



CARMEN LUETKEMEYER

Account Manager - Campus Travel

osutrael@anthonytravel.com

(Direct) 405-446-8627

AnthonyTravel.com



CRYSTAL TIMMERMAN

DIRECTOR OF SALES, UNIVERSITY TRAVEL

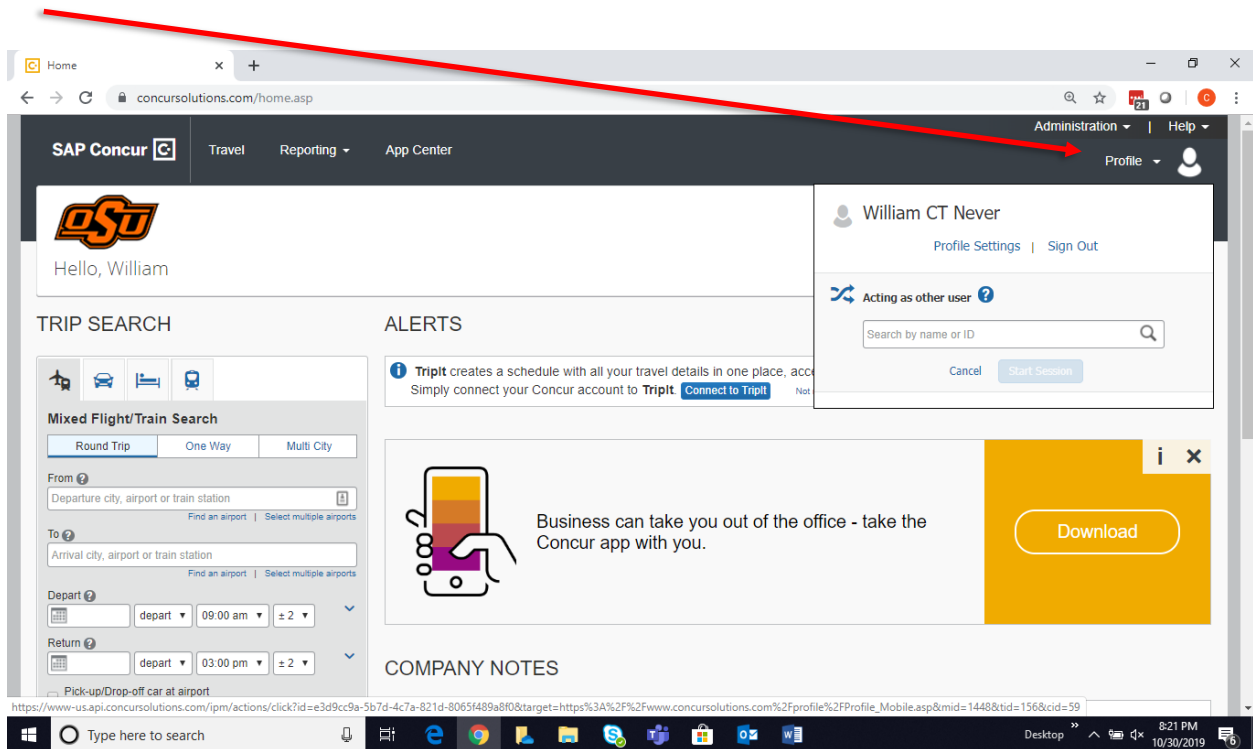
crystalzimmerman@anthonytravel.com

(office) 512-617-2435

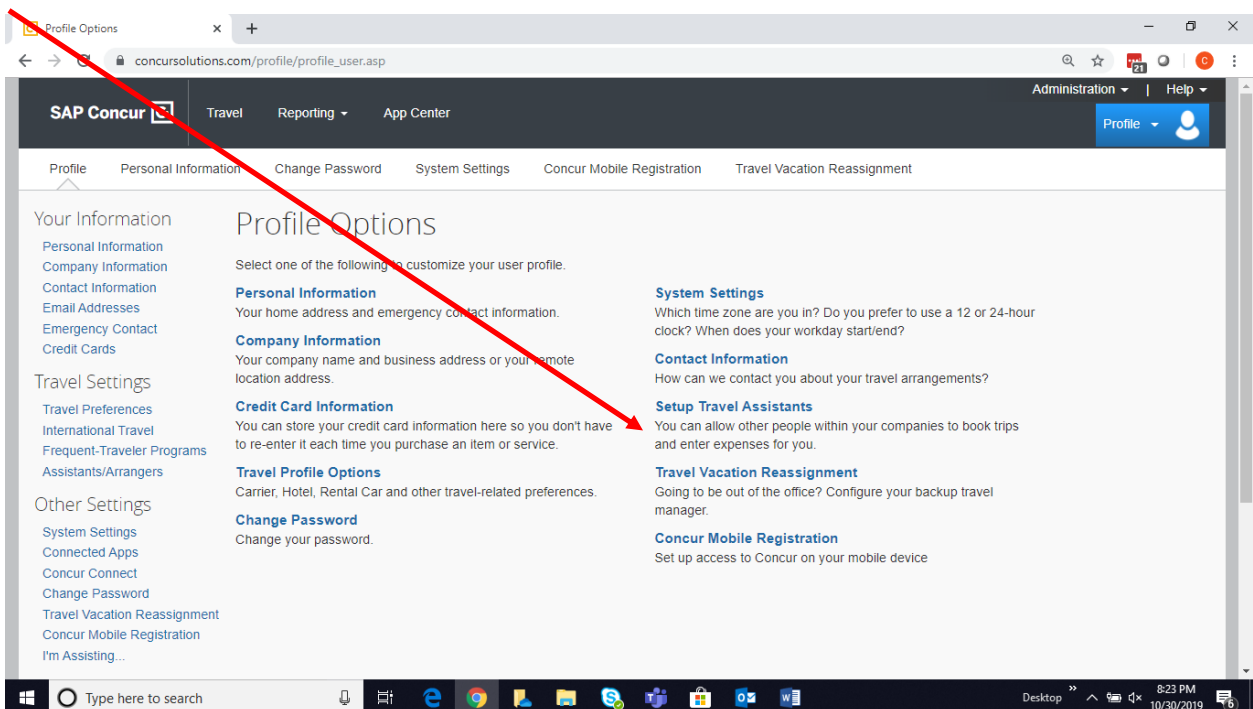
(mobile) 214-529-9000

AnthonyTravel.com

**How to setup a travel assistant or primary travel arranger: Log into airs.okstate.edu and click on Travel - Anthony (Booking) icon. Select Profile.**



**Select Profile Settings and then Setup Travel Assistants.**



Click on "Add an Assistant" (shown on the right) and another box will populate. From the pop-up box type in the name of person you want to be assist in booking your flights. Select which role you want them to have and then click on "save". Emails will be sent to the individual and yourself informing you of the change.

