

# Online Booking Guide



**corporate travel  
management**

September 2014

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# GetThere Supported Browser Versions

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GetThere uses web technologies to enhance the traveler's experience and provide increased functionality. To maximize traveler usability of the application, GetThere recommends using the latest non-beta browser version from the list of supported browser versions below. Other browsers may function, but are not fully supported. The list will be reviewed annually and updated as needed.

## Supported Browser Versions:

- Chrome (latest stable)
- Firefox (latest stable)
- Internet Explorer 11 (from a Windows 7 Desktop)
- Internet Explorer 10 (from a Windows 7 Desktop)
- Internet Explorer 9
- Internet Explorer 8
- Internet Explorer 7 (will be sunset after 14.05\*)
- Safari (latest stable)

*\* Last release where we will support IE 7 will be 14.05 (go live 18 Sep 2014). Most things would continue to work in IE 7, but we will not test specifically in IE7 and we will not fix any IE7 specific issues after 14.05*

When accessing GetThere with a supported browser, the following browser settings are enabled by default:

## Browser Settings:

### Cookies

A cookie is a file that is sent from a Web site to store information about the user and his/her preferences. GetThere can use session cookies to customize the application based on the user's previous actions. To function correctly, the traveler's browser must have session cookies enabled. By default, each browser enables session cookies.

### JavaScript

JavaScript is a programming language used to create specific site functionality. JavaScript must be enabled for the application to function correctly. By default, each browser enables JavaScript.

### Cascading Style Sheets (CSS)

CSS controls the look of a Web page (for example, positioning, font, font size, and color). GetThere uses CSS to control the look of each item on a page and to enhance system performance. CSS must be enabled for the application to function properly. By default, each browser enables CSS.

### HTML Frames

The ability to load the GetThere application inside of HTML frames has been disabled in Internet Explorer (IE) 6 due to security vulnerabilities with that browser version. If an IE 6 user visits a page that loads the GetThere application inside frames, the application will overtake the parent window.

## Connectivity and Response Time

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GetThere is a web-based tool and is subject to connectivity slowdowns. This tool is configured with company policy and contracts, and “eye candy” is kept to a minimum to help reduce bandwidth requirements. However, there are other reasons that may cause slower than normal internet speeds.

- Connection to internet (modem or broadband connection)
- Network traffic
- Network maintenance
- Browser compatibility – Refer to the previous section of the user guide for suggested browsers. If possible, try different browsers. If one seems to be slow, switch to another.

There are no maximum amount of users the server can handle and data uploads will not interfere with site performance.

## Introduction

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This Online Guide is intended to provide general instructions for your booking tool and may include options that are not available to you. Please consult your company’s travel administrator for internal policy questions.

Travelers and Travel Arrangers can use this tool to research or purchase air, hotel reservations.

This guide provides instructions on how to perform the following tasks:

- Login to CTM Online
- Navigate CTM Online
- Complete a booking using:
  - Air
  - Hotel
  - Car
- Book travel with a guest profile
- Create a traveler profile

# Logging In

- To access CTM Online, enter the following URL into the web browser:  
**xxxxxxxxxxxxxxxxxxxxxx(Your company name)**
- Enter your **GetThere User ID** in the User ID text box.
- Enter your **Password** in the Password text box.
- Click on the **Login** button.



The screenshot shows the "GetThere Demo" login page. On the left, there is a sidebar with an airplane icon, the text "GetThere Demo", contact information for the CTM team, and navigation links. The main content area has a blue header with a "Welcome" message. Below this is a green box for "Login to Book Your Travel Reservations" containing fields for "Username" and "Password", a "Login" button, a "Remember me" checkbox, and links for "Lost password?" and "Register for New Profile". To the right is a pink box for "GetThere Demo Travel" with emergency service and office hours information. At the bottom is a grey box for "Resources" with links to "GetThere References" and "GetThere Online Guide". Three red arrows point from the left sidebar to the "Username" field, the "Password" field, and the "Lost password?" link.

Welcome

We are pleased to present your new client portal featuring a updated look and feel.

UStavel has changed its name to Corporate Travel Management (CTM) to align with our acquiring company. Please visit back often for further updates.

GetThere Demo

Your CTM team  
1.800.927.7232  
t4@travelctm.com

[SHOW ME](#)

[ALL / TOOLS / RESOURCES / OTHER](#)

Username

Password

Login

☐ Remember me

[Lost password? Click here](#)  
[Register for New Profile](#)

Reporting Login

GetThere Demo Travel

After Hours Emergency Travel Service: 1.800.358.1125  
Office hours are 7:00am – 7:00pm PST, 7 days a week.

Resources

GetThere References  
[GetThere Online Guide](#)

To change or retrieve your password, click on “*Forgot Your Password?*” link on the login page.

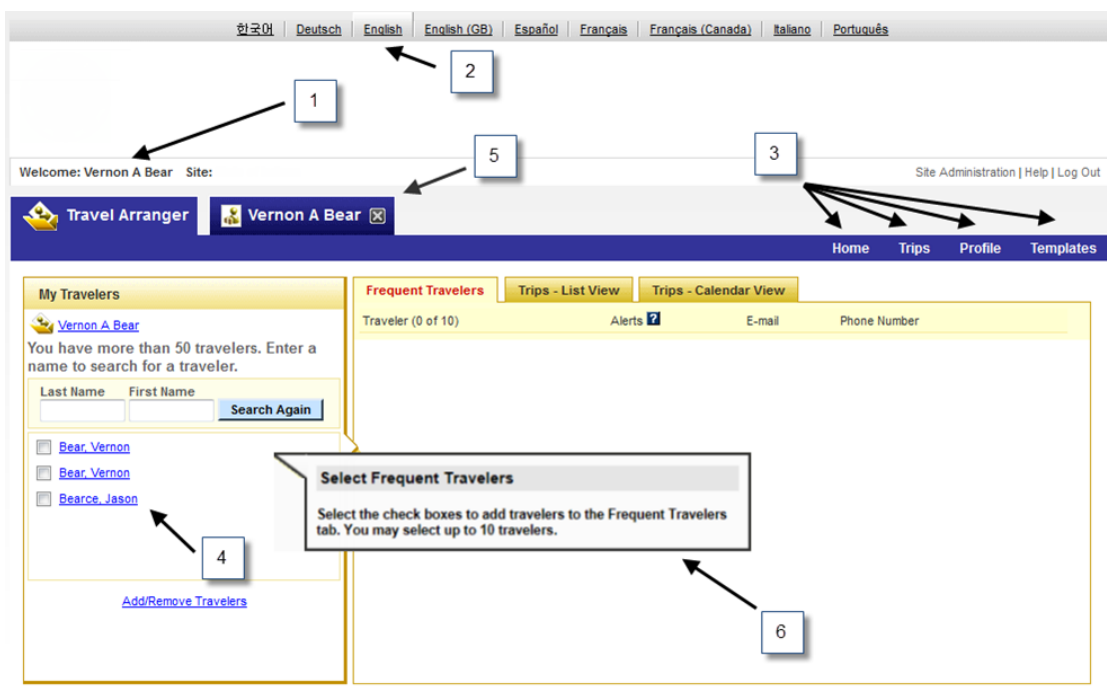
**Note:** Your session will time out after 20 minutes of no activity.

# Travel Arranger Homepage

The Travel Arranger homepage enables arrangers to quickly view their list of travelers and start a booking with one click. It also allows them to quickly view their travelers' upcoming trips and any required profile updates.

The Traveler tab enables the arranger to quickly view active trips and profile alerts, access profile settings and templates, and book travel for that traveler.

The Travel Arranger tab is composed of two different panes. The left pane contains a list of all travelers assigned to the arranger. The right pane is dedicated to a new category of travelers, Frequent Travelers. This pane contains three tabs, Frequent Travelers, Trips – List View, and Trips – Calendar View.



1. Welcome with the Travel Arranger's name and site name.
2. Languages available – click the appropriate link to change.
3. Navigation bar with four options:
  - Home** – goes to Travel Arranger tab
  - Trips** – goes to Travel Arranger's list of trips which includes all trips for all travelers they have access to
  - Profile** – goes to the Travel Arranger's profile
  - Templates** – goes to the Travel Arranger's template list
4. List of the arranger's travelers. Click the checkbox to select/de-select a traveler as a frequent traveler (name becomes bolded). A maximum of 10 may be checked.
5. Traveler tab to book travel.
6. Message advising how to add to the Frequent Traveler list. The message displays until at least one frequent traveler has been assigned.

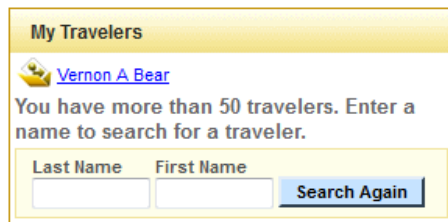
## More Than 50 Travelers

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When the arranger has more than 50 travelers, a search box displays.

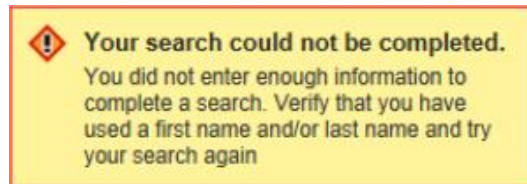
- Enter the **traveler's name** and click **Search**.

The My Travelers area is populated and the arranger is able to click the checkbox to select/de-select the traveler as a frequent traveler. To search for guest templates, use the last name box (case sensitive).

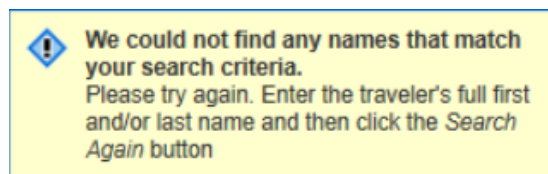


The screenshot shows a yellow-bordered box titled "My Travelers". Inside, there is a small icon of a person and the text "Vernon A Bear". Below this, it says "You have more than 50 travelers. Enter a name to search for a traveler." At the bottom, there are two input fields labeled "Last Name" and "First Name", and a blue button labeled "Search Again".

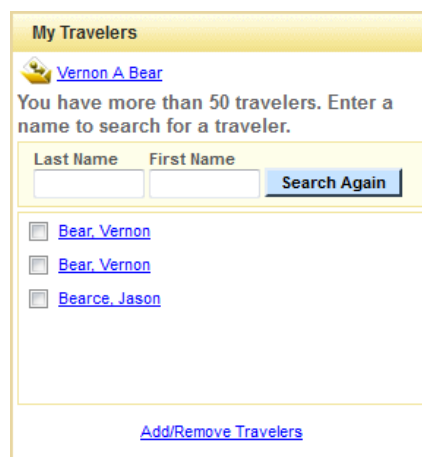
If the arranger clicks *Search* without entering a first or last name, an error message displays.



If the search did not find any matching names, an error message displays.



When the search finds results, the My Travelers area is populated and the arranger is able to click the checkbox to select/de-select the traveler as a frequent traveler (name becomes bolded).

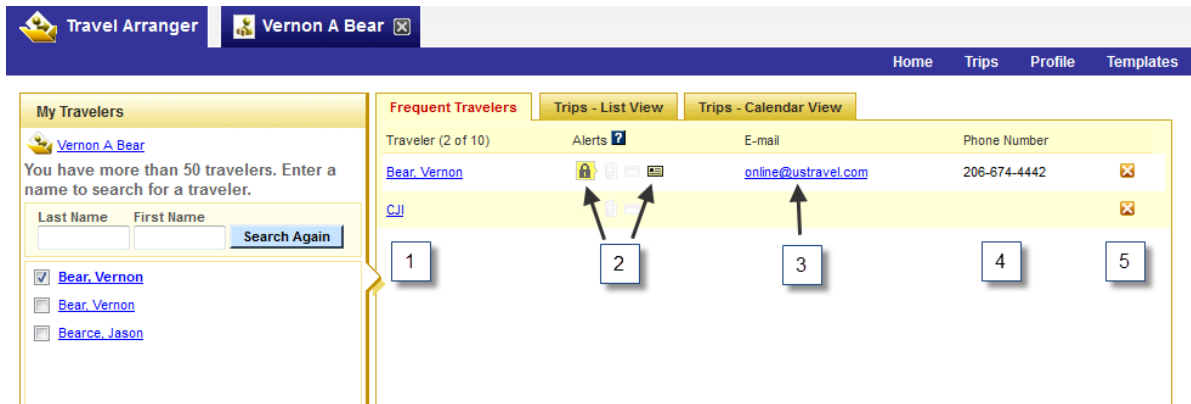



The screenshot shows the "My Travelers" interface with search results. It includes the same header as the previous screenshot. Below the search box, there is a list of three results, each with a checkbox and a name: "Bear, Vernon", "Bear, Vernon", and "Bearce, Jason". At the bottom of the box, there is a link that says "Add/Remove Travelers".



## Frequent Travelers Tab

The right pane of the Travel Arranger tab is dedicated to Frequent Travelers. This pane contains three tabs containing frequent traveler information and frequent traveler trip information in a list and calendar view.



1. Traveler's selected (checked) in My Travelers. A maximum of 10 traveler names display. Click the traveler's name to book travel for that traveler.
2. Profile Alerts - when the icons are active, mouse over text is enabled:
3. Traveler's email address hyperlink – click to open a new email the traveler.
4. The day/business phone number listed in the traveler's profile.
5. Click the  icon to remove a traveler from the Frequent Travelers list. When the icon is clicked, the following warning message displays:



If OK is selected, the traveler will be removed from the Frequent Travelers list and their trips will be removed from the Trips – List View and Trips – Calendar View tabs, the traveler's name will return to normal text in the My Travelers list, and the checkmark will be removed from the box in the My Travelers list.

# Trips Tab – List View

**Travel Arranger** | **Vernon A Bear** | Home | Trips | Profile | Templates

**My Travelers** | **Frequent Travelers** | **Trips - List View** | **Trips - Calendar View**

**Traveler** | **Location** | **Date** | **Trip Type** | **Record #** | **Status**

<a href="#">Brakes, Heather K</a>	Anchorage	08/08/14 - 08/14/14	✈️	<a href="#">TGPSMQ</a>	In Progress
<a href="#">Lesmann, Michael Dale</a>	Anchorage	08/13/14 - 08/15/14	✈️	<a href="#">SFURMC</a>	Active
<a href="#">Moller, John</a>	Anchorage	08/12/14 - 08/16/14	✈️	<a href="#">EKFWRF</a>	Ticketed
<a href="#">Moller, John</a>	Anchorage	08/18/14 - 08/22/14	✈️	<a href="#">GDWPLY</a>	Active

The trip information is only viewable for a two-week period. If one or more trips have been modified, the list may not reflect the changes. To update the information, view the trip. To view all the trips for a traveler, click on the traveler's name and select View All Trips from the Active Trips tab.




- Sort the list by the available links: Traveler, Location, Date, Trip Type, Record #, or Status. The default sort is Traveler in alphabetical order with a secondary sort of Date order. The primary sort is in bold.
- Traveler's selected (checked) in My Travelers. Click the name to display the Home page for that traveler and book their travel. Only one traveler may be accessed at a time.
- Trip destination. For a trip that is in progress, the location will be the traveler's current location.
- Outbound and return date of the trip. Trips occurring within the next fourteen days from today's date display. Trips that have already begun are included in the display.
- Trip component icons:  
 There is a **flight** segment in the itinerary  
 There is a **hotel** segment in the itinerary  
  
 The icon only displays once for each component type in the trip.
- Trip record/confirmation agency locator. If multiple record locators exist, they will make up one link. Click the link to view the trip details.
- Current status of the trip:  
**Active** – The trip has been purchased, but has not yet been ticketed.  
**Ticketed** – The trip has been purchased and ticketed. Travel has not yet started.  
**In Progress** – The trip has started, but not yet ended.

If the Traveler Arranger has removed the checkmarks from all checkboxes in the Frequent Travelers section, the following text displays: *To view details for frequent travelers, check the box next to the name.*

# Trips Tab – Calendar View

1. Click the Legend link to display a definition of each icon status.
2. Calendar date, viewable for a 2 week period from today's date (the current date and time of the user).
3. Traveler's selected (checked) in My Travelers. Click the name to book travel for that traveler.
4. A date bar with the trip status icon, destination, and outbound and return dates of the trip. The bar begins on the first date of the trip and continues until the last day of the trip. Click the destination name to view the trip details. Putting your mouse over the text displays the complete trip name and trip status. If the traveler has overlapping trips, a second calendar row displays the second trip. The name of the traveler is not repeated in the traveler column.

Current status of the trip icons:

-  Indicates a trip in progress
-  Indicates an upcoming ticketed trip
-  Indicates an active trip that has not yet been ticketed (in the process of being ticketed)

The date bar will also be color-coded based on the status of the trip:

**In Progress** – Green

**Ticketed** – Blue

**Active** - Yellow

If the Traveler Arranger has removed the checkmarks from all checkboxes in the Frequent Travelers section, the following text displays: *To view details for frequent travelers, check the box next to the name.*

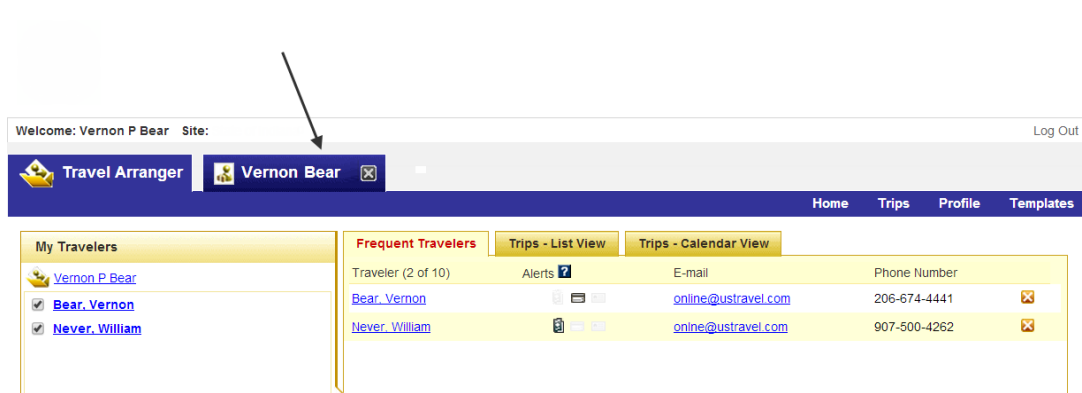
**Note:** Modified trips may not be reflected in the calendar.

