

# GetThere User Training



**Student Guide**

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# Revision History

Date	Changes to Document
11/11/09	Updated to include new screen shot for Trip Templates.
12/4/09	Hotel and car screen shots updated.
1/7/10	Updated to include new Trip Template screen shots.
4/16/10	Updated to include new Getting started screen shots.
5/3/10	Added Online Check-in information.
5/2/11	Added car template information.
7/11/11	Added trip template info - modify car before checkout.
10/5/11	Added fee seat messaging information.
11/3/11	Added GT Express path.
1/06/12	Added Modify Hotel Search link info and screen shots.
10/3/12	Updated with new Home page.
9/5/13	Updated to add nonrefundable hotel note, and new Home page screen shots.
10/22/13	Added information on the application timing out.
11/15/13	Added a note about not using the "back" button.
4/14/14	Updated images for the hotel path and manage trip label changes.
6/16/14	Updated the Hotel Search information and images.
11/4/14	Added Fee Seat warning message information.
4/2/15	Updated several screen shots, removed information about the Surrounding Airports functionality, and added information that hotels can be sorted by price.
8/28/15	Updated car and hotel screen shots and label names. Added configuration requirements and additional screen shots to Add a Trip section. Also, added information on Site Preferences page in profile, especially the itinerary confirmation options.
9/30/15	Updated screen shots and label names for the Home page, Trip Review & Checkout page, and Reservation Complete page. Also, added a sample of an e-mail sent when a user's profile is updated, when a user authorizes someone to be their travel arranger, and when a user removes a travel arranger as someone authorized to purchase travel for them.
12/4/15	Updated screen shots and label names for the air pages, Select a seat page, and rail pages.
1/28/16	Updated screen shots and label names for the Log in page, cancellation pages, trip pages, template pages, and profile pages.

## Objectives

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Upon completion of this guide, you will be able to:

- 1 Create and modify a profile.
- 1 Book round-trip, one-way, and multi-destination air travel online.
- 1 Search for hotels and book them online.
- 1 Reserve rental cars online.
- 1 Complete an itinerary and have it ticketed.
- 1 Create and use travel templates.
- 1 View, modify, and cancel trips.
- 1 Book Amtrak online.

## Overview

---

This training is an overview of *GetThere*®, your online-booking tool. It covers how to use the tool to book and manage travel online, and how to manage your online profile.

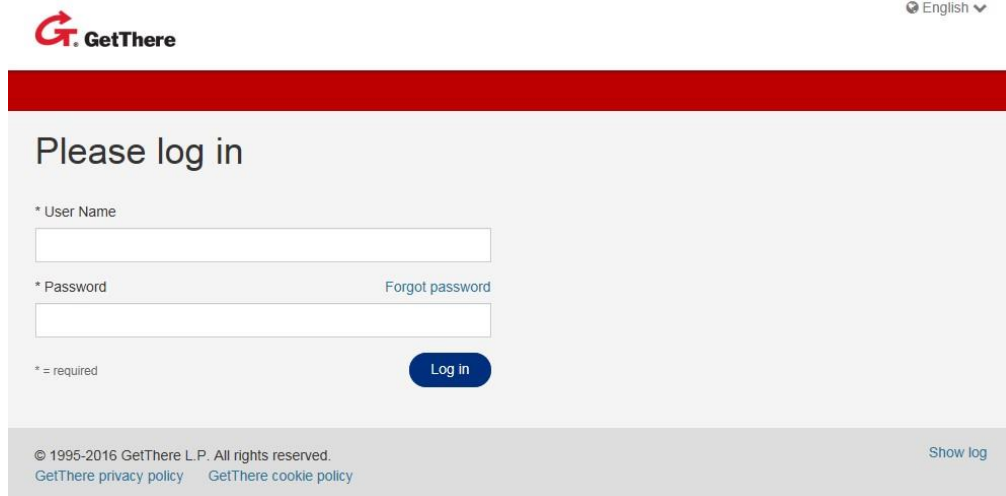
**Caution** The *GetThere* application uses information obtained from previous pages during the booking workflow in order to properly process your request. By clicking the **Back** button of your browser during the booking process, the accessibility of this data can be disrupted and can cause undesired results. To optimize your experience, *GetThere* recommends the use of the navigational functionality within the application rather than the use of the browser's **Back** button.

## Getting Started

---

You can use the Log in page to access your site. Enter your user name and password, and then click the **Log In** button.

**Note** User name and password are both case-sensitive.



The screenshot shows the GetThere login interface. At the top left is the GetThere logo, and at the top right is a language selector set to 'English'. Below the header is a red bar. The main content area is titled 'Please log in' and contains two input fields: '\* User Name' and '\* Password'. A 'Forgot password' link is next to the password field. A 'Log in' button is at the bottom right of the form. Below the form, there is a footer with copyright information: '© 1995-2016 GetThere L.P. All rights reserved.', links to 'GetThere privacy policy' and 'GetThere cookie policy', and a 'Show log' link.

GetThere

English ▼

Please log in

\* User Name

\* Password [Forgot password](#)

\* = required [Log in](#)

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[GetThere privacy policy](#) [GetThere cookie policy](#) [Show log](#)

You can also access various travel tools to assist you in planning your travel. These tools are also available on the Home page.

## Home Page

After logging in, the Home page appears. The Home page is where you begin planning your trip. Based on your site's configuration, you may also have your trips, templates, profile pages, and unused ticket information available. You can view company announcements, access other travel related tabs, and find links to various travel tools to assist you in planning your travel.

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

**Note** The items shown on this page vary based on the site setup.

The screenshot displays the GetThere Home Page. At the top left is the GetThere logo. At the top right are links for English, Help, and the user name Vernon B Bear. A left sidebar contains navigation links: Book travel, Manage trips (0), Templates, Unused tickets (0), Profile, and More tools. Below these is an 'Inflight Wi-Fi Special' announcement for an Annual Pass. The main content area features a search form with tabs for Flight, Hotel, and Car. The Flight tab is active, showing options for Round-trip, One-way, and Multi-destination. The 'Shop by schedule' option is selected. Fields for 'From', 'To', 'Depart' (mm/dd/yy, Leaves, Morning 7:00 am), and 'Return' (mm/dd/yy, Leaves, Morning 7:00 am) are present. A link for 'Advanced search options' and a 'Coach/Coach, Lowest Available' selection are also visible. A 'Search' button is at the bottom right of the form. On the right side of the page, there are promotional banners for Four Seasons Hotels and Resorts, AVIS, and MileagePlus UNITED.

**Note** A dialog box appears after 11 minutes of inactivity advising the user that they have 3 minutes remaining before the system times out. After 15 minutes of inactivity, the system logs you out.

## Profiles

To update your profile, on the Home page, click on the **Profile** tab.

**Note** If you do not see the **Profile** tab, your company may handle this information through another system or internal process. Please contact your corporate travel manager for the proper process for your company.

**Profile settings**

Personal information	Edit your name, address, phone number, and miscellaneous personal information.
Change password	Change your current password to a new password.
Charge cards	Add, modify, or remove charge card information.
E-mail settings	Edit the e-mail address for yourself and others who receive copies of your itinerary.
Profile history	Review a list of changes that have been made to your account information.
Air Connect	Add, modify, or remove airline website accounts.

**Traveler preferences**

Frequent traveler	Add, modify, or remove frequent flyer, rail loyalty, hotel loyalty, and car loyalty programs.
Passport and visas	Add, modify, or remove passport and travel visa information.
Flight preferences	Edit your preferences for airlines, seat selection, meal types, and special requests.
Hotel preferences	Edit your preferences for hotel chains and special requests.
Car preferences	Edit your preferences for rental car agencies, car type, car size, transmission, and special requests.
Rail preferences	Edit your preferences for rail travel.
Site preferences	Edit your preferences for time format, default currency, preferred language and Itinerary Confirmation Settings.

**Arranger settings**

My travelers	Add or remove users for whom you arrange travel.
My arrangers	Add or remove users allowed to arrange your travel.

Click the link for the information you want to update.

**Note** To save your changes, be sure to click the **Save** button at the bottom of each page on which you make changes before going to another page.



The following are examples of three of the profile pages.

### Personal information page

Home

Personal information

Name, address, and phone number

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

\* First name

Vernon

Middle name

B

\* Last name

Bear

\* E-mail address

troy.wells@sabre.com

Job title

Senior Technical Writer

Company

Corporate ID

Employee number

Division

Department

Cost center

Project code

\* Country

USA

\* Address

222

Address 2

\* City

Avon Park

\* State or province

FL

\* Postal code

33825

\* Work phone

555-555-5555

Home phone

Fax phone

Gender

Select one

(Requested by TSA)

Date of birth

Month

Day

Year

(Requested by TSA)

Redress number

(Requested by TSA)

Expiration date reminders

on

CRS profile name
CRS location code (if applicable)

am97

### Emergency contact information

Please enter the name and contact information of a person who can be reached in the event of an emergency.

First name

Last name

Phone

123-456-7890

Country

Select one

### General Requests or Special Needs

(390 characters maximum)

**Please note.** After you click Save, the system stores your changes in your profile, but does not send them to the travel agency.

\* = required

Save

## Site preferences page

You can use the Site preferences page to set your display options and preferences for itinerary confirmation notifications.

Home

### Site preferences

Default currency: US Dollar

Time format: Select one

Preferred language: Select one

Any change to your language preference will take effect the next time you log in.

Itinerary confirmation settings: Send Booking Confirmation e-mail only

**Please note.** After you click Save, the system stores your changes in your profile, but does not send them to the travel agency.

Save

**Note** You can also access the Site preferences page in the **More tools** tab in the **Traveler preferences** section.

The following describes the **Itinerary confirmation settings** list:

Item	Description
Send booking confirmation e-mail only	The system only sends an e-mail with booking information.
Send Booking Confirmation e-mail with .ics calendar attachments	The system sends an e-mail with booking information that contains .ics calendar attachments.
Send Booking Confirmation e-mail and calendar invitations	The system sends an e-mail with booking information that contains calendar invitations that can be added to Microsoft Outlook.

The default value is **Send Booking Confirmation e-mail only**. All calendar appointments are sent to the primary e-mail address configured in the traveler's profile and the e-mail address in the **Delivery information** section on the Trip review and checkout page.

## My Arrangers page

You can use the My Arrangers page to add a travel arranger to your profile.

[Home](#)

### My arrangers

People allowed to arrange my travel

<b>Bear, Vernon</b>	
Arranger's name	Bear, Vernon
Subsite	subwellstest
E-mail	555-555-5555
Phone	

Remove

Add a travel arranger

### Travel arranger permissions

Please answer the following questions and then click Save.

Can others designate themselves as my travel arranger?

Yes

Who can change my account settings?

Only me

Save

## Add Arranger Sample E-mail

When you authorize a user to purchase travel for you, the system sends a confirmation e-mail to the travel arranger. The following is an example:

**From:** TravelArrangerNotification@getthere.com [mailto:TravelArrangerNotification@getthere.com]  
**Sent:** Wednesday, September 09, 2015 2:00 PM  
**To:** Simiele, Chris  
**Subject:** Travel Arranger Notification

## Travel Arranger Notification

The following person has designated you to be his/her travel arranger:

Name: Jack Bear  
E-mail: [chris.simiele@sabre.com](mailto:chris.simiele@sabre.com)  
Day Phone: 972 315 0658

If you think this was done in error, please contact the traveler or, log in to the online booking tool and remove them from the list of your travelers on the My Travelers page.

### Remove Arranger Sample E-mail

When you remove an arranger as someone authorized to purchase travel for you, the system sends a confirmation e-mail to the travel arranger. The following is an example:

**From:** TravelArrangerNotification@getthere.com [mailto:TravelArrangerNotification@getthere.com]  
**Sent:** Wednesday, September 09, 2015 1:32 PM  
**To:** Simiele, Chris  
**Subject:** Travel Arranger Notification

## Travel Arranger Notification

The following person has removed you as his/her travel arranger:

Name: Jack Bear  
E-mail: [chris.simiele@sabre.com](mailto:chris.simiele@sabre.com)  
Day Phone: 972 315 0658

If you think this was done in error, please contact the traveler or, if they allow it, you can log in to the online booking tool and redesignate yourself as their travel arranger on the My Travelers page.

### User Profile Update Sample E-mail

When you or another authorized user makes a change to you profile, the system sends an e-mail with information about the changes to the primary e-mail you have in your profile. The following is an example:

**From:** UpdateProfile@getthere.com [mailto:UpdateProfile@getthere.com]  
**Sent:** Wednesday, September 09, 2015 1:29 PM  
**To:** Simiele, Chris; Simiele, Chris  
**Subject:** User profile update

## User profile update

The profile for Jack M Bear was changed. To review the current profile, please log in to your online booking tool.

