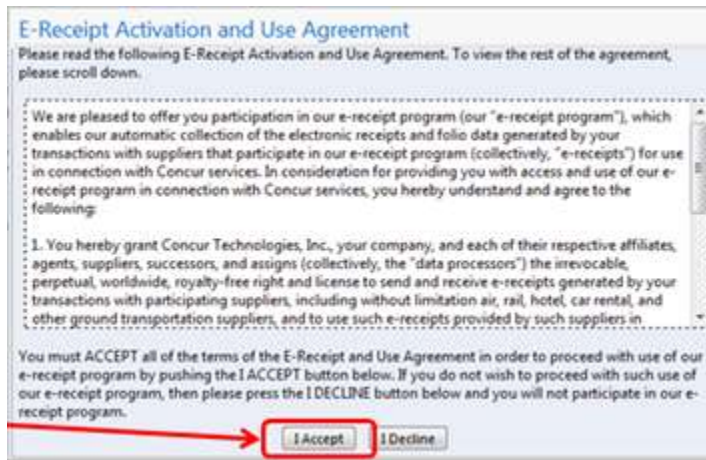


- Click on E-Receipt Activation.

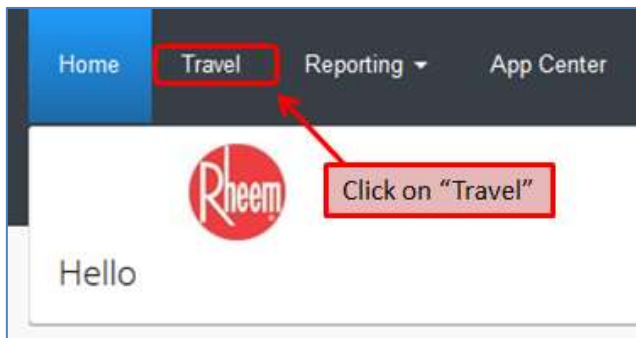


Rheem Manufacturing Travel Website Instructions

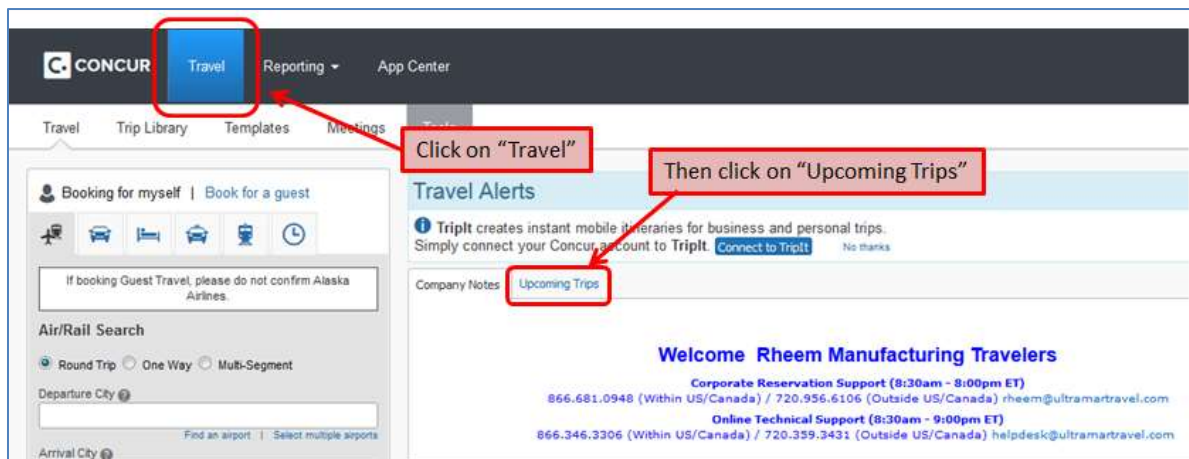
- Click on I Accept and then return to Concur.



6. Your upcoming trips are displayed by clicking the "Travel" tab, and the actual booking tabs are also shown.

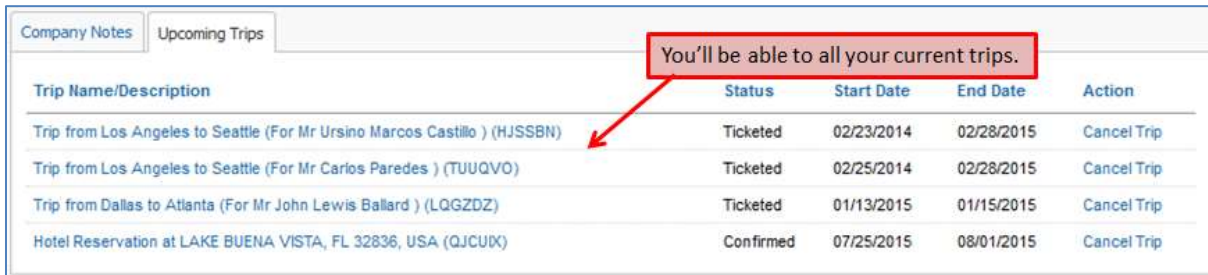


7. Click on "Upcoming Trips"



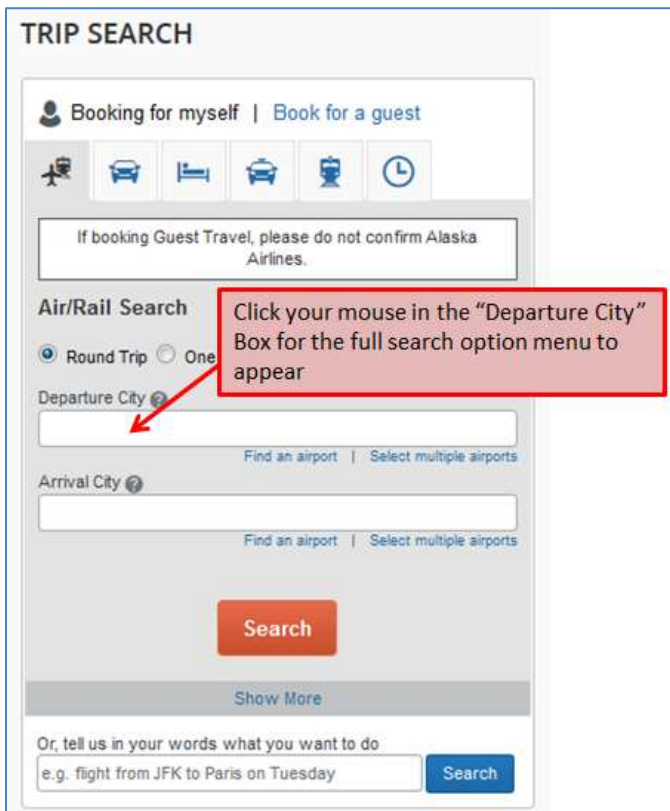
Rheem Manufacturing Travel Website Instructions

8. You can view all of your upcoming trips and their status.



Trip Name/Description	Status	Start Date	End Date	Action
Trip from Los Angeles to Seattle (For Mr Ursino Marcos Castillo) (HJSSBN)	Ticketed	02/23/2014	02/28/2015	Cancel Trip
Trip from Los Angeles to Seattle (For Mr Carlos Paredes) (TUUQVO)	Ticketed	02/25/2014	02/28/2015	Cancel Trip
Trip from Dallas to Atlanta (For Mr John Lewis Ballard) (LQGZDZ)	Ticketed	01/13/2015	01/15/2015	Cancel Trip
Hotel Reservation at LAKE BUENA VISTA, FL 32836, USA (QJCUX)	Confirmed	07/25/2015	08/01/2015	Cancel Trip

9. To begin booking you trip, click on the “Departure City” box and the full search options will appear.



TRIP SEARCH

Booking for myself | Book for a guest

If booking Guest Travel, please do not confirm Alaska Airlines.

Air/Rail Search

Round Trip One

Departure City

Find an airport | Select multiple airports

Arrival City

Find an airport | Select multiple airports

Search

Show More

Or, tell us in your words what you want to do

e.g. flight from JFK to Paris on Tuesday **Search**

Rheem Manufacturing Travel Website Instructions

10. The tabs offer different options for booking travel. Select Air/Rail to book air, hotel, and rental car.

The image shows a screenshot of a travel booking website interface. The page is titled "Booking for myself | Book for a guest". At the top, there are several icons representing different travel options: Air, Car, Hotel, Bus, and Train. A red arrow points to the Air icon. Below the icons, there is a note: "If booking Guest Travel, please do not confirm Alaska Airlines." The main section is titled "Air/Rail Search". It contains several input fields and options, all highlighted with red boxes and arrows pointing to them from the left. The "Select Type" label points to the "Round Trip" radio button. The "Select Cities" label points to the "Departure City" and "Arrival City" dropdown menus. The "Select Dates" label points to the "Departure" and "Return" date and time selectors. The "Need a car?" label points to the "Pick-up/Drop-off car at airport" checkbox. The "Select hotel" label points to the "Find a Hotel" section, which includes a "Find hotels within" field, "Distance Units" dropdown, and "Company Location" radio button. A red box highlights the "Company Location" dropdown menu, with a red arrow pointing to it from a callout box that says "Drop down arrow allows you to choose a company location". Below this, a dropdown menu is open, showing "Please choose a company location." and "Rheem Manufacturing (Fort Smith, AR)". At the bottom, there is a "Search" button. A red arrow points to it from a label "Select hotel".