## Traveler's Tab

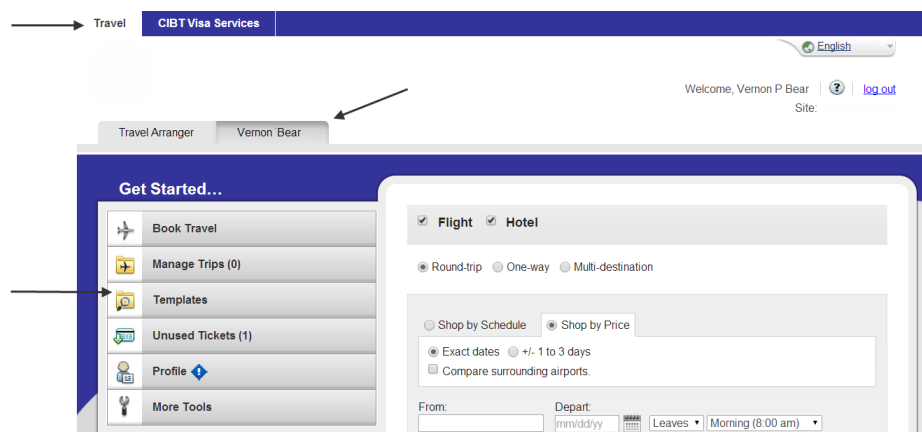
Upon logging in to the site, the Travel Arranger tab displays. The Traveler tab defaults to the arranger's name. In the example below, **Vernon P Bear** is the Travel Arranger. The arranger clicks on this tab to book travel for themselves.



When the arranger selects a traveler by clicking on the traveler's name in the My Travelers list, or in the Frequent Travelers list if they have been checked, a tab for the traveler will replace that of the arranger. Note the change in the example below after clicking on traveler name **Vernon Bear**.



Upon clicking the traveler tab or on a traveler's name, the traveler view displays. From here the arranger can quickly view active trips and profile alerts, access profile settings and templates, and book travel. A link to Visa Services is located at the top.



## Switching Tabs

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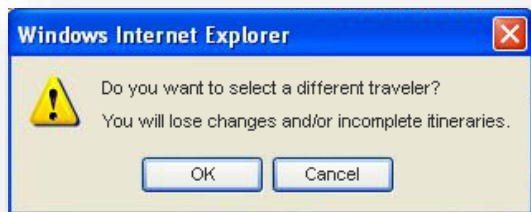
If the arranger is in the process of making a reservation and goes from the Traveler tab to the Arranger tab, they will be able to:

- Use the Travel Tools
- Switch to the My Travelers tab
- Re-sort the My Travelers tab
- Re-sort the Trips – List View tab
- Switch to the Trips – Calendar view
- Add a frequent traveler
- Remove a frequent traveler

They will not be able to:

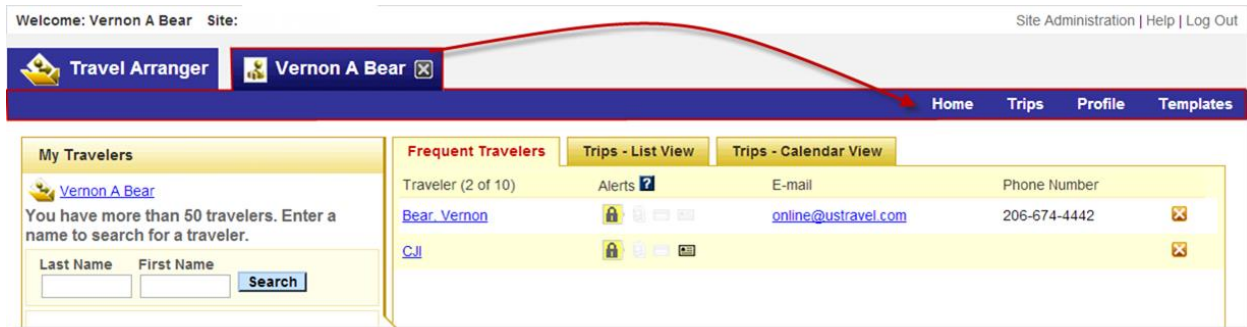
- Edit another user's profile from the My Travelers Tab
- Click on another traveler's name
- Click on a trip
- Add or remove travelers
- Get Arrival & Departure Status

If the arranger has selected a traveler and then tries to select a different one, a pop up displays:



# Travel Arranger Navigation

If the arranger is on the Travel Arranger tab, the results of clicks on the Travel Arranger navigation bar are shown below:



**Home** – displays only the Travel Arranger tab.

**Trips** – displays the Travel Arranger's list of trips (which includes all trips for all travelers they have access to). Opens in the Traveler Tab.

**Profile** – displays the Travel Arranger's profile. Opens in the Traveler Tab.

**Templates** – displays the Traveler Arranger's template list including the ability to acquire and/or share trip templates. Opens in the Traveler Tab.

If the arranger is on the Traveler's tab, the following may display in the traveler's navigation bar:

**Home** – displays the home page of the selected traveler.

**Trips** – displays the full list of trips that the arranger has access to with the traveler pre-selected in the drop down box.

**Profile** – displays the profile of the selected traveler.

# Traveler Homepage

After logging in, the Home page displays. The Home page is where you begin planning your trip. You also have access to trips, templates, and profile pages. You may also view company announcements, access other travel related tabs, and link to various travel tools to assist you in planning your travel. A link to Visa Services is available on the blue bar at the top of the page.

To return to this page at any time, click the **Home** tab on the menu bar.

The screenshot displays the Traveler Homepage interface. At the top, a blue navigation bar contains the text "Travel" and "CIBT Visa Services". On the right side of this bar, there is a language dropdown menu set to "English". Below the navigation bar, a white area contains the text "Welcome, Vernon T Bear" followed by a help icon and a "log out" link. A "Site:" label is also present. Below this, a grey tab labeled "Home" is visible. The main content area is divided into two sections. On the left, a "Get Started..." section features a vertical list of buttons: "Book Travel" (with a plane icon), "Manage Trips (0)" (with a calendar icon), "Templates" (with a folder icon), "Unused Tickets (1)" (with a ticket icon), "Profile" (with a person icon and a blue exclamation mark), and "More Tools" (with a wrench icon). Below this list, a section titled "Your USTravel Team" provides contact information: "intravel@ustravel.com", "1-855-416-3902", and "After hours emergency travel assistance 1-800-358-1125 S-5CWG (fee applies)". At the bottom of this section is a carousel with two visible slides, numbered "1" and "2", and navigation arrows. On the right, a large white search form is displayed. It has checkboxes for "Flight" and "Hotel", both of which are checked. Below these are radio buttons for "Round-trip", "One-way", and "Multi-destination". There are also radio buttons for "Shop by Schedule" and "Shop by Price". Under "Shop by Price", there are radio buttons for "Exact dates" and "+/- 1 to 3 days", and a checkbox for "Compare surrounding airports". The form includes fields for "From:", "Depart:", "To:", and "Return:", each with a date picker and a "Leaves" dropdown menu. A green "Search" button is located at the bottom right of the form. Below the search form, a section titled "Other Booking Options" contains a link for "Taxis, Limos & Executive Sedans".

A carousel containing Corporate Travel Management information is located at the bottom left side of the screen. The carousel displays one of three screens in rotating succession. You can click on **1**, **2**, or **3** to display condensed topical information. Click on the **View Full Message** link to display detailed information.

# Search

- Check the desired **trip components** (Flight and/or Hotel) that you wish to book.
- Select your **trip type** (Round-trip, One-way, or Multi-destination).
- Choose how you want to shop for flights, by **schedule** or by **price**.
- Enter **departure and destination cities, dates, times**, and other flight availability options.
- Click on the **Search** button.

**Tip:** Use the Morning, Noon, and Night options to get flights to display 8 hours both ways from the time shown. Using specific times is sometimes too restrictive.

The screenshot shows a flight search form with several sections. At the top, there are checkboxes for 'Flight' and 'Hotel', both of which are checked. Below this, there are radio buttons for 'Round-trip', 'One-way', and 'Multi-destination'. Further down, there are radio buttons for 'Shop by Schedule' and 'Shop by Price'. Below these are more options: 'Exact dates', '+/- 1 to 3 days', and 'Compare surrounding airports'. The form includes fields for 'From:', 'Depart:', 'To:', and 'Return:', each with a date picker and a 'Leaves' dropdown menu. At the bottom, there is a link for 'Advanced Search Options' and a green 'Search' button. Red arrows point to the 'Hotel' checkbox, the 'Multi-destination' radio button, the 'Shop by Price' radio button, the 'Advanced Search Options' link, and the 'Search' button.

☒ Flight ☒ Hotel

☒ Round-trip ☐ One-way ☐ Multi-destination

☐ Shop by Schedule ☒ Shop by Price

☒ Exact dates ☐ +/- 1 to 3 days  
☐ Compare surrounding airports.

From:  Depart:   Leaves  Morning (8:00 am)

To:  Return:   Leaves  Morning (8:00 am)

[Advanced Search Options](#)  
Coach, Lowest Available

**Search**




# Uncertain City

If you type in a city name and the system is unsure which city/airport you want, a list displays for you to select the correct city/airport. A list also displays if a city has no airport.

Your trip so far...[view details](#)

**Uncertain City/Airport**  
City: Atlanta,US  
[Modify search](#)

 **More than one city was found matching with your entry of atlanta.**  
Please find the airport in or nearby the city of your choice and then click the Select button. If you do not find the airport or city you want to use, click the Back button and enter a different city.

Select an airport location below

Airport Name (Location)	State/Province	Country	# Airlines	select
Hartsfield-Jackson ( <a href="#">ATL</a> )	GA	USA	21	<a href="#">select</a>
Philadelphia International ( <a href="#">PHL</a> ) located 65 mile(s) away from Philadelphia, PA	PA	USA	19	<a href="#">select</a>
Baltimore-Washington International ( <a href="#">BWI</a> ) located 56 mile(s) away from Baltimore, MD	MD	USA	18	<a href="#">select</a>
Wicomico Regional ( <a href="#">SBY</a> ) located 21 mile(s) away from Salisbury-Ocean City, MD	MD	USA	1	<a href="#">select</a>
Port Columbus International ( <a href="#">CMH</a> ) located 27 mile(s) away from Columbus, OH	OH	USA	15	<a href="#">select</a>

## Flight Availability (Shop by Schedule)

Flight availability displays. Company preferred airlines are indicated with blue stars. Out-of-policy options are indicated with a red circle with a line through it. Seat maps are available by clicking the **View Seats** link.

Other links on the page include airport information, equipment details, and a page of additional flight options.

Looking from left to right you can view:

- departure times
- arrival times
- airline, codeshare information if applicable, flight number, equipment type, class of service
- number of stops, flight time, flight mileage, on-time percentage, seat map
- company preferred indicator
- price estimate (if enabled)

- Click the **Select** button to choose the flight(s) you would like.

Traveler: Vernon T Bear Site: Log Out

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Home Trips Profile Templates

[Help with this page](#)

---

**Your trip so far...** ▶ view details

---

**Select Flight for Mon, Sep 22, 2014**  
 Indianapolis (IND) to Minneapolis (MSP)  
 ▶ [Modify search](#)

**Company Announcements**  
**Air Search Tips:**

- To begin a new search, click '**Home**' on the tool to start again or select the '**Modify Search**' link above left to modify this search.
- Select the '**Shop by Schedule**' link to build a custom itinerary by leg. Initial prices shown are estimates only. Final price quote is presented when you have selected all legs of your trip.
- The system will display flight options +/- 8 hours from the departure times you selected.** Use the time filter option on the left-hand panel to filter search options.

Legend: ✖ Company Negotiated Rate ✖ Out of Policy

**6 Flights**  
meet your search criteria  
[Reset](#)

**Flight Times** ▾

☒ Departure

Mon, Sep 22 - Mon, Sep 22  
5:55 AM - 7:55 PM

☐ Arrival

**Stops** ▾

☒ Non-stop (6)  
☐ 1 Stop  
☐ 2+ Stops

**Flight Cost** ▾

Priced from:  
0.00 USD - 474.00 USD

**Airlines** ▾

[Select All](#) | [Clear](#)

☒ American Airlines  
☒ Delta Air Lines (6)  
☒ US Airways  
☒ United Airlines  
☒ Mixed Carrier

[Search by Price](#) 6 flight options : 1-6

Departure	Arrival	Airline	Notes	Price (estimate)
<b>Option 1</b> <span style="float: right;">As low as 266.00 USD for this leg (based on round-trip and 21-day advance-purchase)</span>				
9:25 AM - Mon, Sep 22 Indianapolis, IN ( <a href="#">IND</a> )	10:12 AM - Mon, Sep 22 Minneapolis, MN ( <a href="#">MSP</a> )	<b>DELTA</b> Operated by Endeavor Air Dba Delta Connection Flight 4146 - <a href="#">Canadair Jet</a> Class: Y9 B9 M9 S9 H9 Q9 K9 L9 U8 T6 X1 V0 E0	Non-stop Total flight time 1:47 502 miles 90% on-time <a href="#">View seats</a>	266.00 USD <a href="#">Select</a>
<b>Option 2</b> <span style="float: right;">As low as 266.00 USD for this leg (based on round-trip and 21-day advance-purchase)</span>				
11:45 AM - Mon, Sep 22 Indianapolis, IN ( <a href="#">IND</a> )	12:30 PM - Mon, Sep 22 Minneapolis, MN ( <a href="#">MSP</a> )	<b>DELTA</b> Operated by Endeavor Air Dba Delta Connection Flight 3940 - <a href="#">CRJ900</a> Class: F9 P9 A8 G6 Y9 B9 M9 S9 H9 Q9 K9 L9 U9 T9 X9 V5 E1	Non-stop Total flight time 1:45 502 miles 80% on-time <a href="#">View seats</a>	266.00 USD <a href="#">Select</a>
<b>Option 3</b> <span style="float: right;">As low as 266.00 USD for this leg (based on round-trip and 21-day advance-purchase)</span>				
4:00 PM - Mon, Sep 22 Indianapolis, IN ( <a href="#">IND</a> )	4:42 PM - Mon, Sep 22 Minneapolis, MN ( <a href="#">MSP</a> )	<b>DELTA</b> Flight 964 - <a href="#">McDonnell Douglas MD90</a> Class: F9 P9 A9 G7 Y9 B9 M9 S9 H9 Q9 K9 L9 U9 T9 X9 V9 E9	Non-stop Total flight time 1:42 502 miles 60% on-time <a href="#">View seats</a>	266.00 USD <a href="#">Select</a>
<b>Option 4</b> <span style="float: right;">As low as 266.00 USD for this leg (based on round-trip and 21-day advance-purchase)</span>				
6:08 PM - Mon, Sep 22 Indianapolis, IN ( <a href="#">IND</a> )	6:45 PM - Mon, Sep 22 Minneapolis, MN ( <a href="#">MSP</a> )	<b>DELTA</b> Flight 1304 - <a href="#">Airbus A320</a> Class: F9 P9 A9 G9 Y9 B9 M9 S9 H9 Q9 K9 L9 U9 T9 X9 V9 E9	Non-stop Total flight time 1:37 502 miles 50% on-time <a href="#">View seats</a>	266.00 USD <a href="#">Select</a>
<b>Option 5</b> <span style="float: right;">As low as 266.00 USD for this leg (based on round-trip and 21-day advance-purchase)</span>				
7:55 PM - Mon, Sep 22 Indianapolis, IN ( <a href="#">IND</a> )	8:38 PM - Mon, Sep 22 Minneapolis, MN ( <a href="#">MSP</a> )	<b>DELTA</b> Operated by Endeavor Air Dba Delta Connection Flight 3941 - <a href="#">CRJ900</a> Class: F9 P9 A9 G9 Y9 B9 M9 S9 H9 Q9 K9 L9 U9 T9 X9 V9 E9	Non-stop Total flight time 1:43 502 miles 50% on-time <a href="#">View seats</a>	266.00 USD <a href="#">Select</a>
<b>Option 6</b> <span style="float: right;">As low as 346.00 USD for this leg (based on round-trip and 14-day advance-purchase)</span>				
7:25 AM - Mon, Sep 22 Indianapolis, IN ( <a href="#">IND</a> )	8:14 AM - Mon, Sep 22 Minneapolis, MN ( <a href="#">MSP</a> )	<b>DELTA</b> Operated by Endeavor Air Dba Delta Connection Flight 3343 - <a href="#">CRJ900</a> Class: F9 P9 A7 G5 Y9 B9 M9 S9 H9 Q9 K9 L9 U9 T0 X0 V0 E0	Non-stop Total flight time 1:49 502 miles 90% on-time <a href="#">View seats</a>	346.00 USD <a href="#">Select</a>

[Search by Price](#) 6 flight options : 1-6

Once you select the departure, the return options display.