## Search

---

From the Home page, you can click on the **Book travel** tab to search for flights and other trip components to create an itinerary. Select the trip components you want to book, and select your trip type (round-trip, one-way, or multi-destination). Choose whether you want to shop for flights by schedule or by price (if enabled). Then enter departure and destination cities, dates and times, and other flight or rail options.

☒ Flight or ☐ Train ☒ Hotel ☒ Car

Round-trip

One-way

Multi-destination

☒ Shop by schedule ☐ Shop by price

\* From

\* To

\* Depart

mm/dd/yy

Leaves

▼

\* Return

mm/dd/yy

Leaves

▼

Morning (7:00 am)

▼

Morning (7:00 am)

▼

[▶ Advanced search options](#)

Coach/Coach, Lowest Available

\* = required

Search

You can expand the **Advanced search options** area to select additional options or collapse to show the current advanced search settings.

▼ Advanced search options

Departing class of service

Coach

▼

Returning class of service

Coach

▼

Fare type preference

Lowest Available

▼

1st airline preference

Select one

▼

Clear selection

2nd airline preference

Select one

▼

Clear selection

3rd airline preference

Select one

▼

Clear selection

\* = required

Search

Click the **Search** button.

## Select an Airport

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

Select an airport

⚠ More than one location found matching New York

► Modify search

Airport name (location)	State/province	Country
<input type="radio"/> New York City (NYC)	NY	USA
<input type="radio"/> LGA/La Guardia (LGA)	NY	USA

Start over

Search

## Flight Search

---

### Prohibited Actions

**Churning:** Act of canceling and rebooking the same itinerary, in the same or different class of service, across one or more passenger name records (PNRs) may result in an airline imposed fine. The act of canceling and rebooking is considered churning and is subject to airline fines.

**Example:** Traveler calls to book air reservation with agent or online. Reservation fare rules indicate a ticket time limit. The ticket is not issued to meet the requirements of the fare.

**Impact:** Traveler or Travel Arranger requests to book the same flight(s), which may result in an airline-imposed fine.

Churning violations do not apply to CPP (City Pair Program) fares.

**Duplicate Booking:** Reserving one or more seats on the same flight or different flights for the same time frame, regardless of class of service, may result in an airline imposed fine.

**Example:** Traveler or Travel Arranger calls and books air reservation with agent, and traveler or Travel Arranger books air reservation online for the same trip.

**Impact:** Two or more reservation locators are created in the airline system for the same traveler, on or about the same calendar dates, creating a duplicate booking which may result in an airline imposed fine.

### Flight Availability (Shop by Schedule)

---

After you enter search criteria on the Home page, the system displays available flights on the Select Flight page. Company-preferred airlines are indicated with blue stars (★★★★). Out of policy options are indicated with a red circle with a line through it (🚫 Out of policy). Seat maps are available by clicking the **View seats** link.

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

Looking from left to right you can view:

- 1 Airline, company preferred indicator, codeshare information if applicable, flight number, equipment type, and class of service
- 1 Number of stops, flight time, flight mileage, on-time percentage, and seat map
- 1 Departure times
- 1 Arrival times
- 1 Price estimate (if enabled)

Click the **Select** button for the flights you want to book.





Announcements

Always book our corporate preferred airlines when possible.

## Select a flight

Tue, Feb 23, 2016 Phoenix (PHX) to Denver (DEN)

► Modify search

### Filters

[Reset filters](#)

#### Flight times

☒ Departure

Tue, Feb 23 - Tue, Feb 23  
**6:00 AM** - **10:55 PM**

☐ Arrival

#### Stops

☒ Non-stop (21)

☒ 1 stop (22)

☐ 2+ stops

43 flights

[Search by price](#)

Sort by

Select one



#### Option 1

Finish building your itinerary for complete price



Flight 489 - Boeing 737-800

Coach View seats

Non-stop, Total flight time 1:52

Depart

PHX

6:55 AM

Tue, Feb 23

Arrive

DEN

8:47 AM

Tue, Feb 23

Confirm

#### Option 2

Finish building your itinerary for complete price



Flight 1383 - Boeing 737-800

Coach

Non-stop, Total flight time 2:00

Depart

PHX

7:15 AM

Tue, Feb 23

Arrive

DEN

9:15 AM

Tue, Feb 23

Confirm


Airlines

[Select all](#)
[Clear](#)

☒ American Airlines (7)
 ☒ Delta Air Lines (1)
 ☒ Frontier Airlines (1)
 ☒ Southwest Airlines (16)
 ☒ Spirit Airlines (1)
 ☒ United Airlines (7)
 ☒ Mixed Carrier (10)

Option 3

Finish building your itinerary for complete price



Flight 1076 - Boeing 737-700  
 Coach  
 Non-stop, Total flight time 1:50

Depart

**PHX**  
 6:20 AM  
 Tue, Feb 23


Arrive

**DEN**  
 8:10 AM  
 Tue, Feb 23

Confirm

Option 4

Finish building your itinerary for complete price



Flight 1380 - Boeing 737-800  
 Coach  
 Non-stop, Total flight time 2:00

Depart

**PHX**  
 8:40 AM  
 Tue, Feb 23


Arrive

**DEN**  
 10:40 AM  
 Tue, Feb 23

Confirm

Option 5

Finish building your itinerary for complete price



Flight 758 - Airbus A319  
 Coach View seats  
 Non-stop, Total flight time 1:51

Depart

**PHX**  
 8:55 AM  
 Tue, Feb 23


Arrive

**DEN**  
 10:46 AM  
 Tue, Feb 23

Confirm

Option 6

Finish building your itinerary for complete price



Flight 604 - Airbus A320  
 Coach View seats  
 Non-stop, Total flight time 2:04

Depart


**PHX**  
 9:31 AM  
 Tue, Feb 23

Arrive

**DEN**  
 11:35 AM  
 Tue, Feb 23

Confirm

After you select the departure flights, the return options appear if you selected **Round-trip** on the Home page. Select the return flights from this availability list.



Announcements

Always book our corporate preferred airlines when possible.

## Select a flight

Fri, Feb 26, 2016 Denver (DEN) to Phoenix (PHX)

► Modify search

Filters

Reset filters

Flight times

☒ Departure

Fri, Feb 26 5:15 AM - Fri, Feb 26 10:19 PM

☐ Arrival

Stops

☒ Non-stop (23)

☒ 1 stop (18)

☐ 2+ stops

Airlines

Select all Clear

☒ American Airlines (7)

☒ Delta Air Lines (2)

☒ Frontier Airlines (2)


☒ Southwest Airlines (9)

☒ Spirit Airlines (1)

☒ United Airlines (6)

☒ Mixed Carrier (14)

41 flights


Search by price 

Sort by 

Select one ▼

Option 1

Finish building your itinerary for complete price



Flight 2973 - Boeing 737-800  
Coach  
Non-stop, Total flight time 2:10


Depart  
**DEN**  
7:40 AM  
Fri, Feb 26

Arrive  
**PHX**  
9:50 AM  
Fri, Feb 26

Confirm

Option 2

Finish building your itinerary for complete price



Flight 433 - Airbus A321  
Coach View seats  
Non-stop, Total flight time 2:14


Depart  
**DEN**  
8:00 AM  
Fri, Feb 26

Arrive  
**PHX**  
10:14 AM  
Fri, Feb 26

Confirm

Option 3

Finish building your itinerary for complete price



Flight 743 - Airbus A319  
Coach View seats  
Non-stop, Total flight time 2:09


Depart  
**DEN**  
6:00 AM  
Fri, Feb 26

Arrive  
**PHX**  
8:09 AM  
Fri, Feb 26

Confirm

Option 4

Finish building your itinerary for complete price



Flight 870 - Boeing 737-700  
Coach  
Non-stop, Total flight time 2:00


Depart  
**DEN**  
6:00 AM  
Fri, Feb 26

Arrive  
**PHX**  
8:00 AM  
Fri, Feb 26

Confirm

Option 5

Finish building your itinerary for complete price



Flight 237 - Boeing 737-800  
Coach View seats  
Non-stop, Total flight time 2:07


Depart  
**DEN**  
8:00 AM  
Fri, Feb 26

Arrive  
**PHX**  
10:07 AM  
Fri, Feb 26

Confirm

Option 6

Finish building your itinerary for complete price



Flight 278 - Boeing 737-800  
Coach View seats  
Non-stop, Total flight time 2:05

Depart  
**DEN**  
5:15 AM  
Fri, Feb 26

Arrive  
**PHX**  
7:20 AM  
Fri, Feb 26

Confirm

## Lower Fare Options



After the outbound and return flights have been selected, the page displays the price for your original selection and alternative itineraries with the same or lower price. These alternatives only appear if other flight alternatives are available and if this feature is configured for your site. Select your preferred flight option.

### Review low fare options

Phoenix (PHX) to Denver (DEN): Tue, Feb 23, 2016  
Denver (DEN) to Phoenix (PHX): Fri, Feb 26, 2016

[Modify search](#)

#### Your selected itinerary

 Flight 489 - Boeing 737-800 Coach Non-stop, Total flight time 1:52 <a href="#">Fare rules</a>	Depart <b>PHX</b> 6:55 AM Tue, Feb 23	Arrive <b>DEN</b> 8:47 AM Tue, Feb 23	✂ Out of policy <b>\$258.20</b> <a href="#">Select</a>
 Flight 237 - Boeing 737-800 Coach Non-stop, Total flight time 2:07 <a href="#">Fare rules</a>	Depart <b>DEN</b> 8:00 AM Fri, Feb 26	Arrive <b>PHX</b> 10:07 AM Fri, Feb 26	

#### Low fare options

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

##### Filters

[Reset filters](#)

Flight times

☒ Departure  
Tue, Feb 23 - Tue, Feb 23  
6:55 AM - 2:43 PM

☐ Arrival

Return - DEN to PHX  
☒ Departure  
Fri, Feb 26 - Fri, Feb 26  
5:15 AM - 3:48 PM

☐ Arrival

Stops

☒ Non-stop (34)  
☒ 1 stop (5)  
☐ 2+ stops



Price

Priced from  
106.20 USD - 258.20 USD



39 flights

Sort by Select one

##### Option 1

 Flight 906 - Airbus A320 Coach Operated by Spirit Airlines Non-stop, Total flight time 1:43 <a href="#">Fare rules</a>	Depart <b>PHX</b> 12:37 PM Tue, Feb 23	Arrive <b>DEN</b> 2:20 PM Tue, Feb 23	✂ Out of policy <b>\$106.20</b> <a href="#">Select</a>
 Flight 939 - Airbus A320 Coach Operated by Spirit Airlines Non-stop, Total flight time 1:49 <a href="#">Fare rules</a>	Depart <b>DEN</b> 12:30 PM Fri, Feb 26	Arrive <b>PHX</b> 2:19 PM Fri, Feb 26	

##### Option 2

 Flight 906 - Airbus A320 Coach Non-stop, Total flight time 1:43 <a href="#">Fare rules</a>	Depart <b>PHX</b> 12:37 PM Tue, Feb 23	Arrive <b>DEN</b> 2:20 PM Tue, Feb 23	✂ Out of policy <b>\$116.20</b> <a href="#">Select</a>
 Flight 939 - Airbus A320 Coach Non-stop, Total flight time 1:48 <a href="#">Fare rules</a>	Depart <b>DEN</b> 12:30 PM Fri, Feb 26	Arrive <b>PHX</b> 2:18 PM Fri, Feb 26	

Airlines

Select all Clear

☒ American Airlines (9)

☒ Frontier Airlines (4)

☒ Spirit Airlines (2)

☒ United Airlines (6)

☒ Mixed Carrier (18)

Option 3

American Airlines

★★★★

Flight 459 - Airbus A321

Coach

Operated by American Airlines

Non stop, Total flight time 1:48

Fare rules

Depart

PHX

9:39 AM

Tue, Feb 23

Arrive

DEN

11:27 AM

Tue, Feb 23

\$166.20

Select

American Airlines

★★★★

Flight 433 - Airbus A321

Coach

Operated by American Airlines

Non-stop, Total flight time 2:14

Fare rules

Depart

DEN

8:00 AM

Fri, Feb 26

Arrive

PHX

10:14 AM

Fri, Feb 26

## Travel Policy – Early Evaluation

*GetThere* is committed to making your shopping experience easy and convenient, while at the same time incorporating the company's defined travel policy requirements.

By displaying the out of policy reasons during shopping, you can make better decisions when choosing your itinerary options and assist in achieving the company's cost management objectives.

Out of policy

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

- A company preferred airline is available.