Booking for myself | Book for a guest

If booking Guest Travel, please do not confirm Alaska Airlines.

Air/Rail Search

Select Type: Round Trip One Way Multi-Segment

Select Cities: Departure City: Atlanta, GA - Hartsfield Intl Arpt
Arrival City: FSM - Ft Smith Municipal - Fort Smith, AR

Select Dates: Departure: 03/02/2015 12:00 pm
Return: 03/05/2015 12:00 pm

Need a car?: Pick-up/Drop-off car at airport

Select hotel: Find a Hotel
Find hotels within 5 Distance Units miles of
 Airport Address
 Company Location Reference Point / Zip Code
Please choose a company location.
Please choose a company location.
 With names containing:

Drop down arrow allows you to choose a company location

Please choose a company location.
Rheem Manufacturing (Fort Smith, AR)

AirCanada Promotional Code: (optional)

Class of Service: Economy class

Search flights by: Price Schedule

Select hotel: Search

Rheem Manufacturing Travel Website Instructions

11. The following screen appears with flight options. You can scroll down to view options.

Atlanta, GA To Fort Smith, AR
Mon, Mar 2 - Thu, Mar 5

All 29 results	Delta 3 results	Multiple Carriers	US Airways	American Airlines
Nonstop 3 results	—	—	—	—
1 stop 24 results	—	6 results	9 results	9 results
2 stops 2 results	—	—	2 results	—

Baggage Fee Policies

Shop by Fares | Shop by Schedule

Sorted By: Preference

12. Select your departing/outbound flight.

CONCUR Travel Reporting App Center

Select Type

Atlanta, GA To Fort Smith, AR
Mon, Mar 2 - Thu, Mar 5

Print / Email
Hide matrix

Corporate Reservation Support (8:30am - 6:00pm ET)
800.681.2848 (Within US/Canada) / 720.950.8100 (Outside US/Canada) helpdesk@ultramatrixtravel.com
Online Technical Support (8:30am - 9:00pm ET)
800.340.3300 (Within US/Canada) / 720.358.3431 (Outside US/Canada) helpdesk@ultramatrixtravel.com

Outbound | return

Atlanta, GA - Mon, Mar 2
Displaying 29 out of 29 results.

Carrier	Depart	Arrive	Stops	Class	SeatMap
Delta #4915	ATL	10:15 pm → FSM	11:10 pm 0	Economy	
Starting From: \$823.96					
1h 55m; Canadair Regional Jet; 364 lbs CO ₂ (Sabre)					
Delta #4914	ATL	03:50 pm → FSM	04:25 pm 0	Economy	
Starting From: \$823.96					
1h 55m; Canadair Regional Jet; 364 lbs CO ₂ (Sabre)					
Delta #4980	ATL	08:45 pm → FSM	09:40 pm 0	Economy	
Starting From: \$823.96					
1h 55m; Canadair Regional Jet; 364 lbs CO ₂ (Sabre)					
Delta #4886	ATL	06:25 pm → DFW	07:50 am 0	Economy	

Rheem Manufacturing Travel Website Instructions

13. Once you select departing flight, that selection will appear. The system then prompts you to select the returning flight.

Shop by Fares | Shop by Schedule | Sorted By: Preference

Corporate Reservation Support (8:30am - 6:00pm ET)
855.881.2348 (Within US/Canada) / 720.956.6106 (Outside US/Canada) rheem@ultramtravel.com
Technical Support (8:30am - 9:00pm ET)
855.212.6662 (Within US/Canada) / 720.369.3421 (Outside US/Canada) helpdesk@ultramtravel.com

Your departure preference appears here.

Chosen Carriers

Outbound

Starting From: \$823.96	Delta #4914	ATL	03:30 pm →	FSM	04:25 pm 0	Economy
	1 hour 55 minutes; Canadair Regional Jet; 364 lbs CO ₂ (Sabre)					

Return

Fort Smith, AR - Thu, Mar 5
Displaying: 27 out of 27 results.

	Carrier	Depart	Arrive	Stops	Class	SeatMap
Starting From: \$823.96	Delta #5336	FSM	07:05 am →	ATL	09:50 am 0	Economy
	1h 45m; Canadair Regional Jet; 364 lbs CO ₂ (Sabre)					
Starting From: \$823.96	Delta #4915	FSM	11:55 am →	ATL	02:20 pm 0	Economy
	1h 45m; Canadair Regional Jet; 364 lbs CO ₂ (Sabre)					
Starting From: \$823.96	Delta #4914	FSM	04:55 pm →	ATL	07:50 pm 0	Economy
	1h 55m; Canadair Regional Jet; 364 lbs CO ₂ (Sabre)					

14. The selected flights appear together; click "Price these options."

Chosen Carriers

Outbound

Starting From: \$823.96	Delta #4914	ATL	03:30 pm →	FSM	04:25 pm 0	Economy
	1 hour 55 minutes; Canadair Regional Jet; 364 lbs CO ₂ (Sabre)					

Return

Starting From: \$823.96	Delta #4915	FSM	11:55 am →	ATL	02:20 pm 0	Economy
	1 hour 45 minutes; Canadair Regional Jet; 364 lbs CO ₂ (Sabre)					

Click on "Price these options."

Price these options

Rheem Manufacturing Travel Website Instructions

15. The system will show you the cost of your flights and alternative flight options below. To book your preferred flight, click the Reserve button.

The screenshot shows a 'Compare List' of flights. The first flight is highlighted with a red box and a red arrow pointing to the 'Select' button. The flight details are as follows:

Price	Carrier	Depart	Arrive	Stops	Duration
\$823.96	Delta	ATL 03:30 pm	FSM 04:25 pm	0	1h 55m
		FSM 11:35 am	ATL 02:20 pm	0	1h 45m

Below the flight list, there are options to 'Shop by Fares' or 'Shop by Schedule', and a 'Sorted By: Preference' dropdown. Contact information for Corporate and Online Technical Support is provided. The interface also shows 'Expand All Details' and 'Displaying: 41 out of 41 results.' Below this, two more flight options are listed, each with a 'Select' button.

16. Review and Reserve Flight to ensure you've selected the correct dates and times.

The screenshot shows the 'Review and Reserve Flight' page. It displays the following information:

REVIEW FLIGHTS

Outbound flight: Atlanta, GA (ATL) - Fort Smith, AR (FSM) Mon, Mar 2

Delta #4914	Hartfield Intl Arpt (ATL) Depart: Monday, 03:30 pm	Ft Smith Municipal (FSM) Arrive: Monday, 04:25 pm
	Stops: 0 Duration: 1h 55m Economy: X Canadair Regional Jet	

Return flight: Fort Smith, AR (FSM) - Atlanta, GA (ATL) Thu, Mar 5

Delta #4915	Ft Smith Municipal (FSM) Depart: Thursday, 11:35 am	Hartfield Intl Arpt (ATL) Arrive: Thursday, 02:20 pm
	Stops: 0 Duration: 1h 45m Economy: X Canadair Regional Jet	

ENTER TRAVELER INFORMATION

Ensure all traveler information below is correct. @

PRIMARY TRAVELER

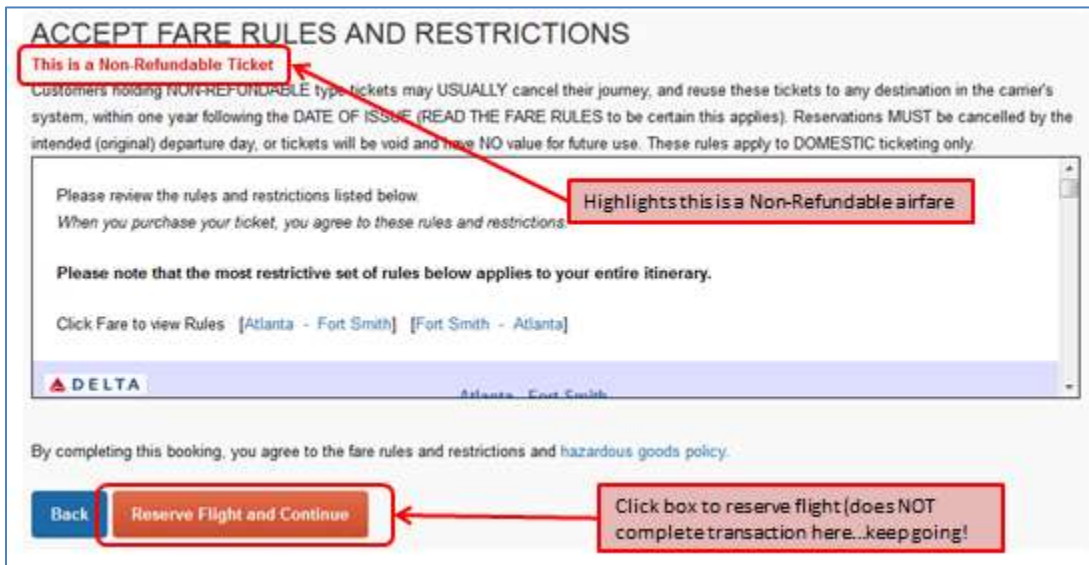
Name: PATRICIA ANNE HUSTED Phone: 770-351-3019