- Select the desired return flight(s) from this availability.

Traveler: Vernon T Bear
Site:
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Templates

Help with this page

Your trip so far... Mon, Sep 22, 2014
view details

### Select Flight for Tue, Sep 23, 2014

Minneapolis (MSP) to Indianapolis (IND)
  
[Modify search](#)

#### Company Announcements

##### Air Search Tips:

- To begin a new search, click 'Home' on the tool to start again or select the 'Modify Search' link above left to modify this search.
- Select the 'Shop by Schedule' link to build a custom itinerary by leg. Initial prices shown are estimates only. Final price quote is presented when you have selected all legs of your trip.
- The system will display flight options +/- 8 hours from the departure times you selected. Use the time filter option on the left-hand panel to filter search options.

Legend:
Company Negotiated Rate
Out of Policy

### 6 Flights

meet your search criteria
Reset

#### Flight Times

☒ Departure
  
Tue, Sep 23 - Tue, Sep 23
5:40 AM - 7:40 PM
  
☐ Arrival

#### Stops

☒ Non-stop (6)
☐ 1 Stop
☐ 2+ Stops

#### Flight Cost

Priced from:
0.00 USD - 626.00 USD

#### Airlines

[Select All](#) | [Clear](#)

- ☒ American Airlines
- ☒ Delta Air Lines (6)
- ☒ Southwest Airlines
- ☒ US Airways
- ☒ United Airlines
- ☒ Mixed Carrier

[Search by Price](#)
6 flight options : 1-6

Departure	Arrival	Airline	Notes	Price (estimate)
As low as 266.00 USD for this leg (based on round-trip and 21-day advance-purchase)				
<b>Option 1</b>				
7:30 AM - Tue, Sep 23 Minneapolis, MN ( <a href="#">MSP</a> )	10:08 AM - Tue, Sep 23 Indianapolis, IN ( <a href="#">IND</a> )	<b>DELTA</b> Operated by Endeavor Air Dba Delta Connection Flight 3634 - <a href="#">Canadair Jet</a> Class: Y9 B9 M9 S9 H9 Q9 K9 L9 U9 T9 X9 V9 E9	Non-stop Total flight time 1:38 502 miles N/A on-time <a href="#">View seats</a>	266.00 USD <a href="#">Select</a>
As low as 266.00 USD for this leg (based on round-trip and 21-day advance-purchase)				
<b>Option 2</b>				
10:00 AM - Tue, Sep 23 Minneapolis, MN ( <a href="#">MSP</a> )	12:40 PM - Tue, Sep 23 Indianapolis, IN ( <a href="#">IND</a> )	<b>DELTA</b> Operated by Endeavor Air Dba Delta Connection Flight 4192 - <a href="#">CRJ900</a> Class: F9 P9 A6 G4 Y9 B9 M9 S9 H9 Q9 K9 L9 U9 T9 X9 V9 E9	Non-stop Total flight time 1:40 502 miles 70% on-time <a href="#">View seats</a>	266.00 USD <a href="#">Select</a>
As low as 266.00 USD for this leg (based on round-trip and 21-day advance-purchase)				
<b>Option 3</b>				
1:00 PM - Tue, Sep 23 Minneapolis, MN ( <a href="#">MSP</a> )	3:30 PM - Tue, Sep 23 Indianapolis, IN ( <a href="#">IND</a> )	<b>DELTA</b> Flight 2464 - <a href="#">McDonnell Douglas MD90</a> Class: F9 P9 A8 G5 Y9 B9 M9 S9 H9 Q9 K9 L9 U9 T9 X9 V9 E9	Non-stop Total flight time 1:30 502 miles 60% on-time <a href="#">View seats</a>	266.00 USD <a href="#">Select</a>
As low as 266.00 USD for this leg (based on round-trip and 21-day advance-purchase)				
<b>Option 4</b>				
2:53 PM - Tue, Sep 23 Minneapolis, MN ( <a href="#">MSP</a> )	5:32 PM - Tue, Sep 23 Indianapolis, IN ( <a href="#">IND</a> )	<b>DELTA</b> Operated by Endeavor Air Dba Delta Connection Flight 3397 - <a href="#">Canadair Jet</a> Class: Y9 B9 M9 S9 H9 Q9 K9 L8 U6 T5 X1 V0 E0	Non-stop Total flight time 1:39 502 miles 60% on-time <a href="#">View seats</a>	266.00 USD <a href="#">Select</a>
As low as 266.00 USD for this leg (based on round-trip and 21-day advance-purchase)				
<b>Option 5</b>				
5:50 PM - Tue, Sep 23 Minneapolis, MN ( <a href="#">MSP</a> )	8:23 PM - Tue, Sep 23 Indianapolis, IN ( <a href="#">IND</a> )	<b>DELTA</b> Flight 918 - <a href="#">Airbus A320</a> Class: F7 P7 A5 G5 Y9 B9 M9 S9 H9 Q9 K9 L9 U9 T9 X9 V9 E9	Non-stop Total flight time 1:33 502 miles 80% on-time <a href="#">View seats</a>	266.00 USD <a href="#">Select</a>
As low as 626.00 USD one-way				
<b>Option 6</b>				
7:40 PM - Tue, Sep 23 Minneapolis, MN ( <a href="#">MSP</a> )	10:19 PM - Tue, Sep 23 Indianapolis, IN ( <a href="#">IND</a> )	<b>DELTA</b> Operated by Endeavor Air Dba Delta Connection Flight 4147 - <a href="#">CRJ900</a> Class: F9 P9 A0 G0 Y3 B3 M2 S1 H1 Q0 K0 L0 U0 T0 X0 V0 E0	Non-stop Total flight time 1:39 502 miles 50% on-time <a href="#">View seats</a>	626.00 USD <a href="#">Select</a>

[Search by Price](#)
6 flight options : 1-6

# Lower Fare Option

Once the outbound and return flights have been selected, the screen displays the price for your original selection and alternative itineraries with the same or lower price.

- Select your preferred flight option.

Traveler: Vernon T BearSite:Log Out

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Help with this page

Your trip so far...Mon, Sep 22, 2014 - Tue, Sep 23, 2014view details

Itinerary, Price and Alternatives

Indianapolis (IND) to Minneapolis (MSP): Mon, Sep 22, 2014  
Minneapolis (MSP) to Indianapolis (IND): Tue, Sep 23, 2014

Modify search

Company Announcements

Air Search Tips:

- To begin a new search, click 'Home' on the tool to start again or select the 'Modify Search' link above left to modify this search.
- Select the 'Shop by Schedule' link to build a custom itinerary by leg. Initial prices shown are estimates only. Final price quote is presented when you have selected all legs of your trip.
- The system will display flight options +/- 8 hours from the departure times you selected. Use the time filter option on the left-hand panel to filter search options.

All times are local to each city

Legend: Company Negotiated RateOut of Policy

Your Selected Itinerary

Departure	Arrival	Airline	Notes	Price
9:25 AM - Mon, Sep 22 Indianapolis, IN (IND)	10:12 AM - Mon, Sep 22 Minneapolis, MN (MSP)	DELTA Operated by Endeavor Air Dba Delta Connection Flight 4146 - Canadair Jet Class: Coach Fare Rules	Non-stop Total flight time 1:47 502 miles 90% on-time View seats	1,142.20 USD Select
10:00 AM - Tue, Sep 23 Minneapolis, MN (MSP)	12:40 PM - Tue, Sep 23 Indianapolis, IN (IND)	DELTA Operated by Endeavor Air Dba Delta Connection Flight 4192 - CRJ900 Class: Coach Fare Rules	Non-stop Total flight time 1:40 502 miles 70% on-time View seats	

Low Fare Options

The following alternate itineraries, including nearby airports, may also fit your schedule and budget.

23 flight options : 1-20 | 21-23

23 Flights

meet your search criteria

Reset

Flight Times

Outbound - IND to MSP

Departure

Mon, Sep 22 - Mon, Sep 22  
5:55 AM - 4:15 PM

Arrival

Return - MSP to IND

Departure

Tue, Sep 23 - Tue, Sep 23  
7:15 AM - 5:50 PM

Arrival

Stops

Non-stop (11)  
1 Stop (12)  
2+ Stops

Flight Cost

Priced from:  
321.20 USD - 1,142.20 USD

Airlines

Select All | Clear

☒ Airtran Airways (4)  
☒ Delta Air Lines (11)  
☒ Frontier Airlines (1)  
☒ United Airlines (2)  
☒ Mixed Carrier (5)

Departure	Arrival	Airline	Notes	Price (estimate)
Option 1				
6:10 AM - Mon, Sep 22 Indianapolis, IN (IND)	7:39 AM - Mon, Sep 22 Atlanta, GA (ATL)	AirTran Flight 44 - Boeing 717 Class: Coach Fare Rules	Non-stop 433 miles N/A on-time View seats	321.20 USD Select
8:50 AM - Mon, Sep 22 Atlanta, GA (ATL)	10:35 AM - Mon, Sep 22 Minneapolis, MN (MSP)	AirTran Flight 20 - Boeing 717 Class: Coach Fare Rules	Non-stop Total flight time 5:25 907 miles N/A on-time View seats	
5:25 PM - Tue, Sep 23 Minneapolis, MN (MSP)	9:00 PM - Tue, Sep 23 Atlanta, GA (ATL)	AirTran Operated by Southwest Airlines Flight 2442 - 737 Class: Coach Fare Rules	Non-stop 907 miles N/A on-time View seats	
10:00 PM - Tue, Sep 23 Atlanta, GA (ATL)	11:36 PM - Tue, Sep 23 Indianapolis, IN (IND)	AirTran Flight 105 - Boeing 717 Class: Coach Fare Rules	Non-stop Total flight time 5:11 433 miles N/A on-time View seats	
Option 2				
6:10 AM - Mon, Sep 22 Indianapolis, IN (IND)	7:39 AM - Mon, Sep 22 Atlanta, GA (ATL)	AirTran Flight 44 - Boeing 717 Class: Coach Fare Rules	Non-stop 433 miles N/A on-time View seats	321.20 USD Select
8:50 AM - Mon, Sep 22 Atlanta, GA (ATL)	10:35 AM - Mon, Sep 22 Minneapolis, MN (MSP)	AirTran Flight 20 - Boeing 717 Class: Coach Fare Rules	Non-stop Total flight time 5:25 907 miles N/A on-time View seats	
7:15 AM - Tue, Sep 23 Minneapolis, MN (MSP)	10:40 AM - Tue, Sep 23 Atlanta, GA (ATL)	AirTran Operated by Southwest Airlines Flight 2651 - 737 Class: Coach Fare Rules	Non-stop 907 miles N/A on-time View seats	
2:01 PM - Tue, Sep 23 Atlanta, GA (ATL)	3:40 PM - Tue, Sep 23 Indianapolis, IN (IND)	AirTran Flight 81 - Boeing 717 Class: Coach Fare Rules	Non-stop Total flight time 7:25 433 miles N/A on-time View seats	

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# Travel Policy

You can use the out-of-policy information in choosing your itinerary options to assist in reporting cost management objectives.

**Low Fare Options**  
The following alternate itineraries, including nearby airports, may also fit your schedule and budget.

11 flight options : 1-11

Departure	Arrival	Airline	Notes	Price (estimate)
<b>Option 1</b>				
7:25 AM - Mon, Sep 22 Indianapolis, IN (IND)	8:14 AM - Mon, Sep 22 Minneapolis, MN (MSP)	<b>DELTA</b> Flight 3343 - CRJ900 Class: Coach <a href="#">Fare Rules</a>	Non-stop Total flight time 1:49 502 miles N/A on-time <a href="#">View seats</a>	1,142.20 USD
1:00 PM - Tue, Sep 23 Minneapolis, MN (MSP)	3:30 PM - Tue, Sep 23 Indianapolis, IN (IND)	<b>DELTA</b> Flight 2464 - Douglas MD80 Class: Coach <a href="#">Fare Rules</a>		
<b>Option 2</b>				
7:25 AM - Mon, Sep 22 Indianapolis, IN (IND)	8:14 AM - Mon, Sep 22 Minneapolis, MN (MSP)	<b>DELTA</b> Flight 3343 - CRJ900 Class: Coach <a href="#">Fare Rules</a>	Non-stop Total flight time 1:49 502 miles N/A on-time <a href="#">View seats</a>	1,142.20 USD
2:53 PM - Tue, Sep 23 Minneapolis, MN (MSP)	5:32 PM - Tue, Sep 23 Indianapolis, IN (IND)	<b>DELTA</b> Flight 3397 - Canadair Jet Class: Coach <a href="#">Fare Rules</a>	Non-stop Total flight time 1:39 502 miles N/A on-time <a href="#">View seats</a>	<b>Select</b>

**Out of Policy** [Esc to close](#)

This travel option is out of policy for the following reasons:

- A lower-priced flight option is available.

## Policy Compliance

If you choose flights that are out of policy, the following screen displays. You can perform one of the following actions:

- **Choose a reason** for non-compliance from the drop down list to continue.
- **Start over** based on state travel policy.
- **Click the back button** on your browser bar to return to the list of flights and select a flight that is not out of policy.

**Your trip so far...** Mon, Sep 22, 2014 - Tue, Sep 23, 2014 [view details](#)

**Out of Policy**

**Please note:** Your booked itinerary is outside of your agency's travel policy. You must select a reason for non-compliance with policy from the drop down list below in order to finalize your reservations. This information will be transmitted to your approving official.

Some of your choices were designated Out of Policy for the following reason(s):

- A lower-priced flight option is available.

\* Please designate why you did not choose an in-policy option.

Select a Reason:

**Start Over** **Continue with Reservation**

## Flight Availability (Shop by Price) of a Round Trip

---

**Note:** Price shown is the approximate price of a round trip.

- To search by price, click the **Shop by Price** button.

**Note:** When shopping by price, you have the option of comparing fares at surrounding airports or viewing fares up to 3 days around the dates you selected.

The screenshot shows a flight search interface. At the top, there are checkboxes for 'Flight' and 'Hotel', both of which are checked. Below this, there are radio buttons for 'Round-trip' (selected), 'One-way', and 'Multi-destination'. A black arrow points to the 'Shop by Price' radio button, which is also selected. Below this, there are two more radio buttons: 'Exact dates' (selected) and '+/- 1 to 3 days'. There is also a checkbox for 'Compare surrounding airports.' which is unchecked. Below these options, there are input fields for 'From:' (with 'IND' entered), 'Depart:' (with 'mm/dd/yy' and a calendar icon), 'Leaves' (with a dropdown arrow), and 'Morning (8:00 am)' (with a dropdown arrow). There are also input fields for 'To:', 'Return:', and another 'Leaves' and 'Morning (8:00 am)' dropdown. A black arrow points to the 'Shop by Price' radio button.

A matrix displays with the lowest fares available. You can sort by airline, by number of stops, or by fare. Sort results display below the matrix. You will see flight options by segment.

On the following page is an example of complete itinerary options. Preferred options appear in the matrix at the top first and then by fare from low to high. You can click anywhere on the matrix to see the specific flight options for that fare or carrier in the list of flights.

- Click the **Select** button to choose the flight(s) you would like.

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Your trip so far...
view details

### Select Flight for Monday, Sep 22, 2014

Indianapolis, IN (IND) to Minneapolis, MN (MSP)

[Modify search](#)

#### Company Announcements

**Air SearchTips:**

- To begin a new search, click 'Home' on the tool to start again or select the 'Modify Search' link above left to modify this search.
- Select the 'Shop by Schedule' link to build a custom itinerary by leg. Initial prices shown are estimates only. Final price quote is presented when you have selected all legs of your trip.
- The system will display flight options +/- 8 hours from the departure times you selected. Use the time filter option on the left-hand panel to filter search options.

All times are local to each city

The number of stops applies to the trip segment (either to or from your destination) that has the most stops.

