Making Reservations

You can shop for reservations and purchase travel before you create an authorization, during the authorization process.

See *UG22 – Making Reservations* for more detailed information.

Process Overview

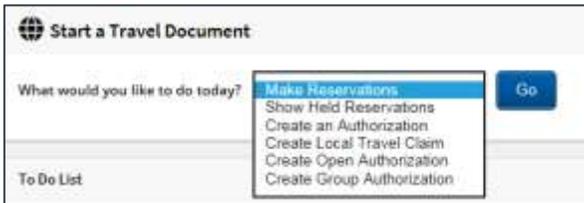1. Access the online booking tool via E2.

Figure 1: Start a Travel Document – Make Reservations option

2. Shop for trip components by schedule or price, and compare options.
3. Make selections and complete your reservation. You must choose a reason for any selection that does not comply with travel policy.
4. If you shopped first, you can create an authorization using the reservation, or hold that reservation for later use.

Before You Begin

Review your profile before you make reservations online. Select *Profile* from the User Options menu on the task bar to ensure the following information is complete and correct:

- Default home site
- Address and email
- Credit card information, as well as airline and hotel charge card defaults
- TMC profile ID

See *UG15 – First Logon and Profile Updates* for more detailed information about your profile.

Getting Started

Select one of the following ways to access the online booking tool's (OBT) home page:

- Select *Make Reservations* from the **Start a Travel Document** list on the My E2 **At a Glance** tab, and then click **Go**.
- Click **Make Reservations** on the My E2 **Trips** tab.
- Click the **Make New Reservation** link on the Reservation step of an authorization.