Frequent Flyer Programs [Add a Program](#)

For Delta:

Rheem Manufacturing Travel Website Instructions

20. The following screen appears. You click on “Reserve Flight and Continue.”



Rheem Manufacturing Travel Website Instructions

21. Once you select flights, the system automatically sends you to Rental Car Options:

Pick up: (FSM) on Mon, Mar 2 04:25 PM
Return: Thu, Mar 5 11:35 AM

All 40 results	Economy Car	Compact Car	Intermediate Car	Standard Car	Full-size Car	Mini Van	Intermediate SUV	Standard SUV	Full-size SUV
Hertz ◆◆◆	50.00	50.00	51.00	51.00	54.00	80.00	---	81.00	---
Enterprise	38.91	36.82	43.68	47.50	47.50	58.92	62.95	66.55	108.29
Cherone	36.86	36.86	41.39	45.00	45.01	55.82	59.64	63.05	102.60
Budget	47.83	38.80	47.83	51.44	51.44	58.65	63.64	68.39	---
AVIS	---	41.99	46.99	50.99	50.99	---	64.99	69.99	---

Displaying 7 out of 40 results.

Sorted By: Policy - Most Compliant

Economy Car (Sabre) ◆◆◆
\$50.00 per day (Corporate rate)
Unlimited miles
Automatic transmission
Total cost **\$211.32**
[Select](#)

Compact Car (Sabre) ◆◆◆
\$50.00 per day (Corporate rate)
Unlimited miles
Automatic transmission
Total cost **\$211.32**
[Select](#)

Intermediate Car (Sabre) ◆◆◆
\$51.00 per day (Corporate rate)
Unlimited miles
Automatic transmission
Total cost **\$215.36**
[Select](#)

Click on the preferred vendor or car Category and the options appear.
Click "Select" to reserve your car.

Rheem Manufacturing Travel Website Instructions

- When you click Select, the system will automatically require you to review the car reservation; if you agree, click "Reserve Car and Continue."

Review and Reserve Car

REVIEW RENTAL CAR

Hertz Car Rental [Location Details](#)

Type	Pick-up	Drop-off
Intermediate Car	Airport Terminal	Airport Terminal
Features	FSM: Fort Smith	FSM: Fort Smith
	04:25 pm Mon, 03/02/2015	11:35 am Thu, 03/05/2015

PROVIDE RENTAL CAR PREFERENCES

Your preferences and comments will be passed to the rental car agency.

Comments (30 character max)

Ex: Need early pick-up (10am)

ENTER DRIVER INFORMATION

Ensure the name below matches the I.D. you have with you on the day of pick-up. ⓘ

DRIVER

Name: PATRICIA ANNE HUSTED Phone: 770-351-3019

Rental Car Agency Program [Add a Program](#)

REVIEW PRICE SUMMARY

Description	Daily Rate	Dates	Total
Hertz Car Rental	\$51.00	Mar 02 - Mar 05	\$153.00

Total Estimated Cost : \$215.36 USD*

Total Due Now: \$0.00 USD†

* Does not include additional fees incurred during time of travel
† Remaining amount due at rental location.

To complete the car rental, click "Reserve Car and Continue."

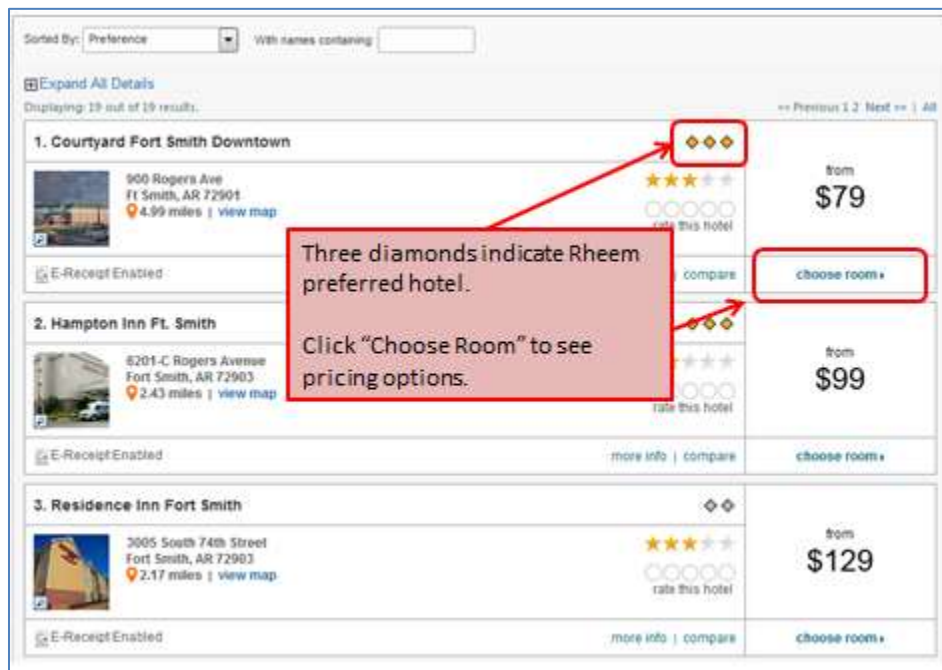
[Back](#) [Reserve Car and Continue](#)

Rheem Manufacturing Travel Website Instructions

- 22. Selecting a Hotel: once you have selected the car, the hotel options appear. A map displays the destination (red with black dot), purple hotel which are Rheem approved, and green hotels which are Ultramar approved.



- Review your options and click “choose room”.



Rheem Manufacturing Travel Website Instructions

23. Select your preferred room type.

The screenshot displays the hotel booking interface for Courtyard Fort Smith Downtown. Key elements include:

- Hotel Information:** 900 Rogers Ave, Ft Smith, AR 72901, 4.99 miles away. Rating: 4 stars.
- Price:** from \$79.
- Room Options:**
 - \$79: Rheem Manufacturing - Rheem Manufacturing, Guest Room, 2 Queen (Rate Code: RHEE60) (Sabre)
 - \$79: Rheem Manufacturing - Rheem Manufacturing, Guest Room, 1 King (Rate Code: RHEM00) (Sabre)
 - \$81: Rheem Manufacturing - Rheem Manufacturing, includes Breakfast, Internet, Wifi, See Rate Rules, Guest Room, 1 King (Rate Code: RHHY00) (Sabre)
 - \$81: Rheem Manufacturing - Rheem Manufacturing, includes Breakfast, Internet, Wifi, See Rate Rules, Guest Room, 2 Queen (Rate Code: RHZ00) (Sabre)
- Annotations:**
 - "Negotiated concessions" points to the hotel name and address.
 - "Included in Negotiated Rate: Parking, Breakfast, OnSite Fitness, HSA, WiFi" and "Breakfast Fees: Continental: 7.95, Breakfast Buffet: 10.95, Full-American: 10.95" are highlighted.
 - "Pricing options; scroll down to see more" points to the room list.
 - "Click preferred button and Click 'Select.'" points to the "Preferred Hotel" label and the "Select" button.

- Please note if you see a gray price option, you will be unable to book a “Deposit required” room via the online booking tool. If you do want to do this, you will need to contact a travel agent by phone or email.
- It is recommended you do not use “Deposit required” rooms
- When you are ready to book, click “Select.”

Rheem Manufacturing Travel Website Instructions

24. When you click Select, the system will automatically require you to review the hotel reservation; if you agree, click "Reserve Hotel and Continue."

Review and Reserve Hotel

REVIEW HOTEL ROOM

Courtyard Fort Smith Downtown

Rheem Manufacturing - Rheem Manufacturing, Guest Room, 2 Queen
3 Nights | 1 Guest*

Check-in	Check-out	Address	Phone
Monday, March 02, 2015	Thursday, March 05, 2015	900 Rogers Ave Ft Smith, Arkansas 72901 United States of America	1-479-783-2100

* We reserve every hotel room for 1 guest only, regardless of the number of actual travelers sharing the room. The primary traveler's name is attached to the reservation for hotel check-in.