Airlines	AirTran	UNITED	Mixed Carrier	Frontier	American Airlines	DELTA
<b>Non-stops</b>	0 non-stops	0 non-stops	0 non-stops	0 non-stops	0 non-stops	from 1,142 USD <a href="#">12 non-stops</a>
<b>1 Stop</b>	from 321 USD <a href="#">1 itinerary</a>	from 367 USD <a href="#">4 itineraries</a>	from 367 USD <a href="#">5 itineraries</a>	from 368 USD <a href="#">1 itinerary</a>	from 403 USD <a href="#">1 itinerary</a>	0 itineraries
<b>2+ Stops</b>	0 itineraries	0 itineraries	0 itineraries	0 itineraries	0 itineraries	0 itineraries

Legend:
Company Negotiated Rate
Out of Policy

### 24 Flights

meet your search criteria

[Reset](#)

#### Flight Times

**Outbound - IND to MSP**

☒ Departure

Mon, Sep 22 - Mon, Sep 22  
5:55 AM - 11:45 AM

☐ Arrival

**Return - MSP to IND**

☒ Departure

Tue, Sep 23 - Tue, Sep 23  
5:40 AM - 2:53 PM

☐ Arrival

#### Stops

☒ Non-stop (12)

☒ 1 Stop (12)

☐ 2+ Stops

#### Flight Cost

Priced from:  
321.20 USD - 1,142.20 USD

#### Airlines

[Select All](#) | [Clear](#)

☒ Airtran Airways (1)

☒ American Airlines (1)

☒ Delta Air Lines (12)

☒ Frontier Airlines (1)

☒ United Airlines (4)

☒ Mixed Carrier (5)

### Search by Schedule

24 itinerary options : 1-20 | [21-24](#)

Departure	Arrival	Airline	Notes	Price (estimate)
<b>Option 1</b>				
6:10 AM - Mon, Sep 22 Indianapolis, IN ( <a href="#">IND</a> )	7:39 AM - Mon, Sep 22 Atlanta, GA ( <a href="#">ATL</a> )	AirTran Flight 44 - <a href="#">Boeing 717</a> Class: Coach <a href="#">Fare Rules</a>	Non-stop 433 miles N/A on-time <a href="#">View seats</a>	321.20 USD <a href="#">Select</a>
8:50 AM - Mon, Sep 22 Atlanta, GA ( <a href="#">ATL</a> )	10:35 AM - Mon, Sep 22 Minneapolis, MN ( <a href="#">MSP</a> )	AirTran Flight 20 - <a href="#">Boeing 717</a> Class: Coach <a href="#">Fare Rules</a>	Non-stop Total flight time 5:25 907 miles N/A on-time <a href="#">View seats</a>	
7:15 AM - Tue, Sep 23 Minneapolis, MN ( <a href="#">MSP</a> )	10:40 AM - Tue, Sep 23 Atlanta, GA ( <a href="#">ATL</a> )	AirTran Operated by Southwest Airlines Flight 2651 - <a href="#">73W</a> Class: Coach <a href="#">Fare Rules</a>	Non-stop 907 miles N/A on-time <a href="#">View seats</a>	
2:01 PM - Tue, Sep 23 Atlanta, GA ( <a href="#">ATL</a> )	3:40 PM - Tue, Sep 23 Indianapolis, IN ( <a href="#">IND</a> )	AirTran Flight 81 - <a href="#">Boeing 717</a> Class: Coach <a href="#">Fare Rules</a>	Non-stop Total flight time 7:25 433 miles N/A on-time <a href="#">View seats</a>	
<b>Option 2</b>				
5:55 AM - Mon, Sep 22 Indianapolis, IN ( <a href="#">IND</a> )	5:57 AM - Mon, Sep 22 Chicago, IL ( <a href="#">ORD</a> )	UNITED Flight 3539 - <a href="#">Embraer ERJ-170</a> Class: Coach <a href="#">Fare Rules</a>	Non-stop 177 miles N/A on-time <a href="#">View seats</a>	367.20 USD <a href="#">Select</a>
8:45 AM - Mon, Sep 22 Chicago, IL ( <a href="#">ORD</a> )	10:10 AM - Mon, Sep 22 Minneapolis, MN ( <a href="#">MSP</a> )	UNITED Flight 203 - <a href="#">Airbus A319</a> Class: Coach <a href="#">Fare Rules</a>	Non-stop Total flight time 5:15 333 miles N/A on-time <a href="#">View seats</a>	
5:55 AM - Tue, Sep 23 Minneapolis, MN ( <a href="#">MSP</a> )	7:18 AM - Tue, Sep 23 Chicago, IL ( <a href="#">ORD</a> )	UNITED Flight 1265 - <a href="#">BOEING 737-700</a> Class: Coach <a href="#">Fare Rules</a>	Non-stop 333 miles N/A on-time <a href="#">View seats</a>	
8:10 AM - Tue, Sep 23 Chicago, IL ( <a href="#">ORD</a> )	10:13 AM - Tue, Sep 23 Indianapolis, IN ( <a href="#">IND</a> )	UNITED Flight 4400 - <a href="#">EMBRAER EMB-145</a> Class: Coach <a href="#">Fare Rules</a>	Non-stop Total flight time 3:18 177 miles N/A on-time <a href="#">View seats</a>	



You can choose to **Search by Schedule** by clicking on the link if there is no itinerary option that will meet your needs.

Traveler: Vernon T BearSite

Log Out

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Help with this page

Your trip so far...

view details

Select Flight for Monday, Sep 22, 2014  
Indianapolis, IN (IND) to Minneapolis, MN (MSP)  
[Modify search](#)

Company Announcements

**Air Search Tips:**

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- Select the "Shop by Schedule" link to build a custom itinerary by leg. Initial prices shown are estimates only. Final price quote is presented when you have selected all legs of your trip.
- The system will display flight options +/- 8 hours from the departure times you selected. Use the time filter option on the left-hand panel to filter search options.

All times are local to each city

The number of stops applies to the trip segment (either to or from your destination) that has the most stops.

Airlines	AirTran	UNITED	Mixed Carrier	Frontier	American Airlines	DELTA
Non-stops	0 non-stops	0 non-stops	0 non-stops	0 non-stops	0 non-stops	from 1,142 USD <a href="#">12 non-stops</a>
1 Stop	from 321 USD <a href="#">1 itinerary</a>	from 367 USD <a href="#">4 itineraries</a>	from 367 USD <a href="#">5 itineraries</a>	from 368 USD <a href="#">1 itinerary</a>	from 403 USD <a href="#">1 itinerary</a>	0 itineraries
2+ Stops	0 itineraries	0 itineraries	0 itineraries	0 itineraries	0 itineraries	0 itineraries

Legend: Company Negotiated Rate Out of Policy

24 Flights

meet your search criteria

Reset

Flight Times

Outbound - IND to MSP

☒ Departure

Mon, Sep 22 - Mon, Sep 22

5:55 AM - 11:45 AM

☐ Arrival

Return - MSP to IND

☒ Departure

Tue, Sep 23 - Tue, Sep 23

5:40 AM - 2:53 PM

☐ Arrival

Stops

☒ Non-stop (12)

☒ 1 Stop (12)

☐ 2+ Stops

Flight Cost

Priced from:

321.20 USD - 1,142.20 USD

Airlines

[Select All](#) | [Clear](#)

☒ Airtran Airways (1)

☒ American Airlines (1)

☒ Delta Air Lines (12)

☒ Frontier Airlines (1)

☒ United Airlines (4)

☒ Mixed Carrier (5)

[Search by Schedule](#)

24 itinerary options : 1-20 | [21-24](#)

Departure	Arrival	Airline	Notes	Price (estimate)
Option 1				
6:10 AM - Mon, Sep 22 Indianapolis, IN ( <a href="#">IND</a> )	7:39 AM - Mon, Sep 22 Atlanta, GA ( <a href="#">ATL</a> )	AirTran Flight 44 - <a href="#">Boeing 717</a> Class: Coach <a href="#">Fare Rules</a>	Non-stop 433 miles N/A on-time <a href="#">View seats</a>	321.20 USD <div>Select</div>
8:50 AM - Mon, Sep 22 Atlanta, GA ( <a href="#">ATL</a> )	10:35 AM - Mon, Sep 22 Minneapolis, MN ( <a href="#">MSP</a> )	AirTran Flight 20 - <a href="#">Boeing 717</a> Class: Coach <a href="#">Fare Rules</a>	Non-stop Total flight time 5:25 907 miles N/A on-time <a href="#">View seats</a>	
7:15 AM - Tue, Sep 23 Minneapolis, MN ( <a href="#">MSP</a> )	10:40 AM - Tue, Sep 23 Atlanta, GA ( <a href="#">ATL</a> )	AirTran Operated by Southwest Airlines Flight 2651 - <a href="#">73W</a> Class: Coach <a href="#">Fare Rules</a>	Non-stop 907 miles N/A on-time <a href="#">View seats</a>	
2:01 PM - Tue, Sep 23 Atlanta, GA ( <a href="#">ATL</a> )	3:40 PM - Tue, Sep 23 Indianapolis, IN ( <a href="#">IND</a> )	AirTran Flight 81 - <a href="#">Boeing 717</a> Class: Coach <a href="#">Fare Rules</a>	Non-stop Total flight time 7:25 433 miles N/A on-time <a href="#">View seats</a>	
Option 2				
5:55 AM - Mon, Sep 22 Indianapolis, IN ( <a href="#">IND</a> )	5:57 AM - Mon, Sep 22 Chicago, IL ( <a href="#">ORD</a> )	UNITED Flight 3539 - <a href="#">Embraer ERJ-170</a> Class: Coach <a href="#">Fare Rules</a>	Non-stop 177 miles N/A on-time <a href="#">View seats</a>	367.20 USD <div></div> <div>Select</div>
8:45 AM - Mon, Sep 22 Chicago, IL ( <a href="#">ORD</a> )	10:10 AM - Mon, Sep 22 Minneapolis, MN ( <a href="#">MSP</a> )	UNITED Flight 203 - <a href="#">Airbus A319</a> Class: Coach <a href="#">Fare Rules</a>	Non-stop Total flight time 5:15 333 miles N/A on-time <a href="#">View seats</a>	
5:55 AM - Tue, Sep 23 Minneapolis, MN ( <a href="#">MSP</a> )	7:18 AM - Tue, Sep 23 Chicago, IL ( <a href="#">ORD</a> )	UNITED Flight 1265 - <a href="#">BOEING 737-700</a> Class: Coach <a href="#">Fare Rules</a>	Non-stop 333 miles N/A on-time <a href="#">View seats</a>	
8:10 AM - Tue, Sep 23 Chicago, IL ( <a href="#">ORD</a> )	10:13 AM - Tue, Sep 23 Indianapolis, IN ( <a href="#">IND</a> )	UNITED Flight 4400 - <a href="#">EMBRAER EMB-145</a> Class: Coach <a href="#">Fare Rules</a>	Non-stop Total flight time 3:18 177 miles N/A on-time <a href="#">View seats</a>	



# Seat Selection

After the flight option has been selected, a seat map displays for the first air segment. You can scroll to the front and back of the plane if necessary to see more seats. Exit row seats cannot be confirmed at this time.

- Referring to the legend, **click on an available seat** to select it.
- Click the **Reserve Seat Selection** button to go to the next seat or the next step in the booking process.

Traveler: Vernon T Bear   Site

Log Out


Home   Trips   Profile   Templates

[? Help with this page](#)

Your trip so far...   Mon, Sep 22, 2014 - Tue, Sep 23, 2014   [view details](#)


Reserve Seats for Flight 1 of 2

Indianapolis (IND) to Minneapolis (MSP): Mon, Sep 22

 Company Announcements

**PLEASE NOTE:** "Seat assignments are not guaranteed but are a request to the participating carrier and are not guaranteed. Due to carrier restrictions, exit row seating will not be confirmed in this tool. Please select an available seat based on traveler aisle/window preference"

To select a seat, click on a seat in the airplane diagram and then click the "Reserve Seats" button.

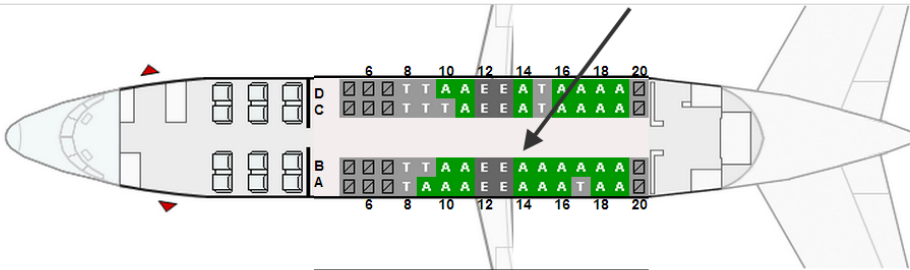


Flight: 3343

Aircraft: CRJ900

Booking Class: Coach

Remaining Seats: 58%



Passenger	Seat	Seats Selected	Legend
Passenger 1	<input type="button" value="Select a Seat"/>	Flight 1: Flight 2:	<div><div>I</div>Your Seat</div> <div><div>A</div>Available Seat</div> <div><div>T</div>Seat Taken</div> <div><div>F</div>Premium Seat (Fee)</div> <div><div>P</div>Premium Seat (for qualifying Frequent Travelers)</div> <div><div>E</div>Exit Row Seat (must be reserved at airport)</div> <div><div>U</div>Seat Unavailable</div>

After you select all seats and click the "Reserve Seats" button, your selections will be displayed under the "Seats Selected" column.

**Note:** If the **Skip Seat Selection** button is selected and you have a seat preference in your profile, the tool requests a seat according to what is saved in the profile based on seat availability. If there is no preference in the profile, the tool first requests an aisle seat and then window, based on seat availability.

**Note:** Seat assignments are not guaranteed but are a request to the participating airline. Exit row seating will not be confirmed in this tool due to carrier restrictions and preferred seating (blue) is reserved for qualified travelers and may not be confirmed if selected, due to carrier restrictions.

**Note:** The yellow bar displays the traveler's seating preference. If the traveler's seating preference does not display, go to the Travel Preferences, Flight Preferences screen and make sure that the **Show detailed seat availability information** box is checked.

## Fee Seats

Some carriers have premium seating which will incur additional costs. If a traveler selects an **F** seat, a message will display indicating that the seat they have selected may require an additional fee and will advise them to make another selection.

Traveler: Vernon T Bear Site: Log Out

---

[Home](#) [Trips](#) [Profile](#) [Templates](#)

[Help with this page](#)

---

**Your trip so far...** Mon, Sep 22, 2014 [view details](#)

**Reserve Seats for Flight 1 of 1**  
Seattle (SEA) to San Francisco (SFO): Mon, Sep 22

**Company Announcements**  
**PLEASE NOTE:** \*\*Seat assignments are not guaranteed but are a request to the participating carrier and are not guaranteed. Due to carrier restrictions, exit row seating will not be confirmed in this tool. Please select an available seat based on traveler aisle/window preference\*\*

To select a seat, click on a seat in the airplane diagram and then click the "Reserve Seats" button.

**UNITED**

Flight: 842  
Aircraft: Airbus A320  
Booking Class: Coach  
Remaining Seats: 72%

You selected a United Economy Plus seat which may require an additional fee based on your Mileage Plus status. If your status does not qualify, your seat will be reassigned according to your Profile settings.

OK

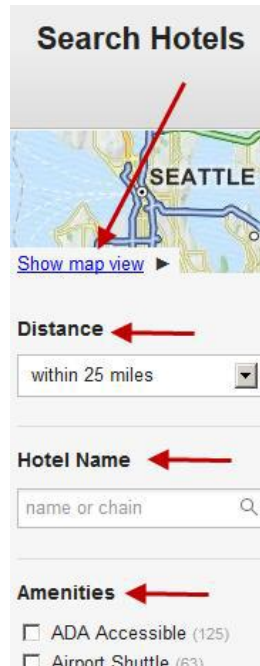
Passenger	Seat	Seats Selected	Legend
Passenger 1	12E - Premium (Fee)	Flight 1:	<b>1</b> Your Seat <b>A</b> Available Seat <b>T</b> Seat Taken <b>F</b> Premium Seat (Fee) <b>P</b> Premium Seat (for qualifying Frequent Travelers) <b>E</b> Exit Row Seat (must be reserved at airport) Seat Unavailable

[Skip Seat Selection](#) [Reserve Seat Selection](#)

# Hotel Search

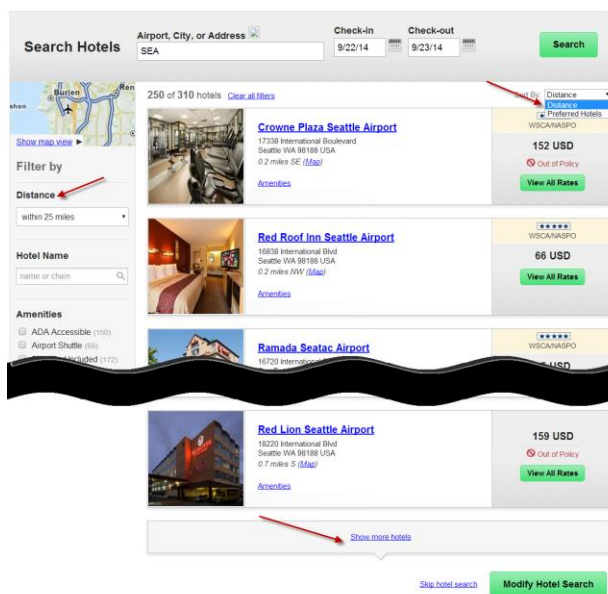
The hotel search defaults the check in and check out dates to the dates of the booked flights. The property results display in the **List View**. The view can be changed by selecting the **Show Map View** link on the left side above the filters.

Both views provide the same filtering options. There are three filter options to choose from Distance, Hotel Name, and Amenities.



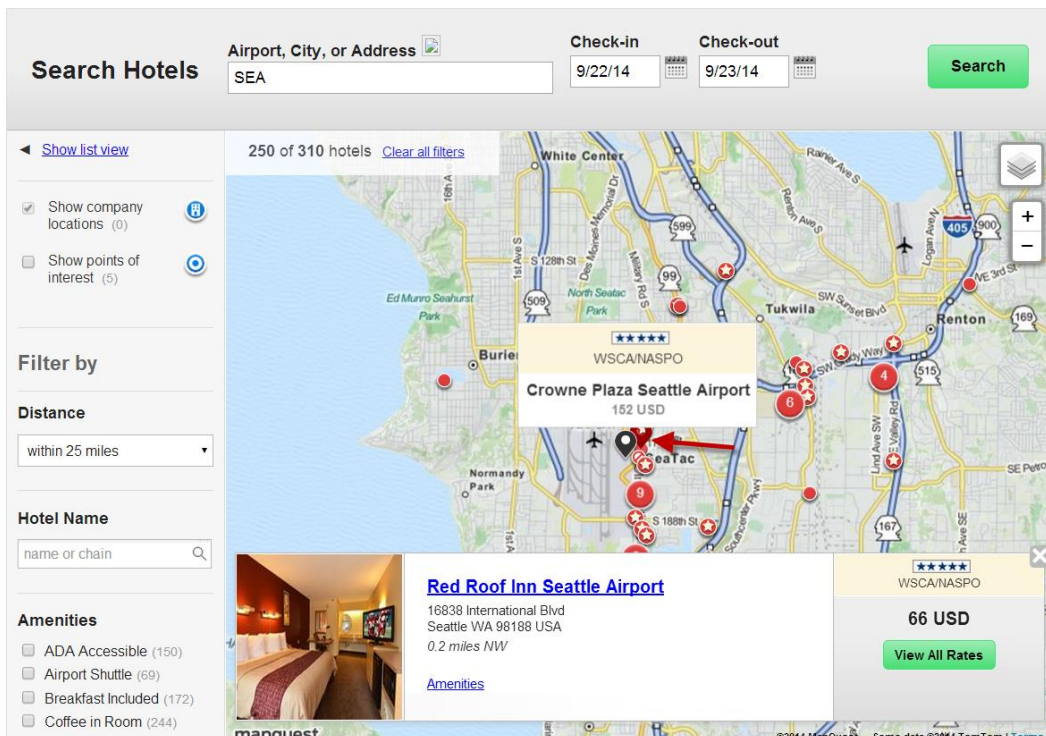
The **List View** of properties provides a list of properties that met the search criteria. The list can be extended by selecting the **Show more hotels** link on the bottom of the page.