Out of policy

\$106.20

Early evaluation applies to air, car, and hotel. The following is a summary of the policy reasons that appear during the shopping process:

	Early	Late
<b>Air</b>		
Class of Service (First/Business)	X	
Lower Fare		X
Preferred Vendor		X
Number of Days Required for Advanced Bookings	X	
<b>Car</b>		
Car Size	X	
Preferred Vendor	X	
<b>Hotel</b>		
Preferred Vendor	X	
Maximum Room Rate Exceeded	X	
<b>Note</b> With Live Hotel Availability, all rates must exceed the maximum rate for a hotel before the out of policy icon appears.		

### Flight Availability (Shop by Price)

To search by price, on the Home page, click the **Shop by price** button.

The screenshot shows the GetThere travel booking interface. On the left is a sidebar with navigation links: Book travel, Manage trips (0), Templates, Unused tickets (0), Profile, and More tools. The main content area is titled 'Flight Availability (Shop by Price)'. It features a search form with the following elements:

- Checkboxes for ☒ Flight, ☒ Hotel, and ☒ Car.
- Travel type tabs: Round-trip (selected), One-way, and Multi-destination.
- Search method: ☐ Shop by schedule and ☒ Shop by price.
- Date flexibility: ☒ Exact dates and ☐ +/- 1 to 3 days.
- Origin and destination: \* From PHX, \* To DEN.
- Departure and return details:
  - \* Depart: 02/23/16, Leaves (dropdown), Morning (7:00 am) (dropdown).
  - \* Return: 02/26/16, Leaves (dropdown), Morning (7:00 am) (dropdown).
- Advanced search options: A link to expand more filters.
- Current selection: Coach/Coach, Lowest Available.
- A blue Search button at the bottom right.
- A footnote: \* = required.

Depending on your site setup, when shopping by price, you also have the option of viewing fares up to 3 days before and after the dates you selected.

A matrix shows the lowest fares available for each airline and number of stops. Preferred options appear in the matrix on the left. You can click anywhere on the matrix to see the specific flight options for that fare or carrier. You can also use the filters on the left if your site is configured to display them.

The flight options display below the matrix. Preferred options appear at the top, then by fare from low to high. You can sort the results by airline, number of stops, or fare. Depending on your site configuration, you see flight options by segment or complete itinerary options.

The following is an example of complete itinerary options:

Airlines	DELTA ★★★★	American Airlines ★★★★	Frontier ★★★★	SOUTHWEST ★★★★	SPIRIT ★★★★	UNITED ★★★★	Mixed carrier
Non-stops	0 non-stops	from \$166 9 non-stops	from \$178 4 non-stops	0 non-stops	from \$106 2 non-stops	from \$258 8 non-stops	from \$187 16 non-stops
1 stop	from \$263 5 itineraries	0 itineraries	0 itineraries	from \$283 26 itineraries	0 itineraries	from \$304 4 itineraries	from \$176 16 itineraries
2+ stops	0 itineraries	0 itineraries	0 itineraries	0 itineraries	0 itineraries	0 itineraries	0 itineraries

**Filters**  
[Reset filters](#)  
**Flight times**  
☒ Departure  
 Tue, Feb 23 - Tue, Feb 23  
 6:00 AM - 2:43 PM  
☐ Arrival  
  
 Return - DEN to PHX  
☒ Departure  
 Fri, Feb 26 - Fri, Feb 26  
 5:15 AM - 2:53 PM  
☐ Arrival  
  
**Stops**  
☒ Non-stop (39)  
☒ 1 stop (51)  
☐ 2+ stops  
  
**Price**  
 Priced from  
 106.20 USD - 312.20 USD  
  
**Airlines**  
[Select all](#) [Clear](#)  
☒ American Airlines (9)  
☒ Delta Air Lines (5)  
☒ Frontier Airlines (4)  
☒ Southwest Airlines (26)  
☒ Spirit Airlines (2)  
☒ United Airlines (12)  
☒ Mixed Carrier (32)

**90 flights**    [Search by schedule](#)    Sort by Select one

**Option 1**  
**SPIRIT**  
 Flight 906 - Airbus A320  
 Coach  
 Operated by Spirit Airlines  
 Non-stop, Total flight time 1:43  
[Fare rules](#)  
  
 Depart **PHX** 12:37 PM Tue, Feb 23  
 Arrive **DEN** 2:20 PM Tue, Feb 23  
  
**SPIRIT**  
 Flight 939 - Airbus A320  
 Coach  
 Operated by Spirit Airlines  
 Non-stop, Total flight time 1:49  
[Fare rules](#)  
  
 Depart **DEN** 12:30 PM Fri, Feb 26  
 Arrive **PHX** 2:19 PM Fri, Feb 26

Out of policy  
**\$106.20**  
 Select

**Option 2**  
**SPIRIT**  
 Flight 906 - Airbus A320  
 Coach  
 Non-stop, Total flight time 1:43  
[Fare rules](#)  
  
 Depart **PHX** 12:37 PM Tue, Feb 23  
 Arrive **DEN** 2:20 PM Tue, Feb 23  
  
**SPIRIT**  
 Flight 939 - Airbus A320  
 Coach  
 Non-stop, Total flight time 1:48  
[Fare rules](#)  
  
 Depart **DEN** 12:30 PM Fri, Feb 26  
 Arrive **PHX** 2:18 PM Fri, Feb 26

Out of policy  
**\$116.20**  
 Select

**Option 3**  
**American Airlines**  
 Flight 459 - Airbus A321  
 Coach  
 Operated by American Airlines  
 Non-stop, Total flight time 1:48  
[Fare rules](#)  
  
 Depart **PHX** 9:39 AM Tue, Feb 23  
 Arrive **DEN** 11:27 AM Tue, Feb 23  
  
**American Airlines**  
 Flight 433 - Airbus A321  
 Coach  
 Operated by American Airlines  
 Non-stop, Total flight time 2:14  
[Fare rules](#)  
  
 Depart **DEN** 8:00 AM Fri, Feb 26  
 Arrive **PHX** 10:14 AM Fri, Feb 26

**\$166.20**  
 Select

To choose flights, click the **Select** button.

If there is not an itinerary option that meets your needs, you can choose to search by schedule by clicking on the **Search by schedule** link at the top of the list of flight options.

## Policy Compliance

---

If you choose flights that are out of policy, the following page appears. Based on your travel policy, you must choose a reason for non-compliance from the list or select a travel approver to continue. Otherwise, you must start over and select options that are in policy.

### Out of policy

**⚠ We cannot price your flights at this time.**  
You may continue and purchase your trip; however, we cannot provide the price of your flights. To start your search over click the Home link. If you have any questions, please contact your travel administrator. **DEN-PHX (segment 2) is unavailable.**

**⚠ This itinerary does not include certain elements. Please review your options and submit the information below.**

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

- A company preferred airline is available.

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

☐ Time not acceptable

☐ Traveling with a co-worker

\* = required

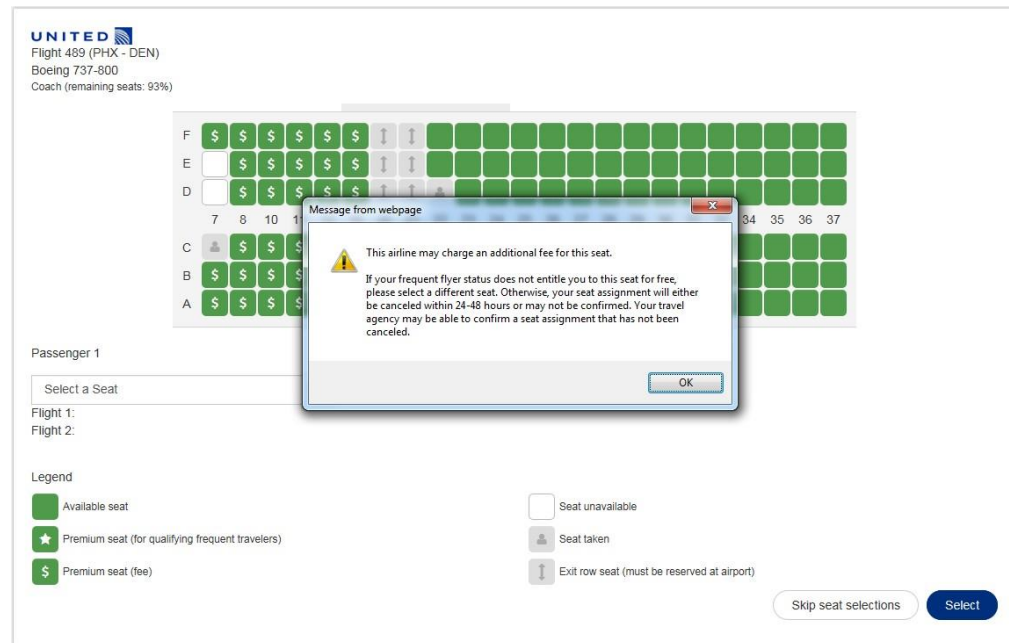
Start overContinue








## Fee Seats

*GetThere* supports the display of fee seats. A message appears to the user advising they have selected a fee seat and that the system may assign another seat if their status does not qualify them for that seat.



Some carriers make their fee seats and premium seats (those which are complimentary to some frequent travelers, based on their status) available to all GDS. *GetThere* seat maps support fee seat indicators, but depending on the airline and site configuration, travelers may not be able to distinguish between a fee seat and a premium seat. For supported airlines, premium seats are designated with the  indicator in a blue box and fee seats are designated with the  indicator in a purple box. If a traveler selects a  seat, a message appears indicating that the seat they have selected may be dependent on the traveler's frequent flyer status and may be canceled if they do not qualify.

## Hotel Search

When searching for a hotel, the check-in and check-out dates default to the dates of the flights or trains you selected. If you need to modify your search options, you can enter new search criteria in the **Airport, city, or address**, **Check in**, **Check out**, and **Rooms** boxes. You can also click the **Modify hotel search** button at the bottom of the page to return to the top of the page and update search options.

You can sort hotels by distance, preferred hotels, or price. You can apply additional filters that to narrow down the search options, such as distance, hotel name, and amenities offered.

You can also search for hotels by:

- 1 Company locations
- 1 Airport location
- 1 Hotel chain or name
- 1 Popular locations
- 1 Distance

### Select a hotel

Airport, city or address

dfw

Check in

11/22/15

Check out


11/24/15

Rooms

1

Search

[Find your company locations](#)



Show map >

686 of 686 hotels

Sort by Preferred hotels

#### Filters

[Reset filters](#)

Distance

within 25 miles


Hotel name

Name or chain

Amenities

☐ ADA accessible (300)


☐ Airport shuttle (122)



**BW NORTHWEST INN**  
Company Preferred  
2361 West Northwest Highway  
Dallas TX 75220 USA  
9.2 miles E (Map)  
[Amenities](#)

**\$70**  

View rates




**BEST WESTERN IRVING INN DFW**  
Company Preferred  
4110 W Airport Freeway  
Irving TX 75062 USA  
4.7 miles S (Map)

**\$72**  


View rates

☐ Eco friendly (132)  
☐ Executive floors (32)  
☐ Fitness room (439)  
☐ In room safe (106)  
☐ Laundry services (317)  
☐ Mini refrigerator (451)  
☐ Non-smoking property (148)  
☐ Non-smoking rooms (560)  
☐ Parking offered (604)  
☐ Restaurant on site (127)  
☐ Room service (101)  
☐ Swimming pool (510)  
☐ Translation services (30)  
☐ Wheelchair accessible (352)  
☐ WiFi in public spaces (301)  
☐ WiFi in room included (279)




**BW PLUS ARLINGTON NORTH HOTEL**  
**Company Preferred**  
 2075 N State Highway 360  
 Grand Prairie TX 75050 1424 USA  
 8.1 miles S (Map)  
[Amenities](#)

**\$110**  
[View rates](#)



**BEST WESTERN PLUS LEWISVILLE**  
**Company Preferred**  
 330 East Corporate Drive  
 Lewisville TX 75067 USA  
 8.6 miles N (Map)  
[Amenities](#)

**\$115**  
[View rates](#)



**BW NORTHWEST INN**  
**Company Preferred**  
 2361 West Northwest Highway  
 Dallas TX 75220 USA  
 9.2 miles E (Map)  
[Amenities](#)

**\$70**  
[View rates](#)

To see the list of available room types and rates, click the **View rates** button.

You can also view the hotel options on a map by clicking the **Show map** link.