ENTER HOTEL GUEST INFORMATION

Ensure the name below matches the I.D. shown on the day of check-in. @

HOTEL GUEST

Name: PATRICIA ANNE HUSTED Phone: 770-351-3019

Hotel Program [Add a Program](#)

REVIEW PRICE SUMMARY

Description	Nightly rate	Dates	Total
Courtyard Fort Smith Downtown	\$79.00	Mar 02 - Mar 05	\$237.00

Total Estimated Cost : \$237.00 USD*
Total Due Now: \$0.00 USD†

* Does not include taxes or additional fees incurred during time of stay.
† Remaining amount due at hotel location.

SELECT A METHOD OF PAYMENT

The credit card you select will be held to confirm your reservation. You will not be charged in full until your hotel stay.

[Edit](#) | [Add credit card](#)

* Indicates credit card is a company card

ACCEPT RATE DETAILS AND CANCELLATION POLICY

Please review the rate details and cancellation policy provided by the hotel.

Courtyard Fort Smith Downtown

Please review the rate rules and restrictions before continuing.

The hotel provided the following information:

RATE: USD 79.00
TOTAL RATE: 271.96 USD

CANCEL 1 DAYS PRIOR TO ARRIVAL

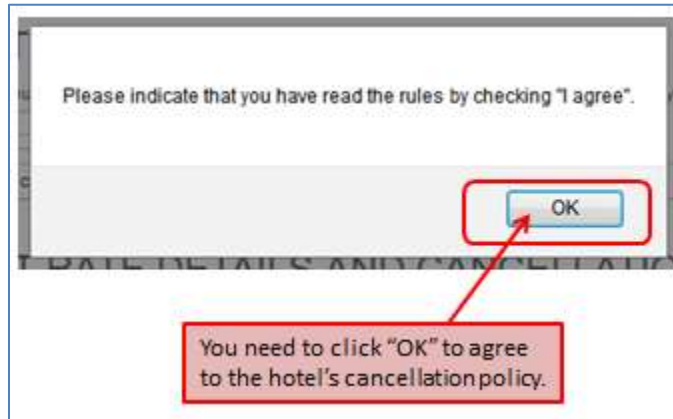
I agree to the above rate rules, restrictions, and cancellation policy.

[Back](#) [Reserve Hotel and Continue](#) [Click "Reserve Hotel and Continue"](#)

Rheem Manufacturing Travel Website Instructions

25. Acknowledge the Cancellation policy. This is a mandatory screen and advises you to review the cancellation details for the hotel.

- Once you have reviewed, click the button and then click "OK".



26. You then need to click the box here.



Rheem Manufacturing Travel Website Instructions

27. Your itinerary appears for review.

- On this page you can make changes to your itinerary.
 - You can add a car, hotel, or taxi to your itinerary
 - You can change or cancel the air portion
 - You can change the seat assignments

The screenshot displays the 'Travel Details' page. At the top, there are contact numbers for Corporate Reservation Support (8:30am - 6:00pm ET) and Online Technical Support (8:30am - 9:00pm ET). The 'Trip Overview' section provides key information: Trip Name (Atlanta to Fort Smith), Start/End Dates (Mar 2-5, 2015), Agency Record Locator (DXRLEJ), and Total Estimated Cost (\$1,276.32 USD). A red box highlights the 'Add to your itinerary' section, which includes icons for Car, Hotel, and Taxi. The 'Reservations' section shows a flight from Atlanta, GA (ATL) to Fort Smith, AR (FSM) on Delta 4914, with a 'Change Seat' button highlighted in red. A 'Change | Cancel Air' button is also visible in the top right of the flight details.

Travel Details

Corporate Reservation Support (8:30am - 6:00pm ET)
800.881.0948 (Within US/Canada) / 720.359.6100 (Outside US/Canada) rheem@ultramtravel.com

Online Technical Support (8:30am - 9:00pm ET)
800.346.3306 (Within US/Canada) / 720.359.3431 (Outside US/Canada) helpdesk@ultramtravel.com

Trip Overview

I want to...
[Print Itinerary](#)
[E-mail Itinerary](#)

Trip Name: Trip from Atlanta to Fort Smith [\(Edit\)](#)
Start Date: Mar 2, 2015
End Date: Mar 5, 2015
Created: Jan 14, 2015, PATRICIA HUSTED (Modified: Jan 14, 2015)
Description: (No Description Available) [\(Edit\)](#)
Agency Record Locator: DXRLEJ
Passengers: Patricia Anne Husted
Total Estimated Cost: \$1,276.32 USD [\(Details\)](#)

Add to your itinerary

[Car](#) [Hotel](#)
[Taxi](#)

Reservations

Monday, March 2, 2015

Flight Atlanta, GA (ATL) to Fort Smith, AR (FSM) [Change | Cancel Air](#)

Delta 4914

Departure: 03:30 PM
Seat: 62C (Confirmed) [Change Seat](#)
Hartsfield Int'l Arpt (ATL)
Terminal: SOUTH TERMINAL
Duration: 1 hour, 55 minutes
Nonstop

Confirmation: GR93TV
Status: Confirmed
Air Frequent Flyer Number: DL-2124763810

Rheem Manufacturing Travel Website Instructions

- Scroll to the bottom and click Next>>.

Total Estimated Cost

Air		View Fare Rules
Airfare quoted amount:		\$740.24 USD
Taxes and fees:		\$83.72 USD
	Air Total Price:	\$823.96 USD
Hotel:		\$237.00 USD
Car:		\$215.36 USD
Total Estimated Cost:		\$1,276.32 USD

Restrictions

Quote: **NONREF/PENALTY APPLIES**

TICKET NOT YET ISSUED, AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.

Remarks

FOR ANY INQUIRIES DURING NORMAL BUSINESS HOURS
FROM THE US OR CANADA PLEASE CALL 866.681.0948
FROM OUTSIDE THE US OR CANADA CALL 720.956.6106

EMERGENCY *AFTER HOURS* SERVICE ASSISTANCE
FOR FLIGHT INFORMATION OR RECONFIRMATION
PLEASE CALL THE TOLL FREE AIRLINE NUMBER
LISTED AT THE TOP OF YOUR ITINERARY
ALL OTHER EMERGENCY REQUESTS PLEASE CALL
866-681-0948

If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Click "Next" to continue. →

Rheem Manufacturing Travel Website Instructions

28. The Trip Booking Information page appears.

- Add comments to Travel Agent if necessary.
- Select your Rheem division and type of travel (mandatory.)
- Click Next>>.

The screenshot shows the 'Trip Booking Information' page. It includes a header with phone numbers, a section for 'Add special notes to Travel Agent' with a list of bullet points, a 'Trip Name' field, a 'Comments for the Travel Agent' section, and two dropdown menus for 'Please enter the division that applies to your trip' and 'Was this trip related to'. Below these are buttons for 'Display Trip', 'Hold Trip', '<< Previous', 'Next >>', and 'Cancel'. A 'Next >>' button is circled in red. A red box at the bottom right says 'Once completed, click "Next"'. Red arrows point from the callout boxes to the corresponding fields and buttons.

Trip Booking Information

800.621.0948 (Within U.S.)
800.348.3308 (Within U.S.)

The trip name and description are for your record keeping only. Comments are sent to the agent comments section.

Special Requests

Add special notes to Travel Agent:

- Please obtain aisle seat
- Need assistance at gate
- Please obtain comped upgrades where possible

Trip Name
This will appear in your upcoming trip list.
Used to identify the trip purpose
Trip from Atlanta to Fort Smith

Comments for the Travel Agent (Optional)
Special Requests may incur a higher service fee.
Send a copy of the confirmation to: [Email field]
Send my email confirmation as:
HTML Plain text

Please enter the division that applies to your trip. (Required)
Was this trip related to: (Required)

You may HOLD this reservation until: 1/15/2015 11:55 pm Eastern

Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled.
Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Display Trip Hold Trip << Previous **Next >>** Cancel

Please enter the division that applies to your trip. (Required)

- Air Conditioning
- Corporate
- HTPG
- Raypak
- Replacement Parts
- Water Heating

Was this trip related to: (Required)

- Regular Business Travel
- Rheem Meeting (10 or more attendees)
- External Convention or Conference

Once completed, click "Next"