The filters can be used to reduce the property options displayed and the **Sort By** (on the right side of the page) allows the user to re-sort by Distance or by Preferred Hotels.

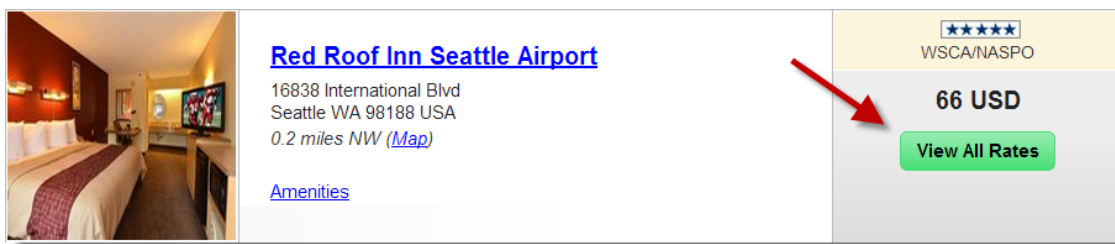


The **Map View** provides icon overlays for individual hotels and hotel clusters that met the search criteria. The property results can be filtered to reduce the property results.

To view individual properties or clusters, hover over the icon. This is a great option for metropolitan areas when a preferred hotel is not available or exceeds the per night policy.



Click the **View All Rates** button (from either the list or map view) to review available rates and room types.



The **View All Rates** page displays all available rates and a link to **More rate details**. There are also links to the property *Description*, *Amenities*, *Reviews*, *Map*, and *Photos* on the top of the page.

[Description](#)
[Amenities](#)
[Map](#)
[Photos](#)
[Room Rates](#)

Room Rates for Mon, Sep 22, 2014 - Tue, Sep 23, 2014

Select your room type to continue.

Room Types	Rate Rules	Room Rates corporate rate: 137 USD
1 Amer. Auto. Assn., 2 Queen Beds Smoke-Free With Free, Wifi-A Flat Screen Tv-Hairdryer	Cancel by 6pm day of check in. <a href="#">More rate details</a>	65.69 USD <a href="#">Select</a>
2 Amer. Auto. Assn., Accessible 2 Queen Beds Smoke-Free With, Free Wifi-Roll-In Shower-Hairdryer-Iron And	Cancel by 6pm day of check in. <a href="#">More rate details</a>	65.69 USD <a href="#">Select</a>
3 Amer. Auto. Assn., Accessible Superior King Smoke-Free Free, Wifi-Microwave-Refrigerator-In-Room Coffee	Cancel by 6pm day of check in. <a href="#">More rate details</a>	65.69 USD <a href="#">Select</a>
4 Amer. Auto. Assn., Ada Accessible 2 Queen Beds Smoke-Free, With Free Wifi-Flat Screen Tv-Hairdryer	Cancel by 6pm day of check in. <a href="#">More rate details</a>	65.69 USD <a href="#">Select</a>

Click the **Select** button or select the **More rate details** link for the details and cancellation policy

The Rate Details & Cancellation Policy page.

**Rate Details & Cancellation Policy**

**Cancellation Policy**  
Cxl By 1800 Hotel Time On 22sep14-Fee 1 Night-Excl Tax-Fees- Cxl By 6pm Est Day Of Arrival To Avoid Billing

Rf0014793 Red Roof Inn Seattle Airport  
2 Queen Beds Smoke-Free With Free  
Wifi-A Flat Screen Tv-Hairdryer-  
Room Also Includes Iron And Ironing Board  
Amer. Auto. Assn.  
Amer. Auto. Assn.  
Deposit Policy: During Certain Times Of The Year A Deposit For Partial Or  
Full Stay May Be Required At The Time Of Booking. If Deposit  
Is Required See Rate Rules To Avoid Forfeiture Of Deposit.

Cancellation Policy: Cxl By 1800 Hotel Time On 22sep14-Fee 1 Night-Excl Tax-Fees-  
Cxl By 6pm Est Day Of Arrival To Avoid Billing  
Guarantee Policy: Guar Types -Ax Dc Ds Mc Vi

**Special Requests**  
The hotel will be notified of your requests, but your selections may not be available at check-in.

☐ Non-Smoking Room
 ☐ High Floor

☐ King Bed
 ☐ Low Floor

☐ Away From Elevators
 ☐ Hypoallergenic Room

☐ Away From Ice Machine
 ☐ Wheelchair Accessible

☐ Smoking Room

+ Need additional hotel stays? You can add them on the Trip Review & Checkout page. [Back to rates](#) [Book Room](#)

Select up to three *Special Requests* then click **Book Room** or select **Back to rates**.

Once the room has been selected, the Trip Review & Checkout page displays.

# Car Search

The pickup location defaults to your flight destination airport; and the pick-up and return dates and times default to the dates and times of the flights you booked. You may also choose to book a car near the hotel you are at, or at an address. Click the button to open the applicable page.

The following may be options when booking a car (based on company policy):

- Pickup and Drop off location
- Type of Car
- Fuel type, Transmission type, 4WD/AWD
- Special Equipment

If the site has the Express Booking Button enabled, you can click on it and the system will automatically book a car for you based on your company's travel policy.

**Your trip so far...** Sun, May 18, 2014 - Fri, May 23, 2014 [view details](#)

**Search for a Car**

Legend: \*\*\* Company Preferred Out of Policy

**1 Where do you want to pick up the car?**

☒ Airport ☐ Hotel ☐ Address

\*Pick-up (airport or city): LHR

**2 Where do you want to drop off the car?**

☒ Same Location ☐ Different Location

**3 When do you need the car?**

\*Pick-up: 5/18/14 8:00 am \*Drop-off: 5/23/14 12:00 pm

**4 What type of car would you like to rent? (Select up to five types)**

Cars	SUV & Trucks	Vans & Wagons	Specialty
<input type="checkbox"/> Mini	<input type="checkbox"/> Compact SUV	<input type="checkbox"/> Mini Van	<input type="checkbox"/> Crossover
<input type="checkbox"/> Economy	<input type="checkbox"/> Intermediate SUV	<input type="checkbox"/> Standard Van	<input type="checkbox"/> Convertible
<input checked="" type="checkbox"/> Compact	<input type="checkbox"/> Standard SUV	<input type="checkbox"/> Full Sized Van	<input type="checkbox"/> Specialty Car
<input checked="" type="checkbox"/> Intermediate	<input type="checkbox"/> Full Sized SUV	<input type="checkbox"/> Compact Wagon	<input type="checkbox"/> Specialty Sport
<input checked="" type="checkbox"/> Standard	<input type="checkbox"/> Premium SUV	<input type="checkbox"/> Intermediate Wagon	<input type="checkbox"/> Specialty Luxury
<input checked="" type="checkbox"/> Full Size	<input type="checkbox"/> Luxury SUV	<input type="checkbox"/> Standard Wagon	<input type="checkbox"/> Premium Sport
<input checked="" type="checkbox"/> Premium	<input type="checkbox"/> All Terrain	<input type="checkbox"/> Premium Wagon	
<input type="checkbox"/> Luxury	<input type="checkbox"/> Compact Truck	<input type="checkbox"/> Luxury Wagon	
	<input type="checkbox"/> Standard Truck		
	<input type="checkbox"/> Full Sized Truck		

**5 What options do you prefer?**

4WD/AWD: ☐ yes ☒ no

Transmission type: ☐ manual ☒ automatic

Number of doors: ☐ 2 doors ☒ 4 doors

Preferred fuel type, if available: ☐ hybrid / green ☐ diesel ☒ unspecified

**6 Do you need any special equipment options? (select up to three)**

When you book a car, the car rental company will be notified of your special equipment request, but your selection may not be available.

<input type="checkbox"/> non-smoking car	<input type="checkbox"/> cellular phone	<input type="checkbox"/> luggage rack
<input type="checkbox"/> ski equipment rack	<input type="checkbox"/> automatic locks	<input type="checkbox"/> 1 infant child seat
<input type="checkbox"/> 2 infant child seats	<input type="checkbox"/> 1 child toddler seat	<input type="checkbox"/> 2 child toddler seats
<input type="checkbox"/> snow chains	<input type="checkbox"/> hand controls-right	<input type="checkbox"/> hand controls-left
<input type="checkbox"/> navigational system	<input type="checkbox"/> 2 door	<input type="checkbox"/> 4 door
<input type="checkbox"/> hatchback	<input type="checkbox"/> smoking car	

[Skip Car Search](#) [Express Booking](#) [Search Now](#)

Click the Search Now button to display car availability.



The company's preferred car companies are marked with stars. Three stars indicate the most preferred vendor. Out of policy options may be indicated with the red circle icon. The least expensive option is shaded with the price bolded.

Your trip so far... Sun, May 18, 2014 - Fri, May 23, 2014 <a href="#">view details</a>						
<b>Your Rental</b> Pick-up: 8:00 AM, May 19, 2014 London, England (LHR) Drop-off: 12:00 PM, May 23, 2014 London, England (LHR)						
Legend: ★★★ Company Preferred ⓧ Out of Policy						
Select a rental car by clicking a price below Unless otherwise noted, rates are based on unlimited mileage and cars include automatic transmission and air conditioning						
Car Rental Company	★★★	Compact	Intermediate	Standard	Full Size	Premium
<b>AVIS</b> Avis Hounslow, England (LHR) Car Rental Centre Northrop Rd United Kingdom 08445446000	★★★	 Total Price <b>\$302.65</b> Weekly Rate \$207.00 extra day \$29.00 <a href="#">Car Details</a>	 Total Price <b>\$304.04</b> Weekly Rate \$207.00 extra day \$29.00 manual <a href="#">Car Details</a>	 Total Price <b>\$412.61</b> Weekly Rate \$209.00 extra day \$40.00 ⓧ <a href="#">Car Details</a>	 Total Price <b>\$526.05</b> Weekly Rate \$263.00 extra day \$81.00 ⓧ <a href="#">Car Details</a>	 Total Price <b>\$526.05</b> Weekly Rate \$263.00 extra day \$81.00 ⓧ <a href="#">Car Details</a>
<b>Europcar</b> Europcar Hounslow, England (LHR) Northern Perimeter Road West Molesey United Kingdom 020-88970511		 Total Price <b>\$205.35</b> Weekly Rate \$180.30 manual <a href="#">Car Details</a>	 Total Price <b>\$232.12</b> Weekly Rate \$182.61 manual <a href="#">Car Details</a>	 Total Price <b>\$279.73</b> Weekly Rate \$214.75 manual ⓧ <a href="#">Car Details</a>	 Total Price <b>\$726.11</b> Weekly Rate \$584.20 ⓧ <a href="#">Car Details</a>	 Total Price <b>\$726.11</b> Weekly Rate \$584.20 ⓧ <a href="#">Car Details</a>
<b>Budget</b> Budget London, England (LHR) London Heathrow Airport United Kingdom 44 205 597 8095		 Total Price <b>\$213.54</b> Weekly Rate \$147.83 extra day \$20.86 manual <a href="#">Car Details</a>	 Total Price <b>\$258.94</b> Weekly Rate \$181.21 extra day \$25.43 manual <a href="#">Car Details</a>	 Total Price <b>\$258.94</b> Weekly Rate \$181.21 extra day \$25.43 manual ⓧ <a href="#">Car Details</a>	 Total Price <b>\$579.24</b> Weekly Rate \$419.10 extra day \$57.22 ⓧ <a href="#">Car Details</a>	 Total Price <b>\$579.24</b> Weekly Rate \$419.10 extra day \$57.22 ⓧ <a href="#">Car Details</a>
<b>SIXT</b> Sixt Car Rental Hounslow, England (LHR) London Heathrow Airport United Kingdom 0044 1449780039		 Total Price <b>\$246.24</b> Weekly Rate \$173.44 manual <a href="#">Car Details</a>	 Total Price <b>\$249.43</b> Weekly Rate \$180.75 manual <a href="#">Car Details</a>	 Total Price <b>\$303.54</b> Weekly Rate \$219.95 ⓧ <a href="#">Car Details</a>	 Total Price <b>\$716.83</b> Weekly Rate \$519.45 ⓧ <a href="#">Car Details</a>	 Total Price <b>\$716.83</b> Weekly Rate \$519.45 ⓧ <a href="#">Car Details</a>
<b>Thrifty</b> Thrifty London Heathrow, England (LHR) Colindale Bypass The Sheraton Heathrow Hotel United Kingdom 44 205 5978291		 Total Price <b>\$303.29</b> Daily Rate \$44.50 extra day \$44.50 manual <a href="#">Car Details</a>	 Total Price <b>\$319.50</b> Daily Rate \$47.21 extra day \$47.21 manual ⓧ <a href="#">Car Details</a>	 Total Price <b>\$319.50</b> Daily Rate \$47.21 extra day \$47.21 manual ⓧ <a href="#">Car Details</a>	 Total Price <b>\$335.71</b> Daily Rate \$49.91 extra day \$49.91 manual ⓧ <a href="#">Car Details</a>	 Total Price <b>\$335.71</b> Daily Rate \$49.91 extra day \$49.91 manual ⓧ <a href="#">Car Details</a>

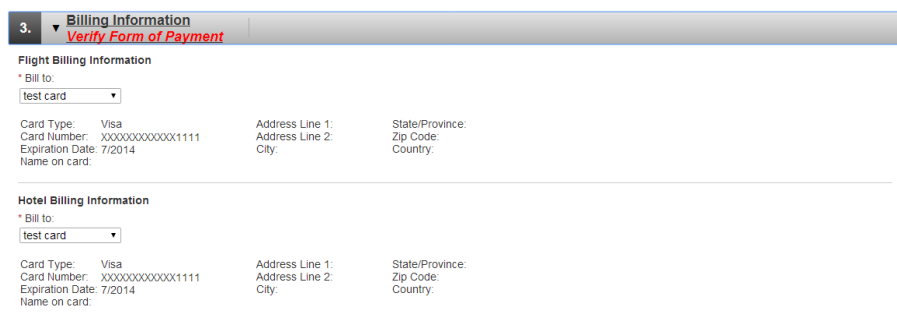
Select your preferred car option by clicking on the rate link.

# Completing the Reservation

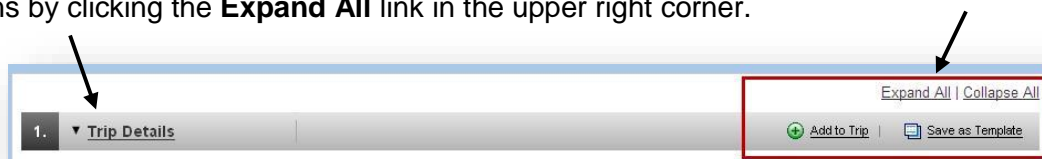
After selecting your hotel, the **Trip Review & Checkout** screen displays. At this point modifications can be made prior to purchasing the trip. You can also **Start Over** by clicking this link.

**Note:** Important information displays at the top of the **Trip Review & Checkout** screen. Information stored in your profile pre-populates in the appropriate corresponding fields of the checkout page. If the mandatory fields in a section on this page are completed (pre-populated from the profile or site settings where applicable), the section is collapsed even when non mandatory fields are empty.

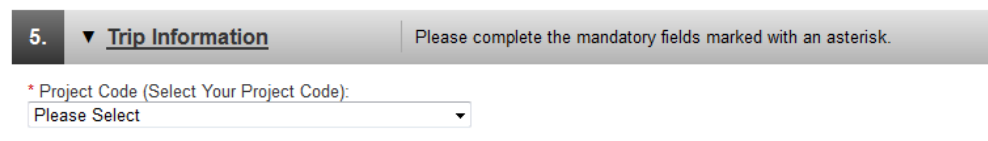
If any required field (marked with a red asterisk) is empty, then the entire section is displayed expanded and a message displays in the section's top bar stating: *Please complete the mandatory fields marked with an asterisk.* The only exception to this rule is the **Trip Details and Estimated Trip Cost** sections which are always expanded by default as they contain the itinerary and cost details.



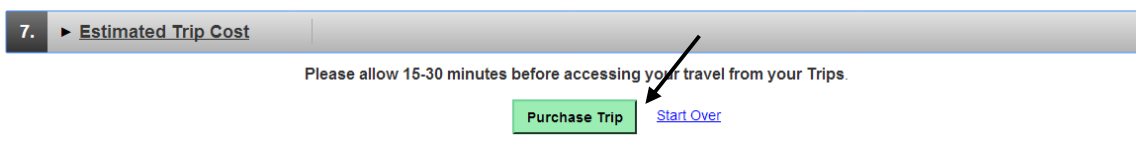
**Note:** Any section can be expanded or opened by clicking on the section title or expand all sections by clicking the **Expand All** link in the upper right corner.