[Show list](#)

686 of 686 hotels
 

Sort by Preferred hotels

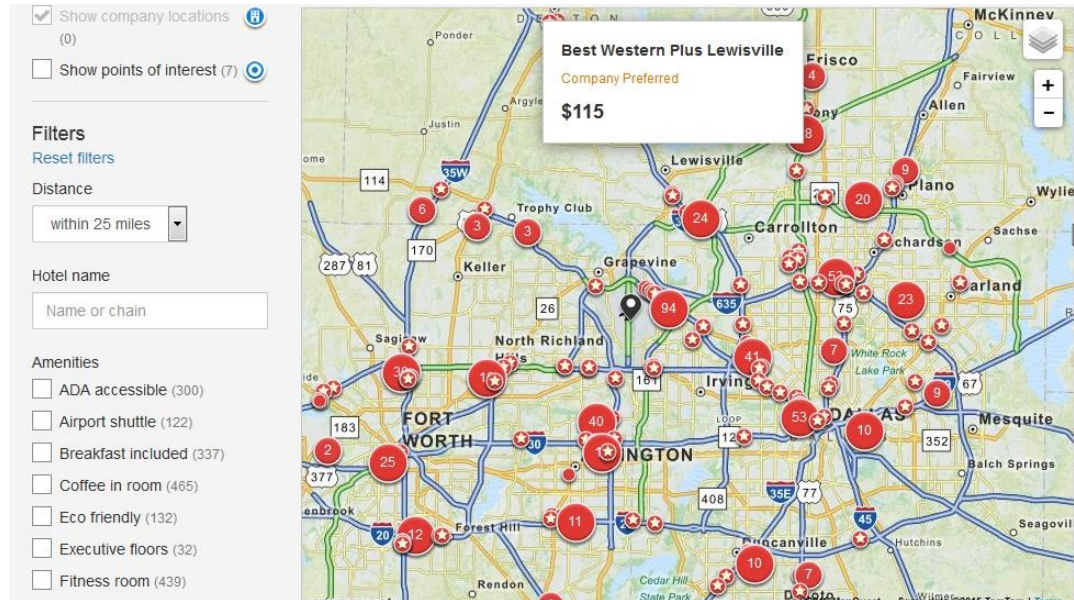
☒ Show company locations (0)  
☐ Show points of interest (7)

**Filters**  
[Reset filters](#)  
 Distance  
 within 25 miles  
 Hotel name  
 Name or chain  
 Amenities  
☐ ADA accessible (300)  
☐ Airport shuttle (122)  
☐ Breakfast included (337)  
☐ Coffee in room (465)  
☐ Eco friendly (132)  
☐ Executive floors (32)  
☐ Fitness room (439)  
☐ In room safe (106)

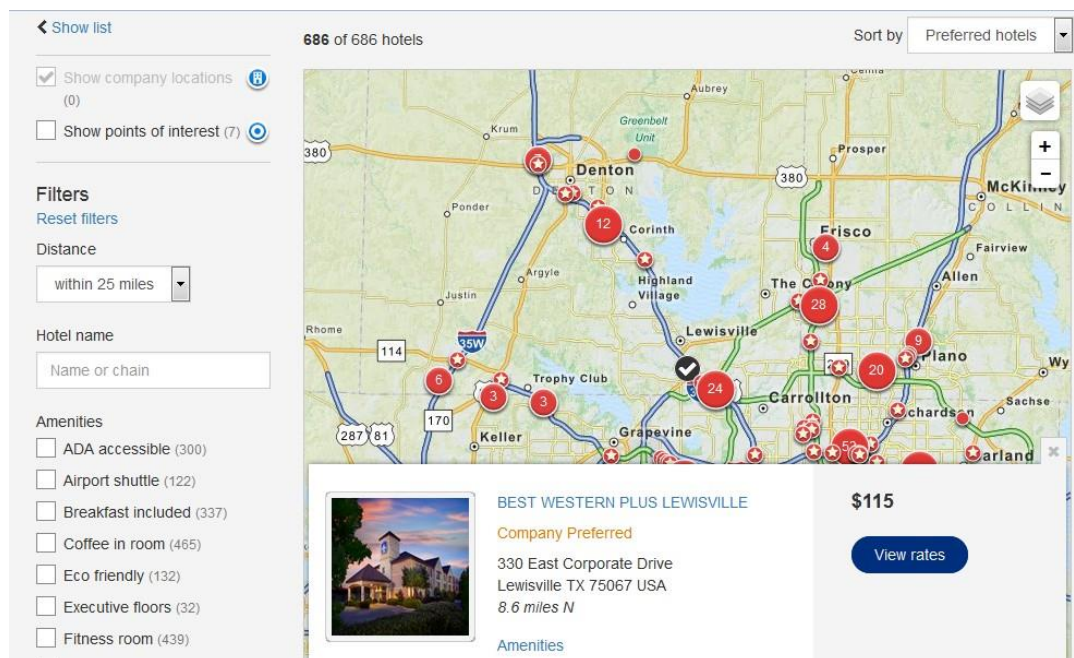




Preferred properties are indicated on the map with a star. Hover over the star to view the property name.





To view more details, click the hotel icon or hotel card.



To see the list of available room types and rates, click the **View rates** button.

The Hotel details page appears with all available rates. There is a link on each rate for more rate details. There are also tabs on this page to view the description of the hotel, available amenities, photos, and a map and directions to the hotel. Out of policy options may also be indicated with the red circle icon (⊘).


Announcements



## Hotel details

BEST WESTERN PLUS LEWISVILLE  
330 East Corporate Drive  
Lewisville TX 75067 USA

[Back to search results](#)

Description

Amenities

Map

Photos

Room rates

Room rates for **Sun, Nov 22, 2015 - Tue, Nov 24, 2015**

	Room types	Rate rules	Room rates	
1	AAA CAA Rate*members Must Show, 2 Queen Beds, Nsmk, 42lcd, Hispd, Micrfg, Plotop, Desk, Full Breakfast Check In To Qualify	Cancel by 24 hours before check in. <a href="#">More rate details</a>	<b>\$115.19 *</b>	<a href="#">Select</a>
2	AAA CAA Rate*members Must Show, Accessible - Suite King Bed, Mobility Accessible, Bathtub, Nsmk, Full Breakfast Check In To Qualify	Cancel by 24 hours before check in. <a href="#">More rate details</a>	<b>\$115.19 *</b>	<a href="#">Select</a>
3	AAA CAA Rate*members Must Show, Suite-1 King Bed, Nsmk, 42lcd, Hispd, Micrfg, Plotop, Sofab, Full Breakfast Check In To Qualify	Cancel by 24 hours before check in. <a href="#">More rate details</a>	<b>\$115.19 *</b>	<a href="#">Select</a>
4	AAA CAA Rate*members Must Show, Suite-2 Double Beds, Nsmk, 42lcd, Hispd, Micrfg, Plotop, Sofab, Full Breakfast Check In To Qualify	Cancel by 24 hours before check in. <a href="#">More rate details</a>	<b>\$115.19 *</b>	<a href="#">Select</a>
5	Seniors Rate*55yrs Or Aarp Id, 2 Queen Beds, Nsmk, 42lcd, Hispd, Micrfg, Plotop, Desk, Full Breakfast	Cancel by 24 hours before check in. <a href="#">More rate details</a>	<b>\$115.19 *</b>	<a href="#">Select</a>
6	Seniors Rate*55yrs Or Aarp Id, Suite-1 King Bed, Nsmk, 42lcd, Hispd, Micrfg, Plotop, Sofab, Full Breakfast	Cancel by 24 hours before check in. <a href="#">More rate details</a>	<b>\$115.19 *</b>	<a href="#">Select</a>
7	Corporate Business Traveler Ra, 2 Queen Beds, Nsmk, 42lcd, Hispd, Micrfg, Plotop, Desk, Full Breakfast	Cancel by 24 hours before check in. <a href="#">More rate details</a>	<b>\$127.99 *</b>	<a href="#">Select</a>
8	Corporate Business Traveler Ra, Accessible - Suite King Bed, Mobility Accessible, Bathtub, Nsmk, Full Breakfast	Cancel by 24 hours before check in. <a href="#">More rate details</a>	<b>\$127.99 *</b>	<a href="#">Select</a>

To change hotel search criteria, click the **Back to search results** link at the top or bottom of the page. This takes you back to the Select a hotel page, where you can change your search criteria and search again. Your previous search criteria remains, so you can change whatever search parameters you want and leave the remaining criteria as it is.

21	Flexible Rate*best Least Restr, Accessible - 2 Queen,Mobility Accessible, Roll In Shower,Nsmk,Full Breakfast	Cancel by 24 hours before check in. <a href="#">More rate details</a>	<b>\$142.99 *</b>	<a href="#">Select</a>
22	Flexible Rate*best Least Restr, Suite-2 Queen Beds,Nsmk,42lcd,Hispd,Micrfg, Plotop,Sofab,Full Breakfast	Cancel by 24 hours before check in. <a href="#">More rate details</a>	<b>\$142.99 *</b>	<a href="#">Select</a>
23	Corporate Business Traveler Ra, Suite-1 King Bed,Nsmk,Jactub,42lcd,Pprobe, Plotop,Full Breakfast	Cancel by 24 hours before check in. <a href="#">More rate details</a>	<b>\$157.99 *</b>	<a href="#">Select</a>
24	Flexible Rate*best Least Restr, Suite-1 King Bed,Nsmk,Jactub,42lcd,Pprobe, Plotop,Full Breakfast	Cancel by 24 hours before check in. <a href="#">More rate details</a>	<b>\$157.99 *</b>	<a href="#">Select</a>

\* Room rate changes during stay. Click the [More rate details](#) link to view a breakdown of daily rates.

[Skip hotel search](#) [Back to search results](#)

Next, select the room rate you want. The Rate details and cancellation policy dialog box appears.

Be sure to review the hotel’s cancellation policy.

## Rate details and cancellation policy

 **Cancellation policy.** Must Be Cancelled By 1600 On 11/21/15

Bw0007595 Best Western Plus Lewisville  
 2 Queen Beds,Nsmk,42lcd,Hispd,Micrfg,Plotop ,  
 Desk,Full Breakfast  
 Check In To Qualify  
 212.38 Total Rate Starting 22nov For 2 Nights  
 Deposit Policy: Accepted Forms Of Deposit -  
 Credit Card  
 Cancellation Policy: Must Be Cancelled By 1600 On 11/21/15  
 Guarantee Policy: \* Cc-Gtd Cor-ld

Select any special requests. Special requests in your profile are automatically selected. Special requests may include such things as:

- 1 Non-smoking room
- 1 King bed
- 1 High floor
- 1 Away from elevators

### Special requests

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

- |  |  |
|--|--|
| <input type="checkbox"/> non-smoking room    | <input type="checkbox"/> king bed              |
| <input type="checkbox"/> high floor          | <input type="checkbox"/> low floor             |
| <input type="checkbox"/> away from elevators | <input type="checkbox"/> away from ice machine |
| <input type="checkbox"/> hypoallergenic room | <input type="checkbox"/> wheelchair accessible |
| <input type="checkbox"/> smoking room        |  |

You can add additional hotels when you check out.

[Back to rates](#)

[Book room](#)

Then click the **Book room** button. After you complete checkout, hotels are automatically guaranteed with the charge card chosen during checkout.

If you select a hotel or rate that is out of policy, an Out of policy page appears. Follow the instructions, and click the **Continue** button.

### Out of policy

 This itinerary does not include certain elements. Please review your options and submit the information below.

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

- This option exceeds the maximum authorized company room rate. - Atlanta

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

- ☐ Attending a Convention  
☐ Corporate Rate Sold Out

[Start over](#)

[Continue](#)

If you also requested a car rental, the Search cars page appears.



## Car Search

---

You can use the Search cars page to select a rental car. The car pick-up location defaults to your flight destination airport or train station; and the pick-up and return dates and times default to the dates and times of the return flights or trains you selected. You may also choose to book a car near your hotel or near an address. To enter your search criteria, click the **Airport**, **Hotel**, or **Address** button.

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

- 1 Pick-up and drop-off location
- 1 Type (size) of car
- 1 Fuel type, transmission type, 4WD/AWD
- 1 Special equipment

If the site has Express Booking enabled, you can click the **Express booking** button, and the system automatically books a car for you based on your company's travel policy.

