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Booking a bus with Dattco.

* Go to the Dattco Booking page found here [The Bus Network - Booking Widget (dattco.com)](https://uconnquotes.dattco.com/)
* Complete the form and all relevant data
* Once you have completed your request, you should receive a quote via email (similar to the one below)

Graphical user interface, text, application, email

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* Click on the link to open it, review it, and if okay, select Request Booking to confirm your request.

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* Once finalized, you will receive a follow-up email from Dattco containing an Acceptance and also their Terms and Conditions. See example from forwarded email below.

Graphical user interface, text, application, email

Description automatically generated

* Once you have received the Acceptance and Terms from Dattco, forward those over to me/ISS so that we can process the requisition in HuskyBuy and get a PO generated.

**After the event**, Dattco should email you an invoice. Once you get the invoice, please forward that to me/ISS so that I can get it over to Accounts Payable. See example of forwarded email below:

Graphical user interface, text, application, email

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