Rheem Manufacturing Travel Website Instructions

29. Your itinerary will appear one more time. Scroll to bottom and select Purchase Ticket.

The screenshot shows a 'Trip Confirmation' page. At the top, it says 'To COMPLETE BOOKING, please press the "Purchase Ticket" Button after reviewing this page. To CANCEL, press the Cancel button.' Below this is a 'Trip Overview' section with details: Trip Name: Trip from Atlanta to Fort Smith, Start Date: Mar 2, 2015, End Date: Mar 5, 2015, Created: Jan 14, 2015, PATRICIA HUSTED (A), Description: (No Description Available), Agency Record Locator: DXRLEJ, Passengers: Patricia Anne Husted, Total Estimated Cost: \$1,276.32 USD. A note states 'Airfare must be ticketed by an agent by'. Below is a 'Reservations' section for Monday, March 2, 2015, showing a flight from Atlanta, GA (ATL) to Fort Smith, AR (FSM) on Delta 4914, departing at 03:30 PM. The confirmation code is GR93TY and the status is Confirmed. At the bottom, there are four buttons: 'Display Trip', '<< Previous', 'Purchase Ticket>>', and 'Cancel'. A red callout box with white text is overlaid on the page, stating: 'YOU MUST CLICK "PURCHASE TICKET" OR "COMPLETE TRANSACTION" (if for hotel only) FOR THE RESERVATION TO BE COMPLETED. IF YOU DO NOT CLICK "PURCHASE TICKET" THE RESERVATION WILL CANCEL AT ANY TIME; HOWEVER, USUALLY 24 HOURS FROM TIME OF PROCESSING.' A red arrow points from the callout box to the 'Purchase Ticket' button, which is highlighted with a yellow border.

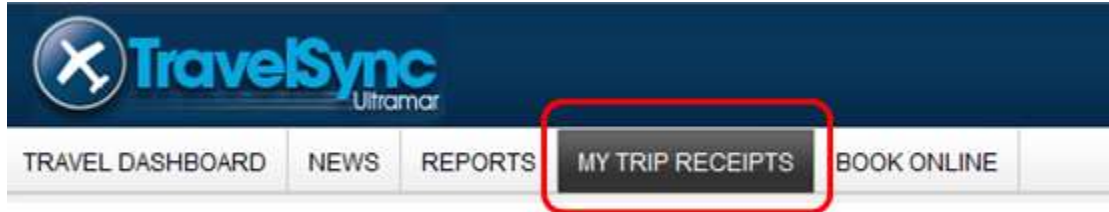
30. Your trip has been booked!

31. **NOTE!!!** If you do not click on Purchase Ticket or Confirm Booking (for just hotel or car), your reservation will not be booked or confirmed!!

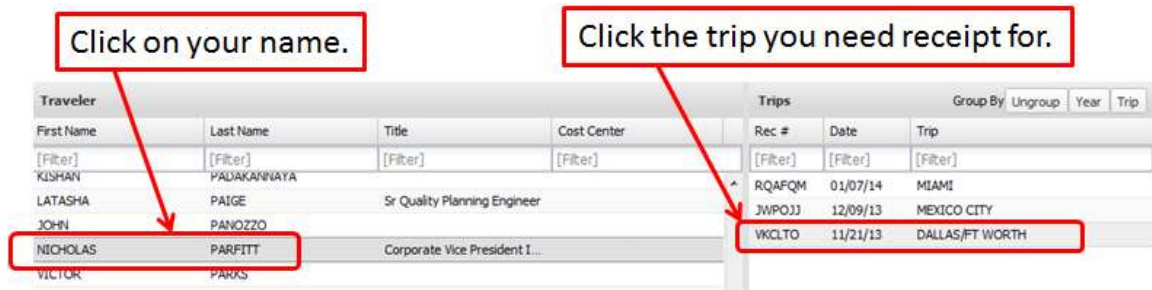
Rheem Manufacturing Travel Website Instructions

G. My Trip Receipts

1. In order to retrieve travel receipts, from the Travel Dashboard, click on MY TRIP RECEIPTS.



2. Click on your name and your receipts will appear; click the trip you need the receipt for.



3. Receipts for that trip will be displayed.



Rheem Manufacturing Travel Website Instructions

- Click on the line, and the invoice for that expense will appear in the screen below. Just click on "Print Invoice."

TRAVEL DASHBOARD NEWS REPORTS MY TRIP RECEIPTS BOOK ONLINE

Step 1: Find a Trip for NICHOLAS PARFITT
Step 2: Reservation VKCLTO to DALLAS/FT WORTH

Ticket #	Type	Original Ticket	Transaction Date	Departure Date	Itinerary	Cls	Invoice #	Business Reason	Amount
0595967279	Service Fee		11/1/2013				45677	CORPORATE	\$10.00
7317046311	Ticket		11/1/2013	11/21/2013	ATL.DFW LRD...	N	45677	CORPORATE	\$507.60
000	Htl Itn Only		11/1/2013	11/21/2013			45948	CORPORATE	\$108.90

Click on the Service Fee line.

Click Print Invoice.

Print Invoice Full Screen

Ultramar Travel Management
Smart Technology. Superior Experience.
Phone: 888-681-8799
mis.operations@ultramartravel.com

Electronic Invoice

Prepared For:
PARFITT/NICHOLAS SIMON

SALES PERSON	BH
INVOICE NUMBER	45677
INVOICE ISSUE DATE	Friday, 01 Nov 2013

VKCLTO

Fast Find: Ticket Number and press Enter

- The amount of the charges appears at the bottom of the invoice.

Print Invoice Full Screen

Seat(s) - 02C AA - A4C6944

Ticket Information

Service Fee	XD 0595967279	Passenger	PARFITT/NICHOLAS SIMON	
		Billed to	XXXXXXXXXXXX1005	* USD 10.00
Ticket	AA 7317046311	Passenger	PARFITT/NICHOLAS SIMON	
		Billed to	XXXXXXXXXXXX1005	* USD 507.60

SubTotal USD 517.60
Net Credit Card Billing * USD 517.60

Total Amount Due USD 0.00

Rheem Manufacturing Travel Website Instructions

6. Another way to retrieve invoices is to visit “Current and Upcoming Trips” or “Previous.”

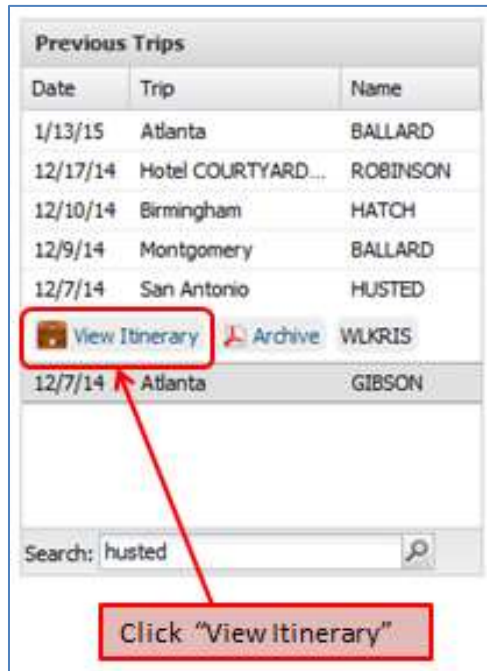
The screenshot shows the TravelSync Ultramar website dashboard. The navigation menu includes TRAVEL DASHBOARD, NEWS, REPORTS, MY TRIP RECEIPTS, and BOOK ONLINE. The left sidebar contains contact information for the Travel Team, including phone numbers, email, hours, and team members. The main content area is divided into two sections: 'Current and Upcoming Trips' and 'Previous Trips'. Both sections feature a table with columns for Date, Trip, and Name. A red box highlights the search box in the 'Current and Upcoming Trips' section with the instruction: 'Type your last name in either search box to find invoices for current or previous trips'. The search box contains the text 'm/d/yyyy, trip, or name'.