## Search cars

### Pick-up location

☐ Airport ☐ Hotel ☐ Address

\* Pick-up

DEN

☐ Drop off at a different location

### Dates

\* Pick-up date

10/19/15

7:00 am

\* Drop-off date

10/23/15

11:00 am

### Car type (choose five or fewer)

#### Cars

- ☒ Mini
- ☒ Economy
- ☒ Compact
- ☒ Intermediate
- ☒ Standard
- ☐ Full size
- ☐ Premium
- ☐ Luxury

#### SUV and trucks

- ☐ Compact SUV
- ☐ Intermediate SUV
- ☐ Standard SUV
- ☐ Full sized SUV
- ☐ Premium SUV
- ☐ Luxury SUV
- ☐ All terrain
- ☐ Compact truck
- ☐ Standard truck
- ☐ Full sized truck

#### Vans and wagons

- ☐ Mini van
- ☐ Standard van
- ☐ Full sized van
- ☐ Compact wagon
- ☐ Intermediate wagon
- ☐ Standard wagon
- ☐ Premium wagon
- ☐ Luxury wagon

#### Specialty

- ☐ Crossover
- ☐ Convertible
- ☐ Specialty car
- ☐ Specialty sport
- ☐ Specialty luxury
- ☐ Premium sport

### Car features

#### 4WD/AWD

- ☒ No
- ☐ Yes

#### Transmission

- ☒ Automatic
- ☐ Manual

#### Number of doors

- ☒ Any
- ☐ Two (2) doors
- ☐ Four (4) doors

#### Fuel type

- ☒ No preference
- ☐ Hybrid/green
- ☐ Diesel

### Special equipment (choose three or fewer)

- ☐ non-smoking car
- ☐ automatic locks
- ☐ 2 child toddler seats
- ☐ navigational system
- ☐ smoking car

- ☐ cellular phone
- ☐ 1 infant child seat
- ☐ snow chains
- ☐ 2 door

- ☐ luggage rack
- ☐ 2 infant child seats
- ☐ hand controls-right
- ☐ 4 door

- ☐ ski equipment rack
- ☐ 1 child toddler seat
- ☐ hand controls-left
- ☐ hatchback

[Skip car search](#)

[Express booking](#)

[Search](#)

To display car availability and prices, click the **Search** button.

The company's preferred car vendors are indicated with stars. Three stars (★★★) indicate the most preferred vendor. Out of policy options are indicated with the red circle icon and text (🚫 Out of policy).

### Select a car

Pick-up 5:00 AM, 18 Nov, 2015 London, England (LHR)  
Drop-off 5:00 AM, 21 Nov, 2015 London, England (LHR)  
[Modify search](#)

Sort by Select one

<div><b>Hertz</b> ★★★ London Heathrow, England (LHR) Northern Perimeter Road West 0843 309 30 09</div> <div>Mini Total price 81.39 USD <a href="#">Car details</a> <a href="#">Select</a></div>	<div><b>Economy</b> Total price 84.08 USD <a href="#">Car details</a> <a href="#">Select</a></div>	<div><b>Compact</b> Total price 86.04 USD <a href="#">Car details</a> <a href="#">Select</a></div>	<div><b>Intermediate</b> Total price 100.59 USD 🚫 Out of policy <a href="#">Car details</a> <a href="#">Select</a></div>	<div><b>Standard SUV</b> Not available</div>
<div><b>National</b> ★★★ Heathrow, England (LHR) Northern Perimeter Road Serviced By Enterprise Rent A Car 44 0208 8972100</div> <div>Mini Total price 97.71 USD <a href="#">Car details</a> <a href="#">Select</a></div>	<div><b>Economy</b> Total price 101.49 USD <a href="#">Car details</a> <a href="#">Select</a></div>	<div><b>Compact</b> Total price 101.81 USD <a href="#">Car details</a> <a href="#">Select</a></div>	<div><b>Intermediate</b> Total price 120.29 USD 🚫 Out of policy <a href="#">Car details</a> <a href="#">Select</a></div>	<div><b>Standard SUV</b> Not available</div>

Click the **Select** button for the car you want to book.


## Completing the Reservation

After selecting your car, the Trip review and checkout page appears where you can review your selections and make modifications prior to booking the trip. You can also start over by clicking the **Start Over** link at the bottom of the page.

**Note** Important notes or warnings appear at the top of this page.

[Home](#)

### Trip review and checkout

 Flight segments must be ticketed by close of business on **January 16**.  
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:**NONREF/OVALUAFTDPT/CHANGEFEE  
Fares not guaranteed until ticketed.  
Click on the Fare Rules link for itinerary rules and restrictions prior to purchase.

Legend: ★★ Company Preferred Expand All Collapse All

▼ Trip Details Add to this trip Save as template


Flight Details Roundtrip

MCO to DEN - 1 Stop Change this flight Remove this flight

Mon, May 23


6:15 AM - 7:55 AM

Orlando, FL (MCO) to Houston, TX (IAH)  
[Fare Rules](#)

 Flight 1768  
Seat 22C  
Class: Coach

9:00 AM - 10:31 AM

Houston, TX (IAH) to Denver, CO (DEN)  
[Fare Rules](#)


 Flight 1126  
Seat 23L  
Class: Coach

DEN to MCO - 1 Stop Change this flight Remove this flight

Fri, May 27


6:10 AM - 9:30 AM

Denver, CO (DEN) to Chicago, IL (ORD)  
[Fare Rules](#)

 Flight 532  
Seat 22F  
Class: Coach

10:40 AM - 2:22 PM

Chicago, IL (ORD) to Orlando, FL (MCO)  
[Fare Rules](#)

 Flight 776  
Seat 22F  
Class: Coach

Base Airfare: \$612.09  
Taxes and Fees: \$91.11  
Flight Total: \$703.20

GetThere User Training Student Guide  
January 2016

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Completing the Reservation  
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### Seat Assignment

Add or modify your flight seat assignments.

Select/Modify Seats

### Hotel Details

Brighton, CO

Change this hotel

Remove this hotel

Check-in: 3:00 PM, Mon, May 23

Pending

Best Flexible Rate, King Bed Leisure Nonsmoking

Check-out: 11:00 AM, Fri, May 27

**Holiday Inn Exp Stes Brighton**

2180 South Medical Center Driv  
Drive Brighton Co Us 80601  
Brighton, CO 80601 USA

Total Hotel Stay: 4 nights

Number of rooms: 1

Telephone: 1-720-685-1500

Fax Phone: 1-720-685-1501

#### Cancellation Rules

cxl after 1800 23may forfeit first nite stay

#### Guarantee Rules

guarantee required

#### Deposit Rules

deposit policies vary by hotel since a hotel can set a deposit policy of up to 30 days in advance please review rate rules prior to booking to avoid possible charge

Average Nightly Rate: \$177.31

Estimated Sum of Nightly Rates: **\$629.96**

Estimated Taxes and Fees: **\$79.26**

Estimated Hotel Total: **\$709.22**

### Car Details

Aurora, CO

Change this car

Remove this car

Pick-up 11:00 AM, May 23, 2016 Aurora , CO (DEN)

Pending

Economy

Daewoo Lanos or similar

2 or 4 door

air conditioning

automatic transmission

Car Rate Policy

**E-Z**  
RENT-A-CAR

Ez Rent A Car

Aurora , CO (DEN)

19901 E 56th Avenue Pcaa

USA

303-375-0222

Daily Car Rate: \$30.88

Unlimited mileage

Extra Day: \$67.94

Estimated Car Total: **\$183.19**

### Traveler Information

### Billing Information

### Delivery Information

### Additional Information

### Estimated Trip Cost

Flight Total:	<b>\$703.20</b>
Brighton, CO - Hotel Total:	<b>\$709.22 *</b>
Aurora , CO - Car Total:	<b>\$183.19 *</b>
Agency Service Fee	<b>\$50.00 *</b>
<b>Trip Total:</b>	<b>\$1,645.61 *</b>

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

For safety reasons, the transportation of hazardous materials in carry-on and checked baggage is prohibited. Examples of hazardous materials include explosives, aerosols, and flammable liquids. For a full list of prohibited items, check your carrier's website.

**By purchasing, I agree to the hazardous materials restrictions.**

\* = required

Start Over

Hold Trip

Purchase Trip



#### Hold Trip:

To put this trip on hold, click the **Hold Trip** button. To purchase a trip on hold, go to the Trips page. The system will automatically cancel this trip in **37 hour(s) at 1159P Eastern Standard Time on Jan 16 2016** if not purchased.

Information stored in your profile appears in the corresponding fields of the Trip review and checkout page. If a section of the page contains mandatory fields but all mandatory fields are complete (populated from the profile or site settings when applicable), the section is collapsed, even if optional fields are empty.

If a required field (marked with an asterisk) is empty, then the entire section is expanded, and a message appears in the section's top bar saying: "Please complete the mandatory fields marked with an asterisk." The only exception to this is that the **Trip Details** and **Estimated Trip Cost** sections are always expanded by default because they contain the itinerary and the cost details.

**Billing Information**

Flight Billing Information

\* Bill to:

Card Type:  Address Line 1:  State/Province:   
 Card Number:  Address Line 2:  Zip Code:   
 Expiration Date:  City:  Country:   
 Name on card:

Hotel Billing Information

\* Bill to:

Card Type:  Address Line 1:  State/Province:   
 Card Number:  Address Line 2:  Zip Code:   
 Expiration Date:  City:  Country:

**Note** You can expand any section by clicking on the section title, or you can expand all sections by clicking the **Expand All** link in the upper-right corner of the page.

Legend: ★★ Company Preferred

**Trip Details**

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

[Add to this trip](#) [Save as template](#)

Verify all information, and complete any fields required for the reservation. Then click either the **Hold Trip** button or **Purchase Trip** button to complete your booking. The **Hold Trip** button only appears if your site is configured with this option and if the selected itinerary components are allowed to be held.

**Estimated Trip Cost**

Location	Item	Cost
Hapeville, GA	Airfare	unavailable
	Hotel Total	\$476.70 *
	Car Total	\$91.62 *
College Park, GA	Agency Service Fee	\$50.00 *
	<b>Trip Total</b>	<b>\$618.32 *</b>

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

For safety reasons, the transportation of hazardous materials in carry-on and checked baggage is prohibited. Examples of hazardous materials include explosives, aerosols, and flammable liquids. For a full list of prohibited items, check your carrier's website.  
 By purchasing, I agree to the hazardous materials restrictions.

[Start Over](#) [Hold Trip](#) [Purchase Trip](#)

**Hold Trip:**  
 To put this trip on hold, click the **Hold Trip** button. To purchase a trip on hold, go to the Trips page. The system will automatically cancel this trip in 24 hour(s) at 1144A Mountain Standard Time on Sep 30 2015 if not purchased.

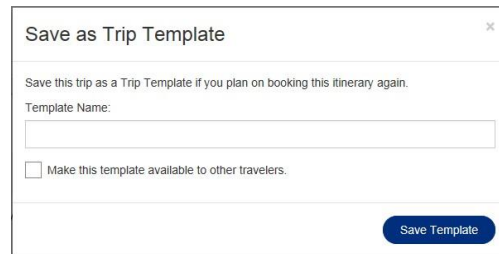
## Creating a Trip Template

You can use this trip information to create a trip template. A template can be used to book a recurring trip very quickly and easily. Click the **Save as template** link in the upper-right corner of the **Trip Details** section.




The screenshot shows the 'Flight details Roundtrip' section. Below the flight details, there is a button labeled 'Save as template' in the upper-right corner, which is highlighted with a red rectangle. The flight details below show 'DFW to TPA - 1 Stop'.

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



The screenshot shows a modal dialog box titled 'Save as Trip Template'. It contains the text '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:'. There is also a checkbox labeled 'Make this template available to other travelers.' and a blue button labeled 'Save Template' at the bottom right.

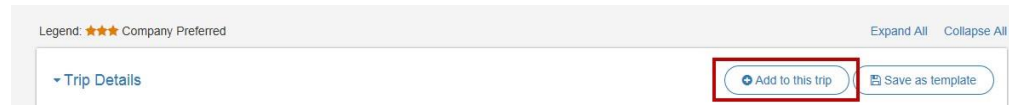
A message appears indicating your template is saved. To return to your booking and complete the reservation process, click the **Back** button.



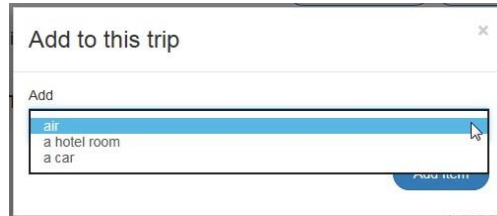
The screenshot shows the 'Templates' section. A blue message box at the top says 'Trip Template Saved' and 'Your trip has been saved as a trip template. To use this trip template, click the "Templates" link in the navigation bar.' At the bottom right of the message box is a blue button labeled 'Back'.

## Add to a Trip

You can add to this trip by clicking the **Add to this trip** button in the upper-right corner in the **Trip Details** header.