**Reporting Information:** Your Company may require you to report department or trip information. Please fill out any required reporting fields. Any field with an \* asterisk is a required.



- Complete and verify all information, then click **Purchase Trip** to complete your booking.





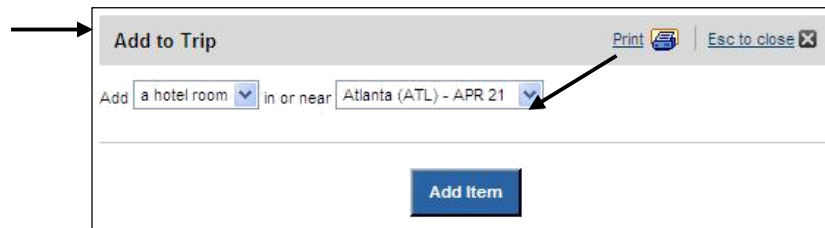
## Add to Trip

---

- Click the **Add to Trip** link in the upper right corner on the Trip Details line if you need to add to this trip. The **Add to Trip** light box displays.



- Select from the drop down list the trip element you wish to add and select the location and date.
- Click the **Add Item** button.



## Purchase the Trip

---

After clicking **Purchase Trip**, a pop-up window appears to advise that your credit card will be charged if you continue.

- Click **OK** once to confirm the purchase.



An itinerary confirmation displays.



You can now Logout or start a new trip.

In addition to the displayed confirmation, an itinerary confirmation is emailed to you similar to the one below.

```
Thank you for making your travel reservations through our site. Your reservation information appears below. Please keep
this information in a safe place so that you may refer to your itinerary and record locator for your trip.
https://www.virtuallythere.com/new/reservations.html?pnr=NE7FBK1D3QN6&name=Bear&language=0

*****
CONFIRMATION NUMBERS
SABRE Record Locator #: GJMVWU
Airline Record Locator #1 US-DOK9JT (US Airways) Car Rental Confirmation #1 ZE-E3223959383 (hertz) Hotel Confirmation #1
MC-82978895 (Marriott Hotels)

*****
Name(s) of people Traveling
Name: Mr Vernon Bear
Meal: standard

Fare Details: PHX US ATL92.09GJATSA2Y US PHX92.09GJATSA2Y USD184.18END ZPPHX ATL XFPHX4.5ATL4.5

Penalty: STNDBY/CHANGE FEE/NO RFND/CXL BY FLT DT/

*****
ITINERARY

AIR
Flight/Equip.: US Airways 610 Airbus A320
Depart: Phoenix(PHX) Tuesday, Apr 21 9:09 AM
Arrive: Atlanta(ATL) Tuesday, Apr 21 3:55 PM
Stops: non-stop; Miles: 1585
Class: Coach
Status: Confirmed
Seats Requested: 20D

CAR
Vendor: Hertz
Pick-up: Tuesday, Apr 21 4:00 PM Hartsfield-Jackson
Drop-Off: Wednesday, Apr 22 5:00 PM Hartsfield-Jackson Car size: intermediate Confirmation #: E3223959383
Rate: 99.99 USD/daily; Extra Day: 0; Extra Hour: 50
Total Car Cost: 197.69 USD
Special Requests:

HOTEL
Name: MARRIOTT ATLANTA DOWNTOWN Location: Atlanta, GA
Address: 160 SPRING STREET NW, Atlanta, GA 30303
Check-in: Tuesday, Apr 21 3:00 PM
Check-out: Wednesday, Apr 22 12:00 PM
Hotel Confirmation #: 82978895
Phone: 404-688-8600
Fax: 404-524-5543
Rate:
199.95 USD/night Special Requests:

AIR
Flight/Equip.: US Airways 656 Airbus A320
Depart: Atlanta(ATL) Wednesday, Apr 22 5:45 PM
Arrive: Phoenix(PHX) Wednesday, Apr 22 7:06 PM
Stops: non-stop; Miles: 1585
Class: Coach
Status: Confirmed
Seats Requested: 22C

Total Airfare (including taxes and/or applicable fees) 219.20 USD
Total Airfare (per person) 219.20 USD
Flight segments must be ticketed by close of business on Thursday, Mar 19, 2009

Penalty: STNDBY/CHANGE FEE/NO RFND/CXL BY FLT DT/

*****
AGENCY INFORMATION
Agency: David's Travel
Phone: 602-555-1234

*****
DELIVERY INFORMATION
Deliver To:
Name: Vernon Bear
Address: 345 Oak St
Phoenix, AZ, 85008
Phone: 602-555-2343
Email: david.laughlin@getthere.com
Shipment: Eticket

*****
PAYMENT INFORMATION
Visa Card Number: XXXXXXXXXXXX1111
*****
SPECIAL REQUESTS
General Requests or Special Needs:

*****
HAVE A GREAT TRIP
```

## Duplicate a Trip

The Duplicate Trip functionality may be used to expedite the booking process when you have multiple travelers with similar travel arrangements. This functionality is only available immediately after a trip is purchased.

**Note:** The name in the drop down defaults to Myself so you must select the correct traveler profile and click **Duplicate Trip**.

This will recreate the entire previously booked trip with all the components (air, car, and hotel). Any component can be modified. For example, if the car is not needed it can be removed. If the traveler wants a different hotel it can be modified.

Review all components and prices and proceed to purchase. Follow these steps for each traveler.

The screenshot shows a web interface for managing a trip. At the top, a section titled "Estimated Trip Cost Breakdown" displays "Flight Total: 168.50 USD" and "Trip Total: 168.50 USD". Below this is a "Trip Synchronization" section with links for "Sabre VirtuallyThere", "View this Itinerary", and "Outlook/Palm Calendar Dates". The "E-mail Itinerary" section includes a button labeled "E-mail Itinerary". The "Duplicate Trip" section contains the text "Duplicate this exact trip for another person?:" followed by a dropdown menu. The dropdown menu is open, showing options: "Myself", "Myself", "Bear, Vernon", and "GENERIC". A red arrow points to this dropdown menu. To the right of the dropdown is a button labeled "Duplicate Trip", which is also pointed to by a red arrow. At the bottom center is a "Logout" button.

Estimated Trip Cost Breakdown	
Flight Total:	168.50 USD
Trip Total:	168.50 USD

‡ Please note that this total is based on available information. The estimated cost may not include taxes and fees.

### Trip Synchronization

Sabre VirtuallyThere

[View this Itinerary](#) in Sabre VirtuallyThere for online access to your current itinerary, travel tools, flight notification, maps and driving directions, eTicket Receipt, weather and more.

**Outlook/Palm Calendar Dates**  
Keep track of this trip by adding it to your outlook or Palm calendar.

[Alaska Airlines flight 61 on Apr 22](#)

### E-mail Itinerary

Send a copy of your itinerary by e-mail. iCalendar attachments are included to integrate in a calendar program.

[E-mail Itinerary](#)

### Duplicate Trip

Duplicate this exact trip for another person?:

- Myself
- Myself
- Bear, Vernon
- GENERIC

[Duplicate Trip](#)

[Logout](#)

## Cancellations, Voids and Refunds

---

- To cancel a trip, display it from Trips and click **Cancel Trip**.

The Cancellation Information page requires a step to reconfirm the request.

- If you still wish to cancel this trip, **click the check box** that you agree to cancel this trip and click the **Cancel Trip Now** button.

**Cancellation Information**

\* = Required

**Cancellation Information**  
All items within this itinerary will be cancelled.

\* ☒ I have read the information above and agree to canceling this trip.

[Back](#) [Cancel Trip Now](#)

You may receive different messages when cancelling a trip. The system will determine if you are within the airline's grace period and if the ticket is eligible for a refund.

Cancelling within the airline's grace period:

- You may be eligible for a credit. This means that if you cancel within the airlines' grace period, the system will automatically void the ticket and credit the value back to the original form of payment.

Cancelling outside of the airline's grace period:

- If your ticket is non-refundable, the value of that ticket will be available as a credit to use towards a new trip.
- If your ticket is refundable, the value will be credited back to the original form of payment.

The Cancellation Confirmation page advises what action has taken place. The standard cancellation email is sent with additional information. Additional text includes refund/void breakdown information, text, and ticket number. If the ticket is non-refundable, no additional text will be included.

Cancellation Confirmation

This trip has been successfully cancelled.  
All segments within this itinerary have been cancelled and the airline will credit 557.90 USD to the card used to purchase this trip. Please allow the airline up to two billing cycles to credit this amount to that account.  
Please print this page for your records

Legend:
★★★ Company Preferred
✖ Out of Policy

Original Trip Information

Record Locator (PNR): BLQVNA  
Airline Confirmation: Alaska Airlines: FXJXAT  
Deliver To: vernon bear  
500 Main Street  
Juneau, AK 99811  
USA

Traveler Information

Traveler 1: Vernon J Bear  
Name: Vernon J Bear  
Meal Preference: standard

Flight Details | Roundtrip

JNU to ANC - Non-stop			
Tue, Sep 10	7:25 AM - 9:04 AM	Juneau, AK ( <u>JNU</u> ) to Anchorage, AK ( <u>ANC</u> )	 Alaska Airlines Flight 73 Seat 10A Class: Coach
ANC to JNU - 2 Stops			
Thu, Sep 12	3:36 PM - 7:13 PM	Anchorage, AK ( <u>ANC</u> ) to Juneau, AK ( <u>JNU</u> )	 Alaska Airlines Flight 66 Seat 10A Class: Coach

Base Airfare: 503.72 USD  
Taxes and Fees: 54.18 USD  
Flight Total: 557.90 USD

There may be times when the system is not able to determine the amount of the refund and the following message will display:

*All items within this itinerary have been cancelled. Please contact your travel agency to determine your refund amount or if there are any penalties associated with this cancellation. Please print this page for your records.*

When the tool is able to give you a refund amount but agent intervention is required, the system may display the following message:

*All items within this itinerary have been cancelled and a credit request for {0} has been submitted to your travel agency for processing. After the agency submits the request to the airline, it may take up to two billing cycles for the credit to appear on the statement of the card used to purchase this trip. Please print this page for your records.*

In addition to the displayed cancellation, an itinerary cancellation notice is emailed to you. The following is an example of a cancelled trip notice.

**Note:** The Record Creation Time is Pacific Standard Time.

THIS RESERVATION HAS BEEN CANCELLED:

Record Identifier: 1370257446.98156 tnustravel.dir/soatest Record Creation Time: 2013-06-03 11:06:19.0 This PNR was queued to SABRE SABRE Record Locator #: BLQVNA Airline Record Locator #1 AS-FXJXAT (Alaska Airlines)

AGENCY INFORMATION

Agency: Corporate Travel Management  
Juneau, Alaska, US  
Phone: 907-500-4292

Deliver To:

Name: Vernon Bear  
Address: 500 Main Street  
Juneau, AK, 99811  
Phone: 907 500-4260  
Email: [fakeemail@fake.com](mailto:fakeemail@fake.com)

Name(s) of people Traveling: Vernon J bear

\*\*\*\*\* ITINERARY \*\*\*\*\*

AIR

Flight/Equip.: Alaska Airlines 73 Boeing 737-400

Depart: Juneau (JNU)/Tuesday, Sep 10 7:25 AM Arrive: Anchorage (ANC)/Tuesday, Sep 10 9:04 AM

AIR

Flight/Equip.: Alaska Airlines 66 Boeing 737-400

Depart: Anchorage (ANC)/Thursday, Sep 12 3:36 PM Arrive: Juneau (JNU)/Thursday, Sep 12 7:13 PM

\*\*\*\*\*

Total Airfare (including taxes and/or applicable fees): 557.90 USD Less Airline Cancellation Penalty (including applicable taxes): 0.00 USD Estimated Airfare Credit Amount: 557.90 USD

All segments within this itinerary have been cancelled and the airline will credit 557.90 USD to the card used to purchase this trip. Please allow the airlines up to two billing cycles to credit this amount to that account.

Ticket Number: 0277232718736

Name on charge card: BEAR

Visa Card Number: 4288

\*\*\*\*\*

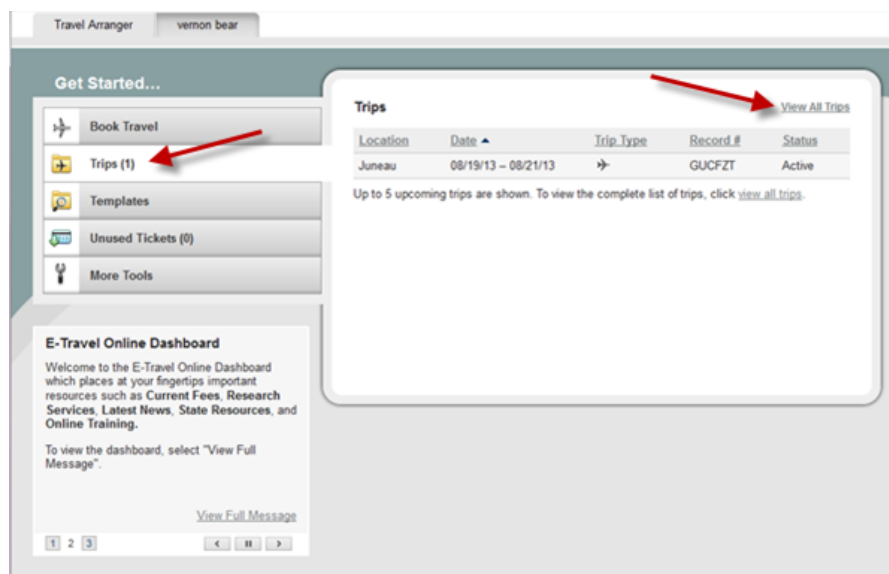
## Air Exchanges

The booking tool allows travelers to modify and exchange existing air reservations. Travelers will be able to view the complete exchange calculation with price differences and penalties.

**Note:** This process is only applicable to pending trip changes. If you would like to apply an unused ticket on file towards a new trip, the unused ticket information must be inserted in the special instruction box before purchasing.

To exchange an existing reservation, complete the following steps:

- Click on the **Trips** tab, select **View All Trips**.



- Select the trip to be changed.

Trips

Display: 

All Trips

For: 

Bear, Vernon

Bear, Vernon's trips

Active Trips

Vernon Bear	Dallas/Ft Worth Mar 26, 2013 at 01:25 AM	Flight	Record # PNGVRS	<div>Select</div>
-------------	--	--------	-----------------	-------------------

Past Trips

Traveler	Destination	Trip Type	Notes	Select
Vernon Bear	Anchorage Feb 25, 2013 at 10:22 AM	Flight Hotel Room Rental Car	Record # LKDYC Archived	<div>Select</div>
Vernon Bear	Anchorage Feb 18, 2013 at 10:22 AM	Flight	Record # BIODPA Archived	<div>Select</div>
Vernon Bear	Orlando Feb 06, 2013 at 12:30 AM	Flight	Record # LXMYIN Archived	<div>Select</div>

- Click **Modify this flight**.



**Trip Details**  
Mon, Aug 19, 2013 - Wed, Aug 21, 2013

Legend: ★★★ Company Preferred ✗ Out of Policy [Print this Itinerary](#)

**Confirmation Information**

Record Locator (PHR): GUCFZT  
Airline Confirmation: Alaska Airlines: MFEAHB  
Deliver To: vernon bear  
500 Main Street  
Juneau, AK 99811  
USA

**Traveler Information**  
Traveler 1: Vernon Bear  
Name: Vernon Bear  
Meal Preference: standard

**Flight Details | Roundtrip**

ANC to JNU - Non-stop [Modify this flight](#)

Mon, Aug 19	8:00 AM - 9:35 AM	Anchorage, AK <a href="#">[ANC]</a> to Juneau, AK <a href="#">[JNU]</a>	 Alaska Airlines Flight 62 Seat 10A Class: Coach Online Check-in is available 24 hours before the scheduled departure time.
-------------	-------------------	--	--

JNU to ANC - 2 Stops [Modify this flight](#)

Wed, Aug 21	10:05 AM - 1:50 PM	Juneau, AK <a href="#">[JNU]</a> to Anchorage, AK <a href="#">[ANC]</a>	 Alaska Airlines Flight 61 Seat 19A Class: Coach Online Check-in is available 24 hours before the scheduled departure time.
-------------	--------------------	--	--

- Enter new information and click **Begin Search**.

**Your trip so far...** Mon, Aug 19, 2013 - Wed, Aug 21, 2013 [view details](#)

**Modify Flight**  
 Company Announcements

Legend: ■ Company Negotiated Rate ★★★ Company Preferred ✗ Out of Policy

**1 Where would you like to go?** \* = Required

\* From (airport or city):  \* To (airport or city):

**2 When would you like to go?**

\* Depart:  leaves

**3 What other options would you like to search?**

Cabin Class:

Fare Type:

[Begin Search](#)

- Select the new flight.