Date	Trip	Name
1/15	MARRIOTT HOBBS...	ADAIR
1/15	MARRIOTT HOBBS...	MESSMER
1/15	EMBASSY SUITE ...	CONNORS
1/15	Las Vegas, NV	MORGAN
1/15	Montreal-Dorval, ...	EMBREUS
1/15	New Orleans, LA	OGLESBY
1/15	New Orleans, LA	KEMP
1/15	New Orleans, LA	LAYMON
1/15	Laredo, TX	SIKES
1/15	New Orleans, LA	DONNELLY
1/15	Houston, TX	WHITTING

Date	Trip	Name
1/14/15	Orlando-Intl	BAUMAN
1/14/15	Fort Smith	BORCHER...
1/14/15	Hotel COURTY...	SINGH
1/14/15	Hotel HILTON G...	GARROW
1/14/15	Hotel MARRIOT...	PREWETT
1/14/15	Hotel FAIRFIEL...	BEALS
1/14/15	Hotel RESIDEN...	RITZ
1/14/15	Hotel HAMPTO...	KILPATRICK
1/13/15	Atlanta	BALLARD
1/13/15	Portland	THOMAS
1/13/15	Fort Smith	WADDELL

Rheem Manufacturing Travel Website Instructions

- Select the trip and click “View Itinerary”



- Click “View eInvoice”



Rheem Manufacturing Travel Website Instructions

- Select the Invoice Number:

English
12 hrs display

invoice(s)

ISSUING AGENCY	ISSUE DATE	INVOICE NUMBER	PASSENGER NAME
Ultramar Travel Management	14 Jan 2015	0256602	HUSTED/PATRICIA ANNE
Ultramar Travel Management	14 Jan 2015	0256602	HUSTED/PATRICIA ANNE

Click the blue number

- This invoice appears:

Ultramar
Ultramar Travel Management
← the smartest travel between points →
RHEEM@ULTRAMARTRAVEL.COM

Electronic Invoice
Prepared For:
HALL/LEON ROY

SALES PERSON	AJ
INVOICE NUMBER	0046329
INVOICE ISSUE DATE	02 Nov 2013
RECORD LOCATOR	BTZAHW
CUSTOMER NUMBER	996000RHEE

Client Address	Delivery Address
LEON HALL RHEEM MANUFACTURING COMPANY 2101 EASTMAN AVE. OXNARD CA 93030 US	ETKT

Notes
RECONFIRMATION FOR JETBLUE AIRWAYS CALL 800 536 2553.

DATE: Mon, Nov 18

Flight: JETBLUE AIRWAYS 606

From	LONG BEACH, CA	Departs	7:25am
To	SEATTLE TACOMA, WA	Arrives	10:08am

Duration	02hr(s) - 43min(s)	Class	Economy
Type	AIRBUS INDUSTRIE A320 JET	Meal	

Stop(s) Non Stop
Seat(s) Details HALL/LEON ROY Seat(s) - 22D
Notes WINDOW SEAT UNAVAILABLE - AISLE SEAT ASSIGNED
WE WILL CONTINUE TO MONITOR FOR YOUR PREFERENCE

DATE: Sat, May 17

Others
HAVE A SAFE AND PLEASANT TRIP

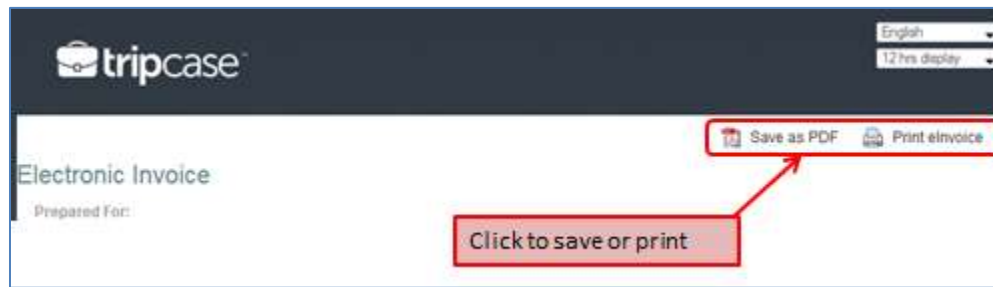
Ticket Information

Ticket Number	88 7317155233	Passenger	HALL LEON ROY	Billed to:	VI XXXXXXXXXXXX0642	USD	* 88.12
Service Fee	XD 0596000234	Passenger	HALL LEON ROY	Billed to:	VI XXXXXXXXXXXX0642	USD	* 10.00
						SubTotal	USD 98.12
						Net Credit Card Billing	* USD 98.12
						Total Amount Due	USD 0.00

UDDS: N-06U0-UDDS-RHEE
FOR ANY INQUIRIES DURING NORMAL BUSINESS HOURS

Rheem Manufacturing Travel Website Instructions

- To print:



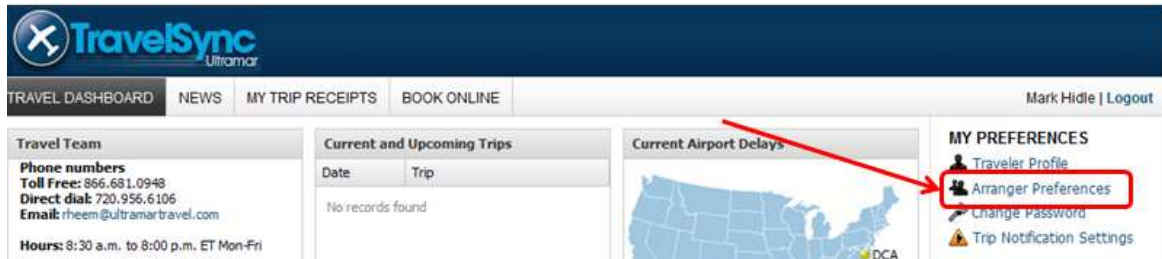
H. Contacts

1. Rheem:
 - Pat Husted, Executive Travel Planner
 - Office: 770-351-3019
 - Cell: 404-316-8599
 - Email: patricia.husted@rheem.com
2. Ultramar Travel:
 - Agency Travel Counselors
 - Toll Free: 866-681-0948
 - Direct Dial: 720-956-6106
 - Email: rheem@ultramartravel.com
3. Ultramar Travel Technical Support:
 - Toll Free: 866-346-3306
 - Email: helpdesk@ultramartravel.com

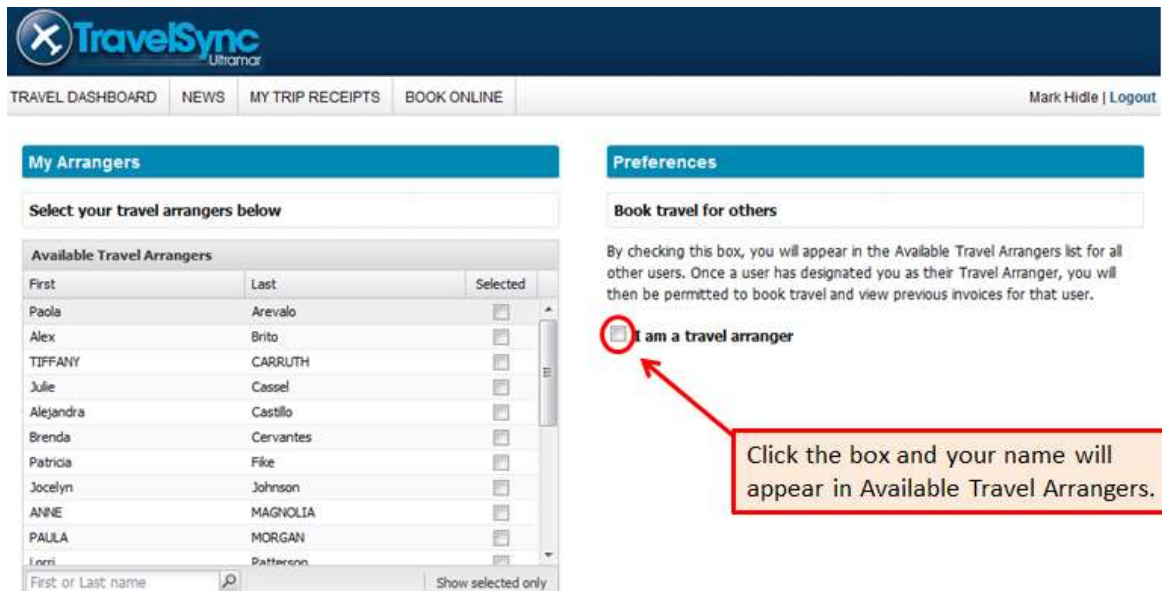
Rheem Manufacturing Travel Website Instructions

I. Travel Arrangers

1. If you book travel for other employees or guests of Rheem, you need to designate yourself as a Travel Arranger.
2. On the Travel Dashboard, click on Arranger Preferences.

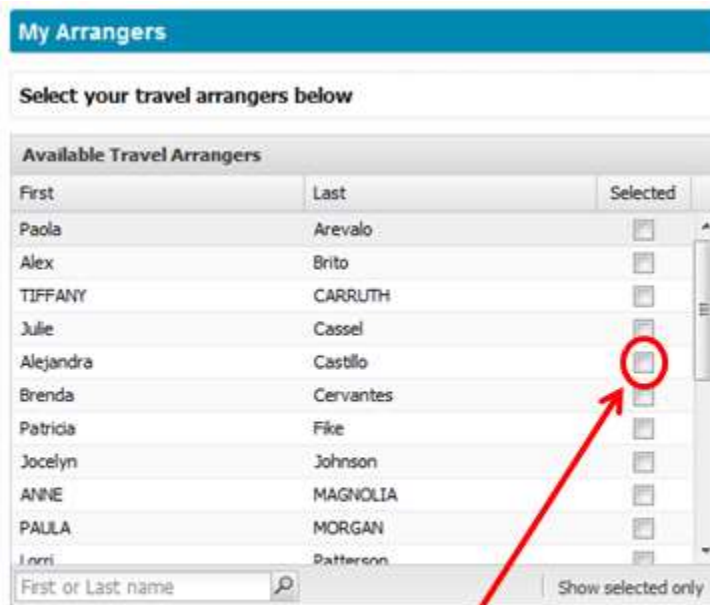


3. Click the “I am a travel arranger” box, and your name appears in “My Arrangers.”



Rheem Manufacturing Travel Website Instructions

4. Then, to enable you to book travel for another individual, employees must do the following:
 - Login in to TravelSync.
 - From the Travel Dashboard, Select Arranger Preferences.
 - THEY DO NOT CHECK "I AM A TRAVEL ARRANGER."
 - Scroll down "My Arrangers" and click the name of the person who has permission to book travel for them. This is the only way another individual can book travel for you.