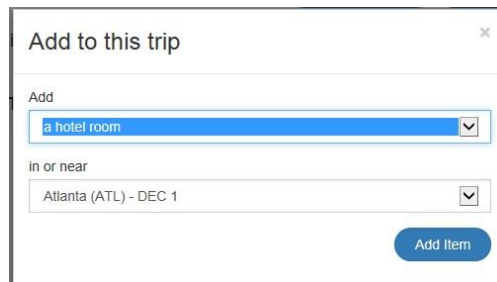


The Add to this trip dialog box appears. In the **Add** list, select which trip element you want to add.



**Note** The site must be configured to allow changes to air, hotel, and car to view those elements in the **Add to this trip** list. For more information go to the Add Air Quick Reference Guide.

If you select **a hotel room** or **a car**, you can select the location near which you need the item and the date. Then click the **Add Item** button, and follow the booking process described previously.



## Purchase the Trip

If there is a cost for the items being purchased, after clicking **Purchase Trip**, a dialog box appears to advise that your charge card will be charged if you continue. To confirm the purchase, click **OK** once.



The Reservation complete page appears with itinerary confirmation information.



## Reservation Complete

The Reservation complete page provides all of the details for the booking you just completed. You can print this page to have a copy of the itinerary.

Home

### Reservation complete

**Please Note:**NONREF/OVALUAFTDPT/CHANGEFEE  
Fares not guaranteed until ticketed.  
Click on the Fare Rules link for itinerary rules and restrictions prior to purchase.  
**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.**

Legend: ★★ Company Preferred

#### Confirmation Information

Record Locator (PNR): JLPGNG

Airline Confirmation: United Airlines: P84KWV  
Hotel Confirmation: Holiday Inn Exp Stes Brighton: 68980496  
Car Confirmation: Ez Rent A Car: STSD06DF5AEZ

Deliver To: Vernon Bear  
222  
Avon Park, FL 33825  
USA

#### Traveler Information

Traveler 1: Vernon B Bear

Name: Vernon B Bear  
Meal preference: standard

#### Flight Details Roundtrip

Save as template



MCO to DEN - 1 Stop

Name: Vernon B Bear  
Meal preference: standard



#### Flight Details Roundtrip

Save as template

MCO to DEN - 1 Stop

Mon, May 23	6:15 AM - 7:55 AM	Orlando, FL (MCO) to Houston, TX (IAH) <a href="#">Fare Rules</a>	 Flight 1768 Seat 22C Class: Coach
	9:00 AM - 10:31 AM	Houston, TX (IAH) to Denver, CO (DEN) <a href="#">Fare Rules</a>	 Flight 1126 Seat 23L Class: Coach

DEN to MCO - 1 Stop

Fri, May 27	6:10 AM - 9:30 AM	Denver, CO (DEN) to Chicago, IL (ORD) <a href="#">Fare Rules</a>	 Flight 532 Seat 22F Class: Coach
	10:40 AM - 2:22 PM	Chicago, IL (ORD) to Orlando, FL (MCO) <a href="#">Fare Rules</a>	 Flight 776 Seat 22F Class: Coach

Base Airfare: \$612.09  
Taxes and Fees: \$91.11  
Flight Total: \$703.20

#### Hotel Details

##### Brighton, CO

Check-in: 3:00 PM, Mon, May 23  
Check-out: 11:00 AM, Fri, May 27

Best Flexible Rate, King Bed Leisure Nonsmoking

**Holiday Inn Exp Stes Brighton**  
2180 South Medical Center Driv  
Drive Brighton Co Us 80601  
Brighton, CO 80601 USA

Total Hotel Stay: 4 nights  
Number of rooms: 1

Telephone: 1-720-685-1500  
Fax Phone: 1-720-685-1501

##### Cancellation Rules

cxl after 1800 23may forfeit first nite stay

##### Guarantee Rules

guarantee required

##### Deposit Rules

deposit policies vary by hotel since a hotel can set a deposit policy of up to 30 days in advance please review rate rules prior to booking to avoid possible charge

Average Nightly Rate: \$180.12

Estimated Sum of Nightly Rates: **\$639.96**

Estimated Taxes and Fees: **\$80.52**

Estimated Hotel Total: **\$720.48**

#### Car Details

##### Aurora, CO

Pick-up 11:00 AM, May 23, 2016 Aurora , CO (DEN)  
Drop-off 6:00 AM, May 27, 2016 Aurora, CO (DEN)

Economy  
Daewoo Lanos or similar  
2 or 4 door  
air conditioning  
automatic transmission  
Car Rate Policy

  
Ez Rent A Car  
Aurora , CO (DEN)  
19901 E 56th Avenue Pcaa  
USA  
303-375-0222

Daily Car Rate: \$28.59  
Unlimited mileage  
Extra Day: \$62.90


Estimated Car Total: **\$171.66**

#### Estimated Trip Cost Breakdown

Flight Total: **\$703.20**  
Brighton, CO - Hotel Total: **\$720.48 \***  
Aurora , CO - Car Total: **\$171.66 \***  
Agency Service Fee **\$50.00 \***  
Trip Total: **\$1,645.34 \***

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


### Trip Synchronization



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.

[Learn More](#) [Create an Account](#)

Send this Itinerary to TripCase.







 If you modify your trip, please resend your itinerary to TripCase.

Your Record Locator(s): JLPGNG

[Send Itinerary](#)

### Outlook/Smartphone Calendar Dates

Keep track of this trip by adding it to your Outlook or Smartphone calendar.

-  United Airlines flight 1768 on May 23
-  United Airlines flight 1126 on May 23
-  United Airlines flight 532 on May 27
-  United Airlines flight 776 on May 27
-  Hotel stay in Brighton at the Holiday Inn Exp Stes Brighton from May 23 to May 27
-  Car rental at DEN with Ez Rent A Car from May 23 to May 27

### 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](#)

### Share Itinerary with Colleagues

Post a comment about this trip to your friends and colleagues.

### Travel Agency Information

Address: My Travel Agency

Email Address: troy.wells@getthere.com

### Duplicate Trip

Duplicate this exact trip for another person?

☒

[Duplicate Trip](#)

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[Show log](#) [Share your feedback](#)

In addition to the displayed confirmation, an itinerary confirmation is e-mailed to you. The following is an example:

```
*****
CONFIRMATIONNUMBERS
SABRE Record Locator #: JLPNG
Airline Record Locator#1 UA-P84KWV (United Airlines) Car Rental Confirmation #1 EZ-STSD06DF5AEZ
(Ez Rent A Car) Hotel Confirmation#1 HI-68980496 (Holiday Inn)

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

Fare Details: ORL UA X/HOU UA DEN320.00UA X/CHI UA ORL Q DENORL18.60 273.49USD612.09END
ZPMCOIAHDENORD XFMCO4.5IAH4.5DEN4.5ORD4.5

Penalty: NONREF/0VALUAFTDPT/CHANGEFEE

*****
ITINERARY

AIR
Flight/Equip.: United Airlines 1768 739
Depart: Orlando(MCO) Monday, May 23 06:15
Arrive: Houston(IAH) Monday, May 23 07:55
Stops: non-stop; Miles: 851
Class: Coach
Status: Confirmed
Seats Requested: 22C

AIR
Flight/Equip.: United Airlines 1126 788
Depart: Houston(IAH) Monday, May 23 09:00
Arrive: Denver(DEN) Monday, May 23 10:31
Stops: non-stop; Miles: 863
Class: Coach
Status: Confirmed
Seats Requested: 23L

CAR
Vendor: Ez Rent A Car
Pick-up: Monday, May 23 11:00 Denver
Address: 19901 E 56th Avenue Pcaa
Tel.: 303-375-0222
Drop-Off: Friday, May 27 06:00 Denver
Address: 19901 E 56th Avenue Pcaa
Tel.: 303-375-0222
Car size: Economy
```

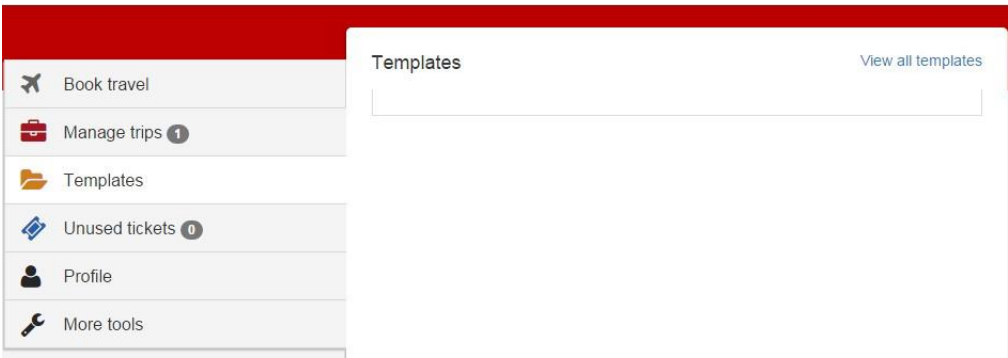
You can now log out or book another trip.

# Templates

If you save a trip as a template, the template can be used to make a new booking.

## To use a template to book a trip

1. On the Home page, click the **Templates** tab, and click the **View all templates** link.



All templates appear in the Templates page.

Home					
Templates					
Template name	Locations	Duration	Trip type	Template type	
Long DFW Trip	MCO/International (MCO) Dallas/Ft Worth International (DFW)	33 day	Flight Hotel Room Rental Car	Company-wide Template	Select
DFW-DEN-FlightOnly	Denver International (DEN) Dallas/Ft Worth International (DFW)	4 day	Flight	Shared from Vernon Bear	Select
LAX-DEN-FlightOnly	Los Angeles International Apt (LAX) Denver International (DEN)	3 day	Flight	Shared from Vernon Bear	Select
Pheonix Trip	Sky Harbor International (PHX) Hartsfield-Jackson (ATL)	3 day	Flight Hotel Room Rental Car	Personal Template	Select

2. Click the **Select** button for the template you want to use. The Template details page appears.

3. Enter your new trip dates, and click the **Price itinerary** button.

Home

## Template details

Template name: Long DFW Trip

To delete this trip template, click the *Delete* button.

Flight details Roundtrip

MCO to DFW

Travel date (Begin)	5:30 AM - 6:59 AM	Orlando, FL (MCO) to Atlanta, GA (ATL)	DELTA Delta Air Lines Flight 2390 Class: Coach
	8:35 AM - 10:10 AM	Atlanta, GA (ATL) to Dallas/Ft Worth, TX (DFW)	DELTA Delta Air Lines Flight 2310 Class: Coach

DFW to MCO

Travel date (End)	2:45 PM - 5:50 PM	Dallas/Ft Worth, TX (DFW) to Atlanta, GA (ATL)	DELTA Delta Air Lines Flight 2010 Class: Coach
	6:50 PM - 8:28 PM	Atlanta, GA (ATL) to Orlando, FL (MCO)	DELTA Delta Air Lines Flight 1609 Class: Coach

Hotel details

Irving, TX

Check in: Sun, Apr 1, 2012	Sleep Inn Dfw North
Check out: Fri, May 4, 2012	4770 plaza drive
Total hotel stay: 33 nights	Irving, TX 75063
	Telephone: 972-929-8888
	Fax Phone: 972-915-2866

Car details

Dfw Airport, TX

Pick up: 11:00 AM, Sun, Apr 1, 2012 Dfw Airport, TX (DFW)	Car type / details: Economy Kia Rio or similar 2 or 4 door air conditioning automatic transmission	ADVANTAGE Advantage Dfw Airport , TX (DFW) 3200 East Airfield Drive South Car Rental Facility USA Telephone:972-574-9201
Drop off: 2:00 PM, Fri, May 4, 2012 Dfw Airport, TX (DFW)		
Total rental time: 33 days		

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.

Depart

Depart

Cancel Delete **Price itinerary**

4. Continue the booking process.

### To delete a template

1. On the Home page, click the **Templates** tab, and click the **View all templates** link. The Templates page appears.
2. Click the **Select** button for the template you want to delete. The Template details page appears.
3. On the Template details page, click the **Delete** button at the bottom of the page. The Templates page appears again, and the selected template is no longer shown.

## Car Templates

---

The fields saved and used when shopping for a car from a trip template include:

- 1 Pick-up location
- 1 Drop-off location
- 1 Pick-up time (hour and am/pm)
- 1 Drop-off time (hour and am/pm)
- 1 Car type (size)
- 1 Vendor

When using a car only template, the system evaluates the booking by travel policy. If the car is out of policy, the user experience is based on the behavior configured in the travel policy. If the car is out of policy, the user is directed to the policy page that tells them why the car is out of policy, and they are directed to select one of the site's out of policy reasons.