Your trip so far... Mon, Aug 19, 2013 - Wed, Aug 21, 2013 [view details](#)

**Select Flights**  
Anchorage, AK (ANC) to Juneau, AK (JNU)

Company Announcements

All times are local to each city

Legend: Company Negotiated Rate Company Preferred Out of Policy

2 Itinerary options : 1-2

Departure	Arrival	Airline	Notes	Price (estimate)
<b>Option 1</b>				
3:38 PM - Mon, Aug 19 Anchorage, AK (ANC)	7:12 PM - Mon, Aug 19 Juneau, AK (JNU)	 Flight 66 - Boeing 737-400 Class: Coach <a href="#">Fare Rules</a>	25 stops Total flight time 3:34 568 miles 93% on-time <a href="#">View seats</a>	Original Total: 557.90 USD Refund Amount: <b>3.90 USD</b> 
JNU - ANC - Same as original ticket				
<b>Option 2</b>				
12:45 PM - Mon, Aug 19 Anchorage, AK (ANC)	2:19 PM - Mon, Aug 19 Juneau, AK (JNU)	 Flight 64 Class: Coach <a href="#">Fare Rules</a>	Non-stop Total flight time 1:34 568 miles N/A on-time <a href="#">View seats</a>	Original Total: 557.90 USD Cost to Change: <b>0.00 USD</b> 
JNU - ANC - Same as original ticket				

2 flight options : 1-2

- Review the trip and continue with the normal booking process.

**Note:** Be sure to review the cost to change.

Due to sensitive information, do not leave this page unattended.  
Please Note: NON-ENDORSABLE/VALID ON AS ONLY /, Fares not guaranteed until ticketed.  
Click on the Fare Rules link for itinerary rules and restrictions prior to purchase.

Legend: Company Preferred Out of Policy

[Expand All](#) | [Collapse All](#)

**1. Trip Details** Add to Trip Save as Template

**Flight Details | Oneway**

JNU to ANC - Non-stop [Modify this flight](#)

Thu, Oct 17 7:25 AM - 9:05 AM Juneau, AK (JNU) to Anchorage, AK (ANC) [Fare Rules](#)   
Alaska Airlines  
Flight 73  
Seat not assigned  
Class: Coach

Base Airfare:	251.86 USD
Taxes and Fees:	29.79 USD
Flight Total:	281.65 USD
New Flight Total:	281.65 USD
Original Flight Total:	- 277.75 USD
Fare Difference:	3.90 USD
Reissue Penalty Fee:	0.00 USD
Applied Fare Difference:	3.90 USD
<b>Total Cost to Change:</b>	<b>3.90 USD</b>

*This amount will be charged to your original form of payment*

**Seat Assignment**  
Add or modify your flight seat assignments. [Select/Modify Seats](#)

If the tool is unable to determine whether you can use the original value, the message below will display above the seat map. You can still submit the request to change, however it will require assistance from an agent.



SABRE Record Locator #: GUCFZT  
Airline Record Locator #1 AS-MFEAHB (Alaska Airlines)

\*\*\*\*\*

Name(s) of people Traveling

Name: Vernon Bear

Meal: standard

Fare Details: ANC AS JNU251.86AS ANC251.86USD503.72END ZPANCJNU0YAK0CDV0 XF  
ANC3JNU4.5

Penalty: NON-ENDORSABLE/VALID ON AS ONLY /

\*\*\*\*\*

#### ITINERARY

AIR

Flight/Equip.: Alaska Airlines 64

Depart: Anchorage (ANC) Monday, Aug 19 12:45 PM

Arrive: Juneau (JNU) Monday, Aug 19 2:19 PM

Stops: non-stop; Miles: 568

Class: Coach

Status: Confirmed

Seats Requested:

AIR

Flight/Equip.: Alaska Airlines 61

Depart: Juneau (JNU) Wednesday, Aug 21 10:05 AM

Arrive: Anchorage (ANC) Wednesday, Aug 21 1:50 PM

Stops: 1; Miles:

Class: Coach

Status: Confirmed

Seats Requested:

\*\*\*\*\*

Base Airfare (per person) 503.72 USD

Total Taxes and/or Applicable fees (per person) 54.18 USD Total Flight (per person) 557.90 USD Flight  
segments must be ticketed by close of business on Thursday, May 23, 2013

Penalty: NON-ENDORSABLE/VALID ON AS ONLY /,

New Flight Total (including taxes and/or applicable fees): 557.90 USD Original Flight Total (including  
taxes and/or applicable fees): 557.90 USD Fare Difference: 0.00 USD Reissue Penalty Fee: 0.00 USD  
Applied Fare Difference: 0.00 USD Total Cost to Change: 0.00 USD

\*\*\*\*\*

#### PAYMENT INFORMATION

Original ticket number: 0277230424070

Name on charge card: Vernon J Bear

Visa Card Number: 1111

\*\*\*\*\*

#### SPECIAL REQUESTS

General Requests or Special Needs:

## Guest Traveler Booking

Select the *guest* profile from the My Travelers list to begin booking travel for a non-profiled traveler. In the example below, **CJI** is the name of the *guest* profile.

Travel Arranger | Vernon A Bear

Home | Trips | Profile | Templates

**My Travelers**

Vernon A Bear  
You have more than 50 travelers. Enter a name to search for a traveler.

Last Name:  First Name:  [Search Again](#)

☐ [CJI](#)

**Frequent Travelers** | [Trips - List View](#) | [Trips - Calendar View](#)

Traveler (1 of 10)	Alerts 2	E-mail	Phone Number
<a href="#">Bear, Vernon</a>		<a href="#">online@ustravel.com</a>	206-674-4442

Once the *guest* profile is selected, follow the Profiled Traveler procedures to book a trip.

Travel | **CIBT Visa Services**

Travel Arranger | **CJI**

**Get Started...**

[Book Travel](#)

☒ **Flight** ☒ **Hotel**

The only difference will be a few required entries on the final Trip Review & Check Out page in Section 2 and Section 4.

Travel Arranger | **CJI**

**Trip Review & Checkout**

**Company Announcements**  
**Trip Review & Checkout Tips:**  
 ■ **Fares** are not guaranteed until ticketed.

- Section 2, Traveler Information - **ENTER** the traveler's first name and middle name or initial in the First Name field box. **REMOVE THE GUEST PROFILE NAME** from the Last Name box and **ENTER** the traveler's last name.

**2. Traveler Information**  
**FOR GUEST TRAVELERS**  
 Remove guest last name and insert **FIRST** and **LAST** name in correct boxes

Please complete the mandatory fields marked with an asterisk.

Who is traveling?

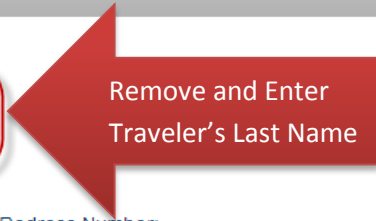
\* First and Middle Name:  \* Last Name:

Provide [TSA Information](#) For Faster Check-in

\* Date of Birth:    \* Gender:  [Redress Number:](#)

Any special requests?

Special Needs:  Meal Requests (when possible):



- Section 4, Traveler Contact Information – It is not necessary to remove the GUEST profile name from this section. **DO ENTER** the traveler's email and phone number here.

**4. Traveler Contact Information**  
 Please complete the mandatory fields marked with an asterisk.

\* Recipient:  **DO NOT remove the guest name**

Ticket Type:

E-mail Address:

\* Address Line 1:

Address Line 2:

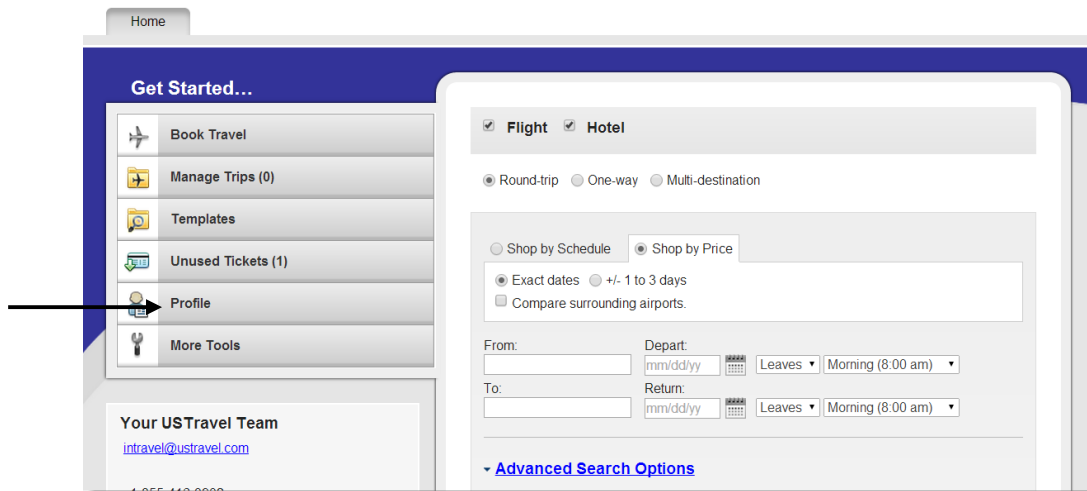
\* City:  \* State/Province:  \* Zip:

\* Country:

\* Telephone #:

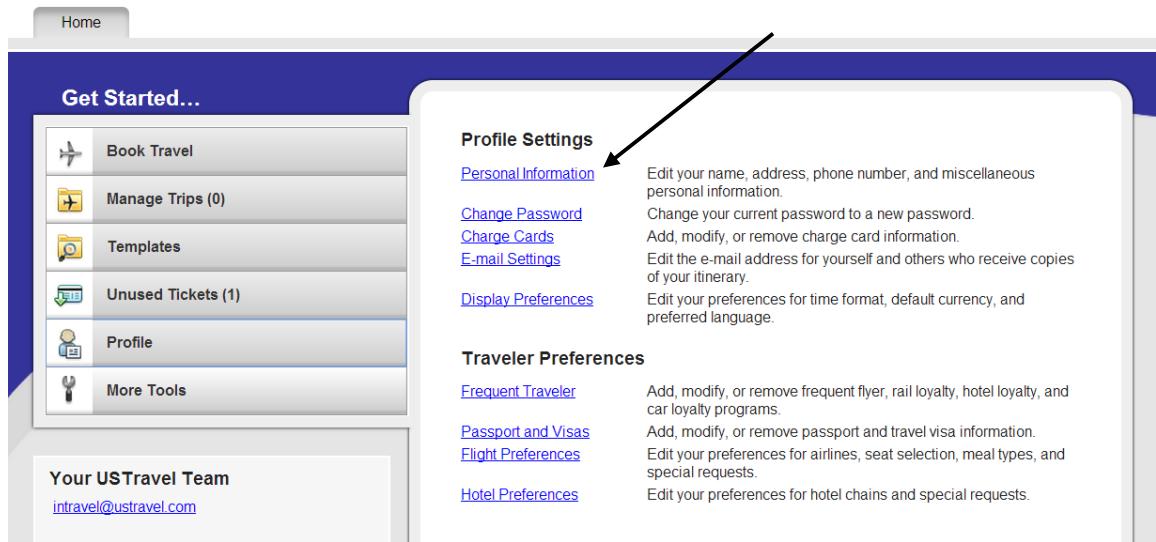
Continue by following the same steps used for a profiled traveler to complete this booking.

# Profiles



From the home page you can click on the Profile option on the left menu bar to update the profile.

- Click on the link containing the information you would like to update.




Traveler: Vernon T Bear Site: Log Out

---

[Home](#) [Trips](#) [Profile](#) [Templates](#)

---

### Flight Preferences

**Company Announcements**  
Your profile details will be used for online and agent-assisted bookings. Please ensure this information is accurate and complete.

### My Flight Preferences

Please update all preferences for flight before purchasing your ticket.

Home Airport:  [Find city/airport](#)

Seat Preference:

☒ Show detailed seat availability information.

Meal Preference:

[Back](#) [Save](#)

[? Help with this page](#)

#### Profile Settings

- [Personal Information](#)
- [Change Password](#)
- [Change Cards](#)
- [E-mail Settings](#)
- [Display Preferences](#)

#### Travel Preferences

- [Frequent Traveler](#)
- [Passport and Visas](#)
- [Flight Preferences](#)
- [Hotel Preferences](#)
- [Car Preferences](#)

#### Arranger Settings

- [My Travelers](#)
- [My Arrangers](#)


**Note:** Be sure to click the Save button at the bottom of each screen being modified to save your changes.

**Note:** If you want the flight seating preference to display on the seat selection map, you must check the **Show detailed seat availability information** check box.



Below is an example of the Personal Information page.

**Personal Information**

 **Company Announcements**  
Your profile details will be used for online and agent-assisted bookings. Please ensure this information is accurate and complete.

\* = Required

**Name, Address and Phone Number**

For your security, information stored in your profile may be masked.

- Your name listed below must match your government issued ID (i.e. passport or driver's license)
- Remember to fill out the **TSA Secure Flight** fields. This will facilitate boarding pass issuance and security clearance. Note that the **Redress Number** field should only be used if you have been issued a Redress Number by the **DHS**. Most Travelers will not have a Redress Number.
- Please follow formatting guidelines below when applicable and avoid using punctuation. (e.g. ã, ô, -, ., etc.)

\* First Name:

Vernon

Middle Name:

T

\* Last Name:

Bear

\* E-mail Address:

online@ustravel.com

Gender:

\*\*\*\*\*

(Requested by: [TSA](#))

Date of Birth:

\*\*\*\*\*

\*\*

\*\*\*\*

(Requested by: [TSA](#))

Redress Number:

(Requested by: [TSA](#))

Job Title:

Company:

\*Agency Purposes Only - Please do not edit these fields.

Phone field format example: (XXX XXX-XXXX)

\* Country:

USA

\* Address 1:

2925 First Ave S

Address 2:

\* City:

Seattle

\* State/Province:

WA

\* Postal Code:

98134

\* Work Phone:

206-674-4441

Home Phone:

Mobile:

Expiration Date Reminders:

on

Home Address

Street Address:

Other (Suite or Apartment):

City:

State or Province:

Other Information

Known Traveler Number (if applicable):

Airline Frequent Flyer Status (example: AA):

Other Memberships

Other Memberships (example AARP 123456):

Other Memberships (example: AAA-123):

Emergency Contact Information

Emergency Contact Name:

Emergency Contact Relation:

Emergency Contact Phone Number:

Back

Save

# Create a Trip Template

You can create a template from a researched trip or from a purchased trip to use to purchase future travel. A template can be used to book recurring travel very quickly and easily.

- Click the **Save as Template** link in the upper right corner.

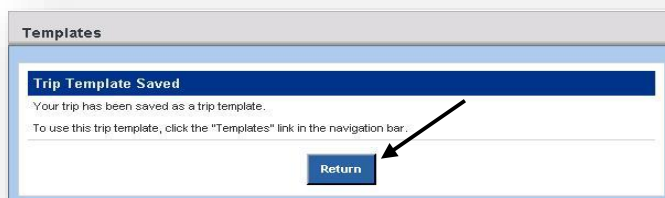


- Enter the template name and click the **Save Template** button.

A screenshot of a form titled 'Save as Trip Template'. At the top right are links for 'Print' and 'Esc to close'. The main text says 'Save this trip as a Trip Template if you plan on booking this itinerary again.' Below this is a text input field labeled 'Template Name:'. Underneath the field is a checkbox labeled 'Make this template available to other travelers.' At the bottom right of the form is a blue button labeled 'Save Template'. An arrow points to the 'Save Template' button.

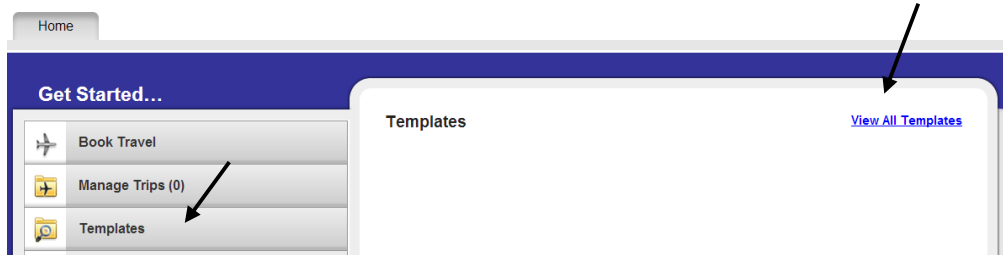
A message displays indicating your template is saved.

- Click the **Return** button to return to your booking.



# Access a Trip Template

- Click on the **Templates** option to use a saved template.
- Click on the **View All Templates** link. All templates display.



- Select the template you wish to use.

Templates					
Template Name	Locations	Duration	Trip Type	Template Type	Select
Aug 18th Sea to Ind	Seattle-Tacoma International Airport ( <a href="#">SEA</a> ) International ( <a href="#">IND</a> )	1 day	Flight Hotel Room	Personal Template	<a href="#">Select</a>

- Enter your new trip dates and click the **Price Itinerary** button.
- To delete a template, select the template and click the **Delete** button at the bottom of the display.

Template Details

Template Name: Aug 18th Sea to Ind

To delete this trip template, click the Delete button.

Flight Details | Roundtrip

SEA to IND

Travel Date: (Begin)  
Mon, Aug 18, 2014

6:40 AM - 9:20 AM

Seattle, WA ([SEA](#)) to  
Los Angeles, CA ([LAX](#))

Alaska Airlines  
Flight 466  
Class: Coach

11:00 AM - 6:10 PM

Los Angeles, CA ([LAX](#)) to  
Indianapolis, IN ([IND](#))

Alaska Airlines  
Flight 1424  
Class: Coach

IND to SEA

Travel Date: (End)  
Tue, Aug 19, 2014

8:17 AM - 9:30 AM

Indianapolis, IN ([IND](#)) to  
Los Angeles, CA ([LAX](#))

Alaska Airlines  
Flight 5162  
Class: Coach

11:00 AM - 1:30 PM

Los Angeles, CA ([LAX](#)) to  
Seattle, WA ([SEA](#))

Alaska Airlines  
Flight 439  
Class: Coach

Hotel Details

Indianapolis, IN

Check In: Mon, Aug 18, 2014  
Check Out: Tue, Aug 19, 2014  
Total Hotel Stay: 1 nights

Holiday Inn Express Nw Pk  
100  
7220 Woodland Drive  
Indianapolis, IN 46278  
Telephone: 1-317-290-1212  
Fax Phone: 1-317-291-1579

Use This Trip Template

To use this trip template to create a new reservation, select your travel dates and then click the Price Itinerary button.