Click the box of the person who is authorized to book travel for you.

- Once you click the box, you can return to the Travel Dashboard.

J. Air Travel

1. Airline tickets are purchased through the designated company Travel Agency via two options:
 - Ultramar online booking tool @ <https://sso.ultramartavel.com>
 - Calling a Travel Counselor at the numbers listed above

Rheem Manufacturing Travel Website Instructions

2. The online booking tool (or Ultramar Travel Agent) should be used for all air travel requirements
 - The tool will give you the preferred flight options per company guidelines, allowing you to make adjustments when necessary and will display the Lowest Logical Fare (LLF) for your trip
 - You will see the cost savings for the flights selected
 - Advance purchase, non-refundable tickets are to be selected, with exceptions for unforeseen circumstances
 - Whenever possible, reservations are to be made at least 14 to 20 days in advance of travel to secure the best rates available
 - Additional savings can be realized if it is feasible to purchase 21-day advance airline tickets
 - Select the lowest airfare with the most direct route that meets the business and the traveler's needs
 - Do not schedule flights to utilize frequent flyer programs or other personal incentives
 - Business class is acceptable for flights in excess of six (6) hours and must be approved by the appropriate Division or Corporate Vice President
 - Business class and first class is acceptable for flights in excess of two (2) hours for Corporate Vice Presidents and General Managers
 - Trading in or trading down tickets in a manner that results in financial gain by an employee is strictly prohibited
3. Calling a Travel Counselor should only occur due to the following:
 - When international travel is required
 - When there is a change to your flight itinerary that cannot be completed using the online booking tool
4. Rheem Preferred Airlines Carriers:
 - Delta Airlines
 - American Airlines

K. Hotels

1. When booking hotels, employees select from a pre-negotiated group of hotel chains maintained by Rheem's travel provider:
 - Exceptions may be made if a lower rate is available at another property or if the location does not meet business needs
 - If extended stays are required, efforts are to be made to negotiate discounts where available
 - Please contact Rheem's executive travel planner for assistance, or discuss your requirements with the Travel Counselor

2. It is important to book your hotel room through the online booking tool or with Rheem's travel provider, instead of contacting the hotel directly. There are two reasons for this:
 - For security: In the event of an emergency and it is necessary for us to contact you, the itinerary on file will include all of your travel arrangements such as air, hotel, car rental, train, or ground transportation
 - For negotiating hotel rates:
 - When you book your hotel through Rheem's travel provider, we can accumulate Rheem's hotel spend in a central location allowing us to effectively negotiate reduced rates at our approved hotels
 - If you book outside of the program, Rheem is not able to capture this information, which results in the loss of our ability to negotiate reduced hotel rates
3. Booking Multiple Hotels – there are 'road warriors' out there who plan ahead and book multiple hotel stays in advance. There is a way to do this and incur just one fee instead of multiple fees

The example involves booking three (3) different hotel stays over a two (2) week period. One at a time would cost \$10.50 each, totaling \$31.50 in transactions fees. Here's how to book three at one time for one \$10.50 transaction fee:

- Access the Travel Website and go to "Book Online"
 - Book your first hotel reservation as you normally would. (You will be able to put in the additional hotel information on the Trip Overview page.)
 - You've selected the hotel and clicked on "Reserve". The Trip Overview page populates.

Rheem Manufacturing Travel Website Instructions

- Your first hotel is reserved. To add another hotel reservation, do the following:
 - Click on “Hotel” as indicated in the diagram below

Travel Details

Corporate Reservation Support (8:30am - 6:00pm ET)
888.681.0948 (Within US/Canada) / 720.358.6106 (Outside US/Canada) meem@ultramtravel.com
Online Technical Support (8:30am - 9:00pm ET)
888.348.3306 (Within US/Canada) / 720.358.3431 (Outside US/Canada) helpdesk@ultramtravel.com

Trip Overview

I want to...
[Print Itinerary](#)
[Email Itinerary](#)

Trip Name: **Hotel Reservation at RHEEM MANUFACTURING (MONTGOMERY, AL)** [Edit](#)
Start Date: Feb 10, 2015
End Date: Feb 11, 2015
Created: Jan 15, 2015, PATRICIA HUSTED (Modified: Jan 15, 2015)
Description: [\(No Description Available\) Edit](#)
Agency Record Locator: XFAHDI
Reservation for: Patricia Anne Husted
Total Estimated Cost: \$109.00 USD [Details](#)

Add to your Itinerary
 Car
 Hotel
 Taxi

Reservations

Tuesday, February 10, 2015

Hampton Inn & Suites Montgomery-EastChase [Change](#) | [Cancel](#)
7651 EastChase Parkway
Montgomery, Alabama, 36117
US
+1-334-277-1818

Checking In: **Tue Feb 10**
Room 1, Days 1, Guests 1

Checking Out: **Wed Feb 11**

Confirmation: **88124932**
Status: Confirmed
Rate Code: A06AQQ

Additional Information
Daily Rate: \$109.00 USD
Total Rate: \$109.00 USD

Room Details
Room Description: Room
Special Instructions: No

Cancellation Policy
Cancellation Fees may apply
Must Cancel By 6 Pm

[Add to your Itinerary](#)

Total Estimated Cost

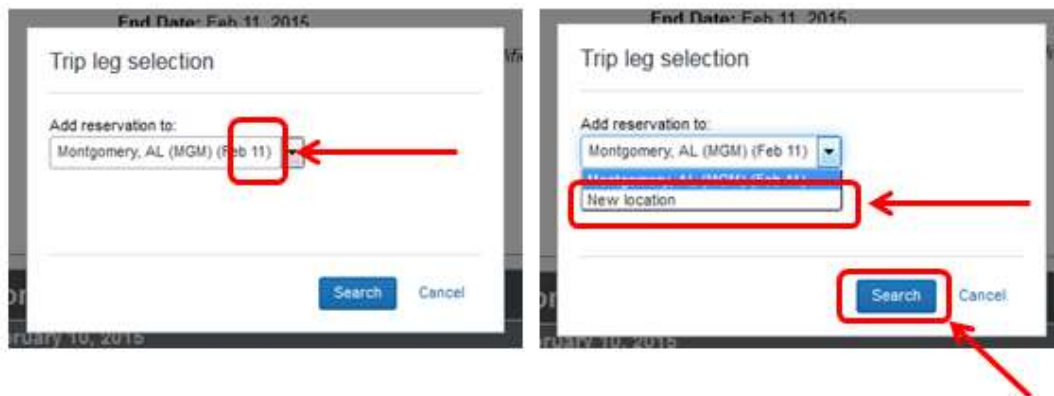
Hotel:	\$109.00 USD
Total Estimated Cost:	\$109.00 USD

Your first hotel reservation is confirmed

Click "Hotel" above to add a second and/or third hotel.