If a car is part of the template and if the original car type, vendor, or dates/times are not available, the system displays an error message to the traveler, explaining that the original request is not available. Then the system displays the Search cars page, which allows the traveler to change their search criteria and select a different car size and/or vendor. The information from the original search is pre-populated on the Search cars page. If the traveler chooses to modify the car prior to checkout, they are taken back to the Search cars page.

**Note** Trip templates do not support off-airport car locations.

## Trips

You can use the **Manage Trips** tab on the Home page to view up to five upcoming trips. To view trips on hold, upcoming trips, past trips, and canceled trips, click the **View all trips** link.

Book travel

Manage trips **2**

Templates

Profile

More tools

Trips

Location

Date

Trip type

Record #

Status

Denver

05/23/16 – 05/27/16

JLPGNG

Active

Tampa

06/14/16 – 06/16/16

WQYGWU

On hold

Up to 5 upcoming trips are shown. To view the complete list of trips, click [view all trips](#).

[View all trips](#)

To view the trip details, click the booking you want to view, modify, or cancel.

The following is an example of a previously booked trip:

Home

Trip details

Mon, May 23, 2016 - Fri, May 27, 2016

Legend: ★★ Company Preferred

Confirmation information

Record locator (PNR)

JLPGNG

Airline confirmation

United Airlines: P84KWV

Hotel confirmation

Holiday Inn Exp Stes Brighton: 68980496

Car confirmation

ez rent a car: STSD06DF5AEZ

Deliver to

Vernon Bear

222

Avon Park, FL 33825

USA

View booking log

Please note: Booking logs are available 30 minutes after booking. Logs only display activity that occurred within the last 90 days.

View booking log

Traveler Information

Traveler 1: Vernon B Bear

Name:

Vernon B Bear

Meal preference:

standard



Flight details
Roundtrip

Save as template

MCO to DEN - 1 Stop

Change this flight

Remove this flight

Mon, May 23
6:15 AM - 7:55 AM
Orlando, FL (MCO) to Houston, TX (IAH)

Flight 1768  
Seat 22C  
Class: Coach

Online Check-in is available 24 hours before the scheduled departure time.

9:00 AM - 10:31 AM
Houston, TX (IAH) to Denver, CO (DEN)

Flight 1126  
Seat 23L  
Class: Coach

DEN to MCO - 1 Stop

Change this flight

Remove this flight

Fri, May 27
6:10 AM - 9:30 AM
Denver, CO (DEN) to Chicago, IL (ORD)

Flight 532  
Seat 22F  
Class: Coach

Online Check-in is available 24 hours before the scheduled departure time.

10:40 AM - 2:22 PM
Chicago, IL (ORD) to Orlando, FL (MCO)

Flight 776  
Seat 22F  
Class: Coach

Base airfare
\$612.09

Air Extras
No fee

Taxes and fees
\$91.11

Flight total
\$703.20

Seat Assignment

Add or modify your flight seat assignments.

Select/Modify Seats

Hotel details

Brighton, CO

Change this hotel

Remove this hotel

Check-in: 3:00 PM, Mon, May 23  
Check-out: 11:00 AM, Fri, May 27

Best Flexible Rate, King Bed Leisure Nonsmoking

**Holiday Inn Exp Stes Brighton**  
2180 South Medical Center Driv  
Drive Brighton Co Us 80601  
Brighton, CO 80601 USA  
  
Telephone 1-720-685-1500  
Fax 1-720-685-1501

Total hotel stay 4 nights  
Number of rooms: 1

Cancellation rules

cxl after 1800 23may forfeit first nite stay

Average nightly rate \$180.12

Estimated sum of nightly rates
\$639.96

Estimated taxes and fees
\$80.51

Estimated hotel total
\$720.48

## Car Details

Aurora, CO

[Change this car](#)

[Remove this car](#)

**Pick-up** 11:00 AM, May 23, 2016 Aurora, CO (DEN)  
**Drop-off** 6:00 AM, May 27, 2016 Aurora, CO (DEN)

Economy  
Daewoo Lanos or similar  
2 or 4 door  
air conditioning  
automatic transmission  
[Car Rate Policy](#)

**EZ**  
**RENT-A-CAR**  
Aurora, CO (DEN)  
19901 E 56th Avenue Pcaa  
USA  
303-375-0222

Estimated car total **\$171.66**

## Estimated Trip Cost Breakdown

Flight Total: **\$703.20**  
Brighton, CO - Hotel Total: **\$720.48** \*  
Aurora, CO - Car Total: **\$171.66** \*  
Service Fees: **\$50.00** \*  
**Trip Total: \$1,645.34** \*

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

## Add to your trip

Add

## Trip synchronization



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.

[Learn more](#)

[Create an account](#)

Send this itinerary to TripCase  
Your record locator(s) JLPGNG

### Outlook/Smartphone calendar dates

Keep track of this trip by adding it to your Outlook or Smartphone calendar.

- United Airlines flight 1768 on May 23
- United Airlines flight 1126 on May 23
- United Airlines flight 532 on May 27
- United Airlines flight 776 on May 27
- Hotel stay in Brighton at the Holiday Inn Exp Stes Brighton from May 23 to May 27
- Car rental at DEN with Ez Rent A Car from May 23 to May 27

### E-mail itinerary

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

### Share itinerary with colleagues

Post a comment about this trip to your friends and colleagues.

## Travel Agency Information

Address: My Travel Agency  
Email Address: [troy.wells@getthere.com](mailto:troy.wells@getthere.com)

[Back to trips](#)

[Cancel trip](#)

## Online Check-in

Online check-in allows the traveler to bypass lines at the airport by checking in for their airline flight from their booking tool.

**Note** Most airlines have a limited window for check-in between 24 hours to 30 minutes before flight departure. This varies by airline. Please check each airline site for additional details.

The online check-in option appears on the Trips Details page. If the airline participates in *GetThere*'s online check-in, a message or link appears next to the flight. You may see one of the following:

- 1 **Online Check-in available** – Click the link to go to the airline's website where you complete the check-in process.
- 1 **Online Check-in is available XX hours before the scheduled departure time.**

Flight details Roundtrip

Save as template

MCO to DEN - 1 Stop

Change this flight Remove this flight

Mon, May 23

6:15 AM - 7:55 AM

Orlando, FL (MCO) to Houston, TX (IAH)

UNITED

Flight 1768

Seat 22C

Class: Coach

Online Check-in available

9:00 AM - 10:31 AM

Houston, TX (IAH) to Denver, CO (DEN)

UNITED

Flight 1126

Seat 23L

Class: Coach

DEN to MCO - 1 Stop

Change this flight Remove this flight

Fri, May 27

6:10 AM - 9:30 AM

Denver, CO (DEN) to Chicago, IL (ORD)

UNITED

Flight 532

Seat 22F

Class: Coach

Online Check-in is available 24 hours before the scheduled departure time.

10:40 AM - 2:22 PM

Chicago, IL (ORD) to Orlando, FL (MCO)

UNITED

Flight 776

Seat 22F

Class: Coach

Base airfare \$612.09

Air Extras No fee

Taxes and fees \$91.11

Flight total \$703.20

After clicking the **Online Check-in available** link, the following warning message appears:

Flight details Roundtrip

Save as template

MCO to DEN - 1 Stop

Change this flight Remove this flight

Mon, May 23	6:15 AM - 7:55 AM	Orlando, FL (MCO) to Houston, TX (IAH)	Flight 1768
	9:00 AM - 10:31 AM	Houston, TX (IAH) to Denver, CO (DEN)	Flight 1126 Seat 23L Class: Coach

Message from webpage

Clicking this link redirects you to another website. To follow this link, click OK.

OK Cancel

After clicking the **OK** button, the system opens a new browser tab or window with the airline's website. After completing the check-in process, the user can close the airline's web page and continue within *GetThere*.

**UNITED** My profile | Worldwide sites | Customer service

Planning & booking | Itineraries & check-in | Mileage Plus® | Services & information | Search site

Shop for flights | Special deals | Travel Options by United

Home > Itineraries & check-in > EasyCheck-in Online

## EasyCheck-in Online

**Checking in is easy:**

Start	Select	Print & go
<ul style="list-style-type: none"><li>Log in and select itinerary.</li><li>You may check in within 24 hours of your scheduled flight departure. Check-in closes 45 minutes before scheduled departure time for flights within the U.S.* and 1 hour before scheduled departure time for international flights.</li></ul>	<ul style="list-style-type: none"><li>Select seats.</li><li>Add frequent flyer information.</li><li>Request upgrades.</li><li>Enter your bag check information and pay your baggage fees in advance.</li></ul>	<ul style="list-style-type: none"><li>Print or reprint your boarding documents online or at the airport.</li><li>Check any baggage curbside** or with a United customer service agent.</li><li>If you are not checking bags, proceed to airport security.</li></ul>

### Check in now

#### Mileage Plus member login

Mileage Plus # or email address

Password

☐ Remember me **Login >>>**

> Existing Mileage Plus members without passwords create a password and online profile

> Forgot your Mileage Plus number or password?

OR

#### Guest access

☒ Confirmation or e-ticket number (?)

☐ Credit card number (?)

Confirmation or e-ticket number

Last name

**Continue >>>**

> Not a Mileage Plus member? Join now

Employee check in

Note: Due to required security measures, some customers may not be able to check in online. Active military personnel and/or a dependant with ID and traveling on orders must check in with an agent.

\*Including Puerto Rico and the U.S. Virgin Islands.

\*\*A \$2 fee may apply for each bag checked via curbside check-in at certain U.S. airports. Curbside check-in is available only for flights within the U.S.

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A STAR ALLIANCE MEMBER

## Cancel a Trip

---

To cancel a trip, select the trip on the **Manage trips** tab. The Trip details page appears. Then click on the **Cancel trip** button.

The following page appears where you can reconfirm that you want to cancel this trip.

The screenshot shows a web interface for canceling a trip. At the top is a red navigation bar with the word "Home" in white. Below this is a light gray header area with the title "Cancel trip" in bold. The main content area is white and contains the following text: "All items within the itinerary will be canceled." followed by "If the itinerary has been ticketed, Air Extras on flights in this itinerary may not be refundable." Below this is a section titled "Hotel cancellation details" with the text "If the hotel has a cancellation policy, you may be **charged additional penalty fees** for canceling your hotel reservations." Underneath is a line of text: "Please contact your agency for questions about this credit." followed by a checkbox that is checked and the text "I have read the information above and agree to canceling this trip." At the bottom left of the form area is a small text note: "\* = required". At the bottom right are two buttons: a white "Back" button and a red "Cancel trip now" button.

Home

### Cancel trip

All items within the itinerary will be canceled.

If the itinerary has been ticketed, Air Extras on flights in this itinerary may not be refundable.

#### Hotel cancellation details

If the hotel has a cancellation policy, you may be **charged additional penalty fees** for canceling your hotel reservations.

Please contact your agency for questions about this credit.

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

\* = required


Back Cancel trip now

If you want to cancel this trip, select the check box to indicate that you agree to cancel this trip, and click the **Cancel trip now** button.

The Cancellation confirmation page appears.

[Home](#)

## Cancellation confirmation

 **This trip has been successfully cancelled.**  
All items within this itinerary have been cancelled.  
Please print this page for your records.

### Original trip information

Record locator (PNR) JLPNG

Airline confirmation United Airlines: P84KWV  
Hotel confirmation Holiday Inn Exp Stes Brighton: 68980496  
Car confirmation ez rent a car: STSD06DF5AEZ


Deliver to  
Vernon Bear  
222  
Avon Park, FL 33825  
USA

### Traveler information



Traveler 1: Vernon B Bear

Name: Vernon B Bear  
Meal preference: standard



### Flight details Roundtrip

 Save as template

#### MCO to DEN - 1 Stop

Mon, May 23	6:15 AM - 7:55 AM	Orlando, FL (MCO) to Houston, TX (IAH)	 Flight 1768 Seat 22C Class: Coach
	9:00 AM - 10:31 AM	Houston, TX (IAH) to Denver, CO (DEN)	 Flight 1126 Seat 23L Class: Coach

#### DEN to MCO - 1 Stop

Fri, May 27	6:10 AM - 9:30 AM	Denver, CO (DEN) to Chicago, IL (ORD)	 Flight 532 Seat 22F Class: Coach
	10:40 AM - 2:22 PM	Chicago, IL (ORD) to Orlando, FL (MCO)	 Flight 776 Seat 22F Class: Coach

Base airfare **\$612.09**  
Air Extras **No fee**  
Taxes and fees **\$91.11**  
Flight total **\$703.20**

Hotel details

Brighton, CO

Check-in: 3:00 PM, Mon, May 23  
Check-out: 11:00 AM, Fri, May 27

Pending  
Best Flexible Rate, King Bed Leisure Nonsmoking

**Holiday Inn Exp Stes Brighton**  
2180 South Medical Center Driv  
Drive Brighton Co Us 80601  
Brighton, CO 80601 USA  
  
Telephone 1-720-685-1500  
Fax 1-720-685-1501

Total hotel stay 4 nights  
Number of rooms: 1

Cancellation rules

cxl after 1800 23may forfeit first nite stay

Average nightly rate \$180.12

Estimated sum of nightly rates \$639.96

Estimated taxes and fees \$80.51


Estimated hotel total \$720.48

Car Details

Aurora, CO

Pick-up 11:00 AM, May 23, 2016 Aurora , CO (DEN)  
Drop-off 5:00 AM, May 27, 2016 Aurora, CO (DEN)

Economy  
Daewoo Lanos or similar  
2 or 4 door  
air conditioning  
automatic transmission  
Car Rate Policy







  
Aurora , CO (DEN)  
19901 E 56th Avenue Pcaa  
USA  
303-375-0222

Estimated car total \$171.66

Trip synchronization

Outlook/Smartphone calendar dates

Keep track of this trip by adding it to your Outlook or Smartphone calendar.

 United Airlines flight 1768 on May 23  
 United Airlines flight 1126 on May 23  
 United Airlines flight 532 on May 27  
 United Airlines flight 776 on May 27  
 Hotel stay in Brighton at the Holiday Inn Exp Stes Brighton from May 23 to May 27  
 Car rental at DEN with Ez Rent A Car from May 23 to May 27

E-mail itinerary cancellation

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

E-mail itinerary cancellation

Share itinerary with colleagues

Post a comment about this trip to your friends and colleagues.

Back to trips

In addition to the displayed cancellation, the system e-mails an itinerary cancellation notice to you. The following is an example:

THIS RESERVATION HAS BEEN CANCELLED:  
Record Identifier: 1453296610.97171 gtwellstest.dir/subwellstest Record  
Creation Time: 2016-01-20 11:36:30.0 SABRE Record Locator #: JLPGNG  
Airline Record Locator #1 UA-P84KWV (United Airlines) Car Rental  
Confirmation #1 EZ-STSD06DF5AEZ (Ez Rent A Car) Hotel Confirmation #1  
HI-68980496 (Holiday Inn)  
AGENCY INFORMATION  
Agency: My Travel Agency  
, ,  
Deliver To:  
Name: Vernon Bear  
Address: 222  
Avon Park, FL, 33825  
Phone: 555-555-5555  
Email: troy.wells@sabre.com

GetThere User Training Student Guide  
January 2016

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Trips  
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Name(s) of people Traveling:  
Vernon B Bear  
\*\*\*\*\*  
\*\*\*\*\*  
ITINERARY  
AIR  
Flight/Equip.:United Airlines 1768 739  
Depart:Orlando(MCO)/Monday, May 23 06:15 Arrive:Houston(IAH)/Monday, May 23 07:55  
AIR  
Flight/Equip.:United Airlines 1126 788  
Depart:Houston(IAH)/Monday, May 23 09:00 Arrive:Denver(DEN)/Monday, May 23 10:31  
CAR  
Ez Rent A Car  
Pick-up: Monday, May 23 11:00 Denver  
Drop-Off: Friday, May 27 06:00 Denver  
Car size: Economy  
Confirmation #: STSD06DF5AEZ  
Special Requests:  
HOTEL  
Holiday Inn Exp Stes Brighton Location: Brighton  
Check-in: Monday, May 23 15:00 Check-out: Friday, May 27 11:00  
Average Rate: 180.12 USD(per night/room)  
Confirmation: 68980496  
Number of Rooms: 1  
Special Requests:  
AIR  
Flight/Equip.:United Airlines 532 Boeing 737-800  
Depart:Denver(DEN)/Friday, May 27 06:10  
Arrive:Chicago(ORD)/Friday, May 27 09:30  
AIR  
Flight/Equip.:United Airlines 776 Airbus A320  
Depart:Chicago(ORD)/Friday, May 27 10:40 Arrive:Orlando(MCO)/Friday, May 27 14:22  
\*\*\*\*\*  
\*\*\*\*\*  
Name on charge card: Vernon Bear  
Discover Card Card Number: 1234  
Price: USD 703.20 (per person) for this trip  
\*\*\*\*\*  
\*\*\*\*\*

## Amtrak

To book rail travel, on the Home page, select the **Train** check box, and any other trip components you want to book. Then enter the departure and destination stations, trip dates and times, and other train search options. Click the **Search** button.

☐ Flight or ☒ Train

☐ Hotel ☐ Car

Round-trip

One-way

Multi-destination

\* From

NYP

\* To

WAS

\* Depart

12/07/15

Leaves

▼

\* Return

12/11/15

Leaves

▼

Morning (7:00 am)

▼

Morning (7:00 am)

▼

▼ Advanced search options

Cabin class

First

▼

\* = required

Search


Train availability appears. You can display station or train details by clicking the appropriate link. Click the **Select** button for the trains you want to book.

## Select a train


Washington (WAS) to New York (NYP)

Sort by Departure - earliest first


Option 1

 Train 2150 - Acela Express Journey time 2:45	Depart <b>WAS</b> Washington, DC <b>5:00 AM</b> Tue, Feb 23	Arrive <b>NYP</b> New York, NY <b>7:45 AM</b> Tue, Feb 23	First <input type="button" value="Select"/>
--	---	---	--


Option 2

 Train 2100 - Acela Express Journey time 2:52	Depart <b>WAS</b> Washington, DC <b>6:00 AM</b> Tue, Feb 23	Arrive <b>NYP</b> New York, NY <b>8:52 AM</b> Tue, Feb 23	First <input type="button" value="Select"/>
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Option 3

 Train 2154 - Acela Express Journey time 2:48	Depart <b>WAS</b> Washington, DC <b>7:00 AM</b> Tue, Feb 23	Arrive <b>NYP</b> New York, NY <b>9:48 AM</b> Tue, Feb 23	First <input type="button" value="Select"/>
--	---	---	--


Option 4

 Train 2104 - Acela Express Journey time 2:46	Depart <b>WAS</b> Washington, DC <b>8:00 AM</b> Tue, Feb 23	Arrive <b>NYP</b> New York, NY <b>10:46 AM</b> Tue, Feb 23	First <input type="button" value="Select"/>
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Option 5

 Train 2158 - Acela Express Journey time 2:46	Depart <b>WAS</b> Washington, DC <b>9:00 AM</b> Tue, Feb 23	Arrive <b>NYP</b> New York, NY <b>11:46 AM</b> Tue, Feb 23	First <input type="button" value="Select"/>
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Option 6

 Train 2110 - Acela Express Journey time 2:50	Depart <b>WAS</b> Washington, DC <b>11:00 AM</b> Tue, Feb 23	Arrive <b>NYP</b> New York, NY <b>1:50 PM</b> Tue, Feb 23	First <input type="button" value="Select"/>
--	--	---	--

After you select the departure trains, the options for trains to return appear if you selected **Round-trip** on the Home page. Click the **Select** button for the return trains you want to book.

Option 1			
 Train 2103 - Acela Express Journey time 2:55	Depart NYP New York, NY 6:00 AM Fri, Feb 26	Arrive WAS Washington, DC 8:55 AM Fri, Feb 26	First <a href="#">Select</a>
Option 2			
 Train 2107 - Acela Express Journey time 2:53	Depart NYP New York, NY 7:00 AM Fri, Feb 26	Arrive WAS Washington, DC 9:53 AM Fri, Feb 26	First <a href="#">Select</a>
Option 3			
 Train 2109 - Acela Express Journey time 2:53	Depart NYP New York, NY 8:00 AM Fri, Feb 26	Arrive WAS Washington, DC 10:53 AM Fri, Feb 26	First <a href="#">Select</a>

After selecting your return trains and any other trip elements, such as a hotel or rental car, the Trip review and checkout page appears. If your site allows it, you can add a hotel or car by clicking the **Add to this trip** button. You can also modify your train selections prior to purchasing the trip. You can start over by clicking the **Start Over** link at the bottom of the page.

Home

## Trip review and checkout

**⚠ You cannot hold a trip with a rail segment.**  
Rail reservations cannot be placed on hold. If you want to continue to hold a car/hotel reservation, please remove the rail segment before placing this trip on hold. Otherwise, click Purchase Trip to complete the transaction.

Legend: ★★ Company Preferred Expand All Collapse All

▼ Trip Details Add to this trip


Train Details Roundtrip

WAS to NYP

Mon, Mar 14

7:25 AM - 10:44 AM

Washington, DC (WAS) to  
New York, NY (NYP)


  
Train 172  
Reserved Coach Class Seat

NYP to WAS

Thu, Mar 17

7:05 AM - 10:25 AM

New York, NY (NYP) to  
Washington, DC (WAS)

  
Train 79  
Reserved Coach Class Seat

Ticket Cost: \$137.00

Train Total: \$137.00

► Policy Compliance

► Traveler Information

► Billing Information

► Delivery Information

► Additional Information

▼ Estimated Trip Cost

Train Total: \$137.00

Trip Total: \$137.00 \*

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

Review Terms and Conditions

Please read the [Terms and Conditions/Conditions of Carriage](#) and fare rules. To complete this reservation, you must accept these terms and conditions by selecting the check box.

☐ \* I accept the terms and conditions required for this itinerary.

\* = required Start Over Purchase Trip

Click the **Purchase Trip** button.

A dialog box appears to advise that your charge card will be charged if you continue. To confirm the purchase, click **OK** once. The Reservation complete page appears showing your itinerary confirmation information.

[Home](#)

## Reservation Complete

Legend: ★★★★★ Company Preferred

### Confirmation Information

Rail Record Locator: QSSZXK  
Rail Confirmation: 87A604

Deliver To: Vernon Bear  
222  
Avon Park, FL 33825  
USA

### Traveler Information


Traveler 1: Vernon B Bear

Name: Vernon B Bear


### Train Details

Roundtrip

#### NYP to WAS

Mon, Dec 07	6:00 AM - 8:55 AM	New York, NY (NYP) to Washington, DC (WAS)	 Amtrak Train 2103 Acela Express Class: First
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#### WAS to NYP

Fri, Dec 11	5:00 AM - 7:45 AM	Washington, DC (WAS) to New York, NY (NYP)	 Amtrak Train 2150 Acela Express Class: First
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Base Fare: \$432.00  
Tax: \$0.00  
Train Total: \$674.00

### Estimated Trip Cost Breakdown

Train Total: \$674.00  
Trip Total: \$674.00 \*

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

### Trip Synchronization



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

Send this Itinerary to TripCase.

⚠ If you modify your trip, please resend your itinerary to TripCase.

In addition to the displayed confirmation, the system e-mails an itinerary confirmation to you. The following is an example:

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.

\*\*\*\*\*

CONFIRMATION NUMBERS

Sabre Record Locator #: QSSZXK

Rail Record Locator #: 87A604

\*\*\*\*\*

Name(s) of people Traveling

Name: Vernon B Bear

\*\*\*\*\*

ITINERARY

Rail Company / Train Number: Amtrak Acela Express 2103

Depart: New York Penn Station (NYP) Monday, Dec 7 06:00

Address: 8th Ave 31st Street / 8th Ave 33rd Street, New York, NY 10001  
USA

Arrive: Washington Union Station (WAS) Monday, Dec 7 08:55

Address: 50 Massachusetts Ave NE, Washington, DC 20002 USA

Class: First

Rail Company / Train Number: Amtrak Acela Express 2150

Depart: Washington Union Station (WAS) Friday, Dec 11 05:00

Address: 50 Massachusetts Ave NE, Washington, DC 20002 USA

Arrive: New York Penn Station (NYP) Friday, Dec 11 07:45

Address: 8th Ave 31st Street / 8th Ave 33rd Street, New York, NY 10001  
USA

Class: First

\*\*\*\*\*

Rail Fare: 432.00 USD

Accommodations Fare: 242.00 USD

Total Fare: 674.00 USD

Last Day To Ticket: Tuesday, Oct 6, 2015

\*\*\*\*\*

AGENCY INFORMATION

Agency: My Travel Agency

, ,

Amtrak Service Number: 1-800-872-7245 (1-800-USA-RAIL)

\*\*\*\*\*

DELIVERY INFORMATION

Deliver To:

Name: Vernon Bear

Address: 222

Avon Park, FL, 33825

Phone: 682-605-4708

Email: troy.wells@sabre.com

\*\*\*\*\*

PAYMENT INFORMATION

Name on charge card: Vernon Bear

Discover Card Card Number: 1234

\*\*\*\*\*

SPECIAL REQUESTS

General Requests or Special Needs:

\*\*\*\*\*

HAVE A GREAT TRIP