Travel Date: (Begin)  
8/14/14

Travel Date: (End)  
8/15/14

[Cancel](#) [Delete](#) [Price Itinerary](#)

Company Announcements

WARNING: Enter actual travel dates before pricing itinerary.

# Share a Trip Template

Once saved, a template can be shared with another user.

- On the **Home** page, click on **Templates**.
- Locate the template you want to share.
- Click on **Share Template**.

The screenshot shows the 'Template Details' page for a trip named 'Aug 18th Sea to Ind'. It includes flight details for a roundtrip from SEA to IND. On the right side, there is a 'Share Template' button highlighted with a red box and an arrow pointing to it. Below it is a 'Rename Template' section.

**Template Details**

Template Name: Aug 18th Sea to Ind

To delete this trip template, click the Delete button.

**Flight Details | Roundtrip**

SEA to IND

Travel Date: (Begin) 6:40 AM - 9:20 AM Seattle, WA (SEA) to Los Angeles, CA (LAX) Alaska Airlines Flight 466 Class: Coach

11:00 AM - 6:10 PM Los Angeles, CA (LAX) to Indianapolis, IN (IND) Alaska Airlines Flight 1424 Class: Coach

IND to SEA

**Share Template**

To share this trip template with another user, click the Share Template button.

**Rename Template**

To rename a trip template, enter a new name and then click the Save button.

Template Name: Aug 18th Sea to Ind

**Save**

- Enter the last name of the person or the first name of the guest profile that you want to share the template with.
- Click on **Search**.

The screenshot shows the 'Share Your Template with a Traveler' form. It has input fields for 'First Name' and 'Last Name'. Below these fields are 'Cancel' and 'Search' buttons. An arrow points to the 'Search' button.

**Share Your Template with a Traveler**

Please enter the first and/or last name of the traveler with whom you want to share your template and then click Search.

First Name:

Last Name:

**Cancel** **Search**

- **Select** the person or the guest profile.

The screenshot shows the 'Search Again to Share Your Template with a Traveler' form. It has input fields for 'First Name' and 'Last Name'. Below these fields are 'Cancel' and 'Search Again' buttons. Below the search section is a table titled 'Select a Traveler to Share Your Template' with columns for 'Traveler's Name', 'Phone Number', 'E-mail', and 'Select'. The first row shows 'Never, William' with phone number '907-500-4262' and email 'online@ustravel.com'. The 'Select' column has a green 'Select' button highlighted by an arrow. At the bottom is a 'Back' button.

**Search Again to Share Your Template with a Traveler**

Please enter the first and/or last name of the traveler with whom you want to share your template and then click Search Again.

First Name:

Last Name:

**Cancel** **Search Again**

**Select a Traveler to Share Your Template**

Traveler's Name	Phone Number	E-mail	Select
Never, William	907-500-4262	online@ustravel.com	<b>Select</b>

**Back**

**Note:** A confirmation displays confirming the template has been shared.

## Saving Trip Research

**Trip research** cannot be saved in the booking tool, but may be saved by using Microsoft XPS Document Writer, a printing option found on all computers using Microsoft programs. You can use Document Writer to store the copy of the itinerary and then, if desired, attach a copy to an email to send to a selected recipient.

After building the itinerary for air or hotel, the **Trip Review & Checkout** screen displays.

**Trip Review & Checkout**

**Company Announcements**  
Trip Review & Checkout Tips:  
■Fares are not guaranteed until ticketed.  
■Cancellations, Modifications and Changes to ticketed Itineraries - contact USTravel for any of these requests.

**Due to sensitive information, do not leave this page unattended.**  
Flight segments must be ticketed by close of business on **August 14**.  
Your travel selections include non-refundable fares. If your ticket is not used on or by the travel date(s) specified on your tickets, the unused portion may have no value after that date and/or after the flight has departed.  
**Please Note:**NON REFUNDABLE/CHANGE/PEN FEE APPLIES Fares not guaranteed until ticketed.  
Click on the Fare Rules link for itinerary rules and restrictions prior to purchase.

Legend: ★★★ Company Preferred ⓧ Out of Policy

[Expand All](#) | [Collapse All](#)

**1. Trip Details** [Add to Trip](#) [Save as Template](#)

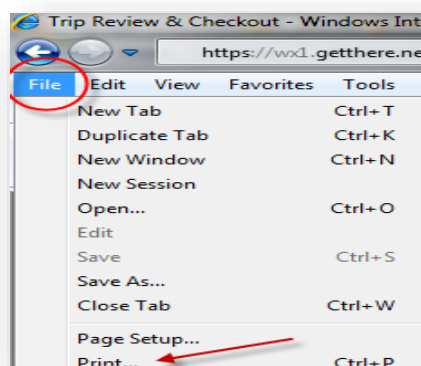
**Flight Details | Oneway**

IND to SEA - 1 Stop [Change this flight](#) [Remove this flight](#)

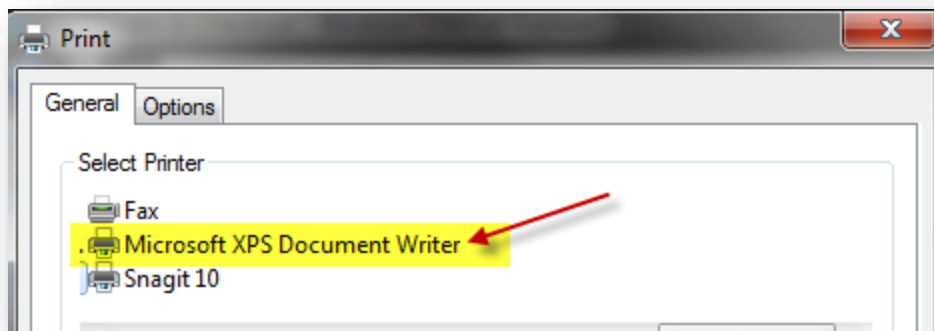
Date	Time	From	To	Airline	Flight	Class
Mon, Sep 22	6:28 AM - 7:06 AM	Indianapolis, IN (IND)	Denver, CO (DEN)	Frontier	609	Coach
	7:43 AM - 9:28 AM	Denver, CO (DEN)	Seattle, WA (SEA)	Frontier	137	Coach

Base Airfare: 136.74 USD  
Taxes and Fees: 32.86 USD  
Flight Total: **169.60 USD**

- Using the File option at the top of the screen, click on **Print**.



- Locate and select the Microsoft XPS Document Writer.



- Click on **Save the file as**.
- Save in a your preferred location
- To send in an email, locate the saved itinerary and attach to the email.

**Note:** Depending on how the computer is set up, either the **Save the file as** screen with folder options or a flashing icon in the task bar displays.

# Trips

From the **Trips** option on the left menu bar, you can view upcoming trips, past trips, and cancelled trips.

English

Welcome, Vernon T Bear | ? | [log out](#)  
Site: State of Indiana

Home

**Get Started...**

- Book Travel
- Manage Trips (5)
- Templates
- Unused Tickets (0)

**Trips** [View All Trips](#)

Location	Date	Trip Type	Record #	Status
Redmond/Bend	08/03/14 – 08/19/14	✈️	EQQFTJ	Ticketed
Portland	08/03/14 – 08/18/14	✈️	UHTFNJ	Ticketed
Portland	08/03/14 – 08/18/14	✈️	EGHBBK	Ticketed
Pasco	08/05/14 – 08/18/14	✈️	AJEQXM	Active

- Click on the booking you want to view.

The following is an example of a previously booked trip.

**Trip Details**  
Wed, Aug 13, 2014 – Thu, Aug 14, 2014

Please note that this reservation is ticketed.

Legend: ★ Company Preferred ✖ Out of Policy

**Original Trip Information**

Record Locator (PNR): RTPDCA  
Airline Confirmation: Alaska Airlines: BLYDCD  
Hotel Confirmation: Westmark Baranof: 340921953  
Car Confirmation: Budget: 600000000USD  
Deliver To: Vernon Bear  
PO Box 110254  
JUNEAU, AK 99811  
USA

**Traveler Information**  
Traveler 1: Vernon Bear  
Name: Vernon Bear  
Meal Preference:

**Flight Details | Roundtrip**

ANC to JUN - 2 Stops  
Wed, Aug 13 3:40 PM - 7:13 PM Anchorage, AK (ANC) to Juneau, AK (JUN) Alaska Airlines Flight 66 Seat 21D Class: Coach

JUN to ANC - 2 Stops  
Thu, Aug 14 10:10 AM - 1:54 PM Juneau, AK (JUN) to Anchorage, AK (ANC) Alaska Airlines Flight 61 Seat C38 Class: Coach

Base Airfare: 456.00 USD  
Taxes and Fees: 52.90 USD  
Flight Total: 508.90 USD

**Hotel Details**  
JUNEAU, AK  
Check-In: 3:00 PM, Wed, Aug 13 State of Alaska Economy - No. Economy 1 Double 1 Twin - One Double And  
Check-out: 11:00 AM, Thu, Aug 14 One, Twin Bedded Room On 2nd Floor With A Limited  
Total Hotel Stay: 1 night  
Number of rooms: 1  
Special Requests: Non-Smoking Room  
Westmark Baranof  
127 N Franklin  
JUNEAU, AK 99801 USA  
Maps & Directions  
Vista A Sector  
Telephone: 1-907-5862660  
Fax Phone: 1-907-5868315

**Cancellation Rules**  
Cancel Latest By 12-Aug-14 12am To Avoid Penalty Of 149.00  
Average Nightly Rate: 149.00 USD  
Estimated Sum of Nightly Rates: 149.00 USD  
Estimated Taxes and Fees: unavailable  
Estimated Hotel Total: 149.00 USD

**Car Details**  
JUNEAU, AK  
Pick-up: 8:00 PM, Aug 13, 2014 - Juneau, AK (JUN)  
Drop-off: 10:00 AM, Aug 14, 2014 - Juneau, AK (JUN)  
Intermediate SUV  
Ford Escape 2-wheel or similar  
air conditioning  
automatic transmission  
Car Rate Policy  
Budget  
JUNEAU, AK (JUN)  
1873 Shell Simmons Dr  
USA  
907-790-1086

Daily Car Rate: 41.90 USD  
Estimated Car Total: 62.49 USD

**Estimated Trip Cost Breakdown**

	Flight Total	Hotel Total	Car Total	Trip Total
JUNEAU, AK - JUNEAU, AK	508.90 USD	149.00 USD	62.49 USD	719.39 USD

Please note that this total is based on available information. The estimated cost may not include taxes and fees.

**Trip Synchronization**

Send this Itinerary to TripCase  
To send your itinerary to TripCase, the itinerary management application for your smartphone that helps you stay informed, empowered and connected when you travel, click the Send Itinerary button. If you don't have a TripCase account, click on the Create an Account link below.  
Create an Account Learn More

Outlook/Smartphone Calendar Dates  
Keep track of this trip by adding it to your Outlook or Smartphone calendar:  
✈️ Alaska Airlines Flight 66 on Aug 13  
✈️ Alaska Airlines Flight 61 on Aug 14  
🏨 Hotel stay in Juneau at the Westmark Baranof from Aug 13 to Aug 14  
🚗 Car rental at JUN with Budget from Aug 13 to Aug 14

E-mail Itinerary Cancellation  
Send an e-mail to inform the cancellation of your itinerary.  
E-mail Itinerary Cancellation

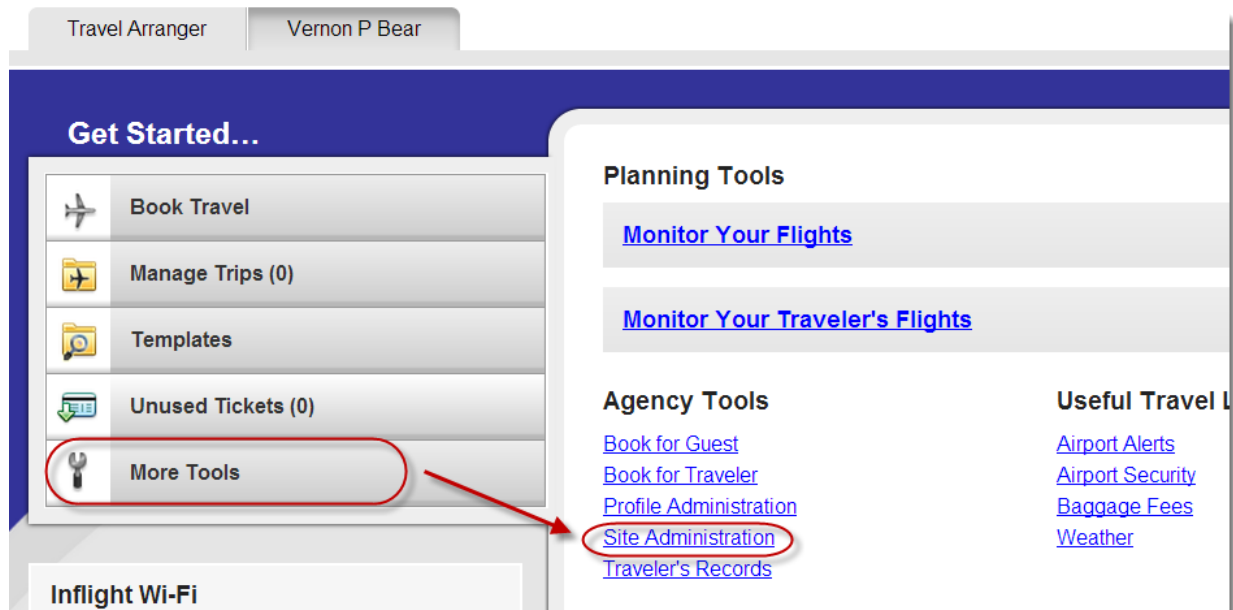
Back To Trips

# Admin Profile Creation

The following instructions are available for Travel Administrators only.

## Creating a User:

Select “**Site Administration**” on the home page.



Next search to make sure new user does not have an existing account. Search by First, Last Name or Userid.

The screenshot shows the 'User Administration' page with the heading 'Manage your site's user accounts with this page.' Below this is a section titled 'Search for a user to restore site access' with the instruction: 'Use the form below to search for a user and restore their site access.' A paragraph explains the search criteria: 'To conduct a search, enter the username, employee number or the user's first name or last name. The more fields that are entered, the more narrow the search for matching user accounts. If the criteria you enter matches at least one user, the system will return a page that displays the following information, as applicable to your site: the user's last name, first name, employee number, username, email address, GDS profile name and sub-site name.' The form contains four search criteria, each with a text input field: 'Search for a user with the following username:', 'OR Search for a user with the following employee number:', 'OR Search for a user with the following first name:', and 'Search for a user with the following last name:'. Below these is a dropdown menu for 'Select the maximum number of matches to return for review:' set to '25', and a checkbox for 'Should search results only display exact matches?' set to 'No' with a 'what's this?' link. A 'Search' button is located at the bottom right.



Then select “Add User”

The screenshot shows the 'Site Administration' interface. At the top, a red banner displays the 'G' logo and the text 'Site Administration'. Below this, a grey bar indicates the user is logged in for 'State of Indiana' with the administrator name 'Vernon Bear'. A sidebar on the left contains a 'Support' link and a menu with 'Add User' (highlighted in yellow), 'Restore User', and 'Profile Administration'. The main content area is titled 'User Administration' and includes instructions on how to manage user accounts. It features a search section with four input fields for username, employee number, first name, and last name, each preceded by 'Search for a user with the following' and separated by 'OR'. Below the search fields are two dropdown menus: 'Select the maximum number of matches to return for review:' (set to 25) and 'Should search results only display exact matches?' (set to No). A 'Search' button is located at the bottom right of the search section.

Enter user Personal and User Information:

## Personal Information:

The screenshot shows the 'Add a New User' form. At the top, the title 'Add a New User' is displayed. Below it, a paragraph explains that this page enables creating new user accounts and that new users will not have to enter their passwords twice or enter a Site Name or Site Code on the Registration page. The form is divided into a 'Personal Information' section. It includes instructions to use the following fields to enter personal information about the new user. The fields are: 'Name (first/middle/last)' with three input boxes, 'Company:' with one input box, 'Business Phone:' with one input box, 'Email Address:' with one input box, and 'Send a copy of travel reservations to:' with three input boxes labeled 'Email 1:', 'Email 2:', and 'Email 3:'.

**Note:** Name fields should be input as appears on government issued ID.

## User Information:

**User Information**

Use the following fields to define the new user's site access.

**Sub-site site login key:**  
(Not required if you are creating a user for the Main Site.)

**Enter the new user's username for login:**

**Enter the new user's password for login:**

Please verify the password by entering it again:

**Enter the new user's GDS profile name:**  
Only used if PNR's are being built with GDS profiles.

**CRS Location Code:**

**What is the new user's security level?**

**Force Immediate Password Change?**

Save Cancel

1. Sub-Site site login key: **newuser** (case sensitive)
2. Username [All lowercase]: **(first part of email).in** Ex: [na\\_online@travelctm.com](mailto:na_online@travelctm.com) = **online.in**
3. Password: **Travel1**
4. GDS Profile Name: **(last name)~(first name)** Ex: Vernon Bear = **bear~vernon**
5. CRS Location: **IN**
6. New user security level: Leave as **"Traveler"**
7. Force Immediate Password Change: If you would like the user to change their password upon their first login, select **"yes"**