Rheem Manufacturing Travel Website Instructions

- The following box will appear; click on the down arrow and select “New Location” and click “Search”



- “Find a Hotel” will populate the screen
 - Select distance, reference point (or others), dates, and click Next as shown below:

- Clicking “Next” will take you to the hotel options for the city you specified
 - Make the new reservation and repeat as necessary

L. Rental Cars

1. Rental cars should be used when other suitable and less expensive means of shared or local transportation are not available
 - If reasonably available and practical, employees should take advantage of public transportation before renting cars
 - If less costly than other options, use of a taxi is recommended
 - No limousine or car service is to be used unless approved by a Division or Corporate Vice President
2. Mid-sized or smaller cars are to be selected from pre-negotiated rental car companies whenever possible
 - Exceptions are allowed for groups of four or more, special weather conditions, legitimate customer entertainment, or as approved by a Division or Corporate Vice President
3. Insurance to cover the deductible portion of collision damage and personal accident coverage should **not** be purchased for business-related rentals as the Company is self-insured for these liabilities
 - Note:
 - If you book with Hertz, Rheem's preferred car rental company, the insurance coverage is free; you do not have to request it when you rent the car; insurance is included in our contract
 - When traveling in Canada, be sure to purchase insurance for the vehicle

Rheem Manufacturing Travel Website Instructions

- A copy of the US Insurance Card is located on the Travel Dashboard in the Corporate Intranet Links; this can be used for car rental incidents involving rentals other than Hertz



4. Navigation systems and other available rental car options resulting in extra cost to the Company must be approved, prior to rental, by a Division or Corporate Vice President
5. Whenever possible, rental cars are to be refueled before their return to avoid premium prices charged by rental companies
 - The fuel purchase option shall be selected if a full tank of gas is expected to be used during the trip
 - The cost of gasoline not included on the final rental charge should be recorded in the Transportation-Auto Expense column on the expense report
6. Fines and penalties imposed for the violation of traffic laws while operating rented vehicles are payable by the driver and are not reimbursable by Rheem Manufacturing Company
7. The use of personal cars for business travel is permitted and will be reimbursed at the prevailing IRS reimbursable mileage rate, plus appropriate parking fees and tolls
8. Parking at airports shall be at the most economical onsite parking location (i.e. hourly parking is strongly discouraged except in emergencies)

9. International car rentals:
 - When traveling international (including Canada and Mexico), it is necessary to purchase car insurance from the vendor
 - It will be necessary for you to have an international driver license when renting internationally; this can be obtained from AAA
10. Rheem Approved Rental Car Company:
 - Hertz; Rheem Manufacturing is self-insured and does not require purchase of insurance with rental

M. Ground Transportation

1. Use of limousine or car services is restricted unless approved by a Division or Corporate Vice President
2. If transferring between airport and hotel, the first option is to utilize the hotel's shuttle service when available
3. Use of public transportation is recommended where available and practical, and as safety and judgment dictates
4. Taxi service is an approved method of transportation if less costly than other options listed above

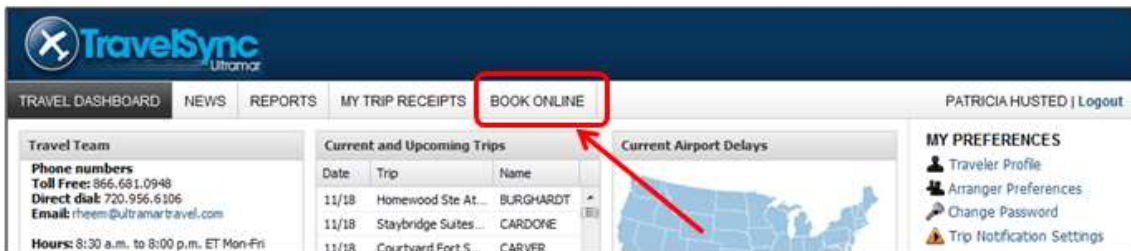
N. Airport Parking

1. Parking at airports is to be at the most economical onsite parking location
2. Hourly parking is strongly discouraged except in emergencies
3. Use of secured off-site parking facilities is recommended, and they often maintain competitive pricing

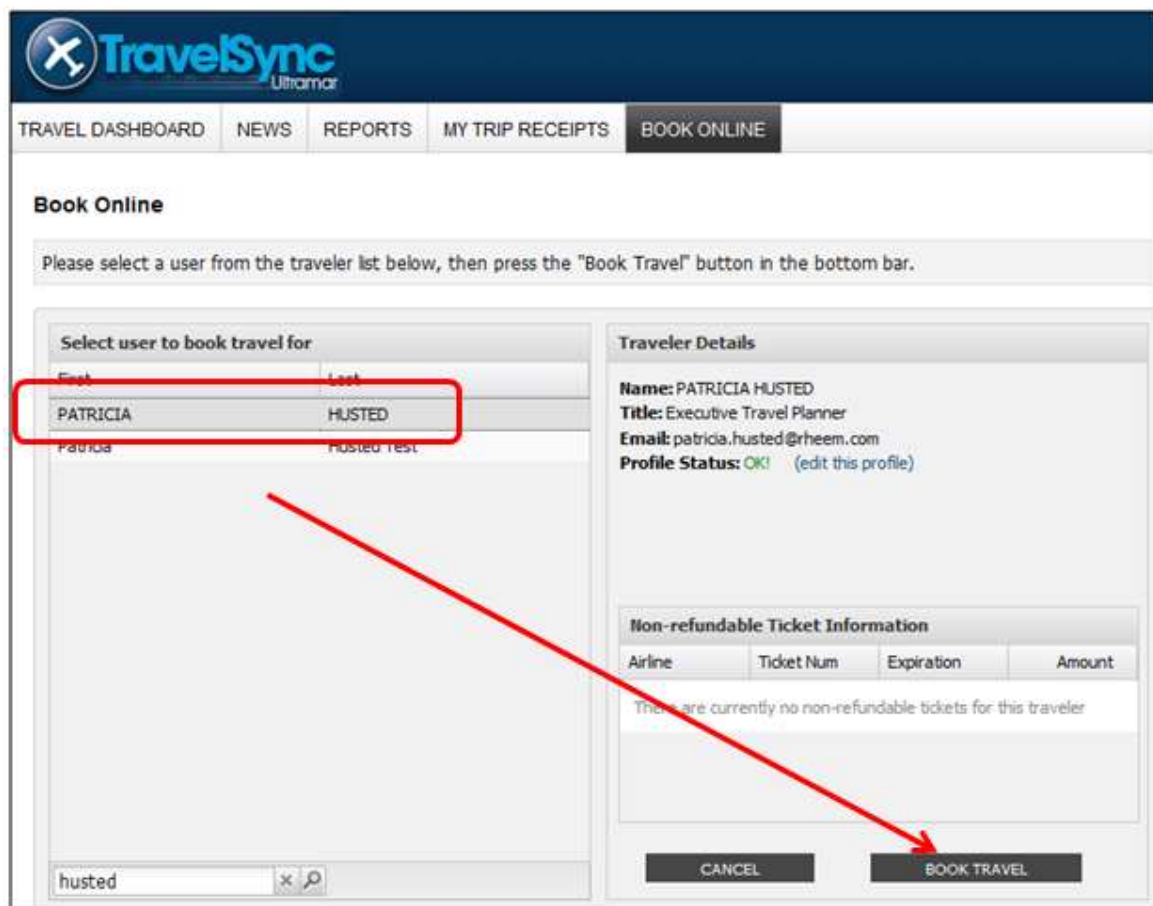
Rheem Manufacturing Travel Website Instructions

N. Concur App for Mobile Devices

1. Go to the Ultramar Website – Travel Sync and click on Book Online.

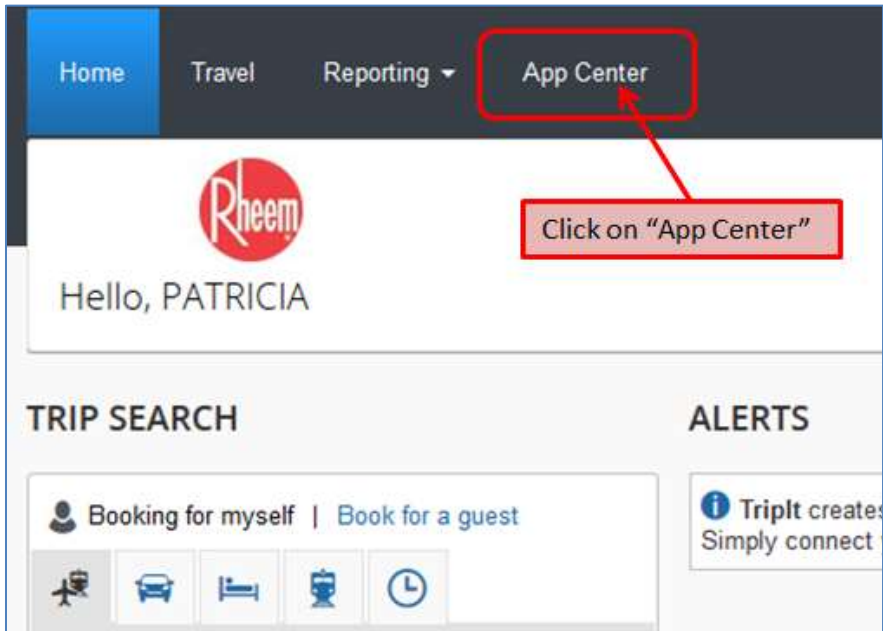


2. Click on your name and then Book Travel



Rheem Manufacturing Travel Website Instructions

3. The Concur booking tool opens. Click on "App Center" and follow instructions for your app selection



O. Document Information

Prepared by:	Pat Husted - Executive Planner Rheem Manufacturing Company	11/18/2013
Revision 1.1	Effective Date	11/18/2013
Revision 1.2	Effective Date	12/04/2013
Revision 2.0	Effective Date	01/03/2014
Revision 2.1	Effective Date	01/20/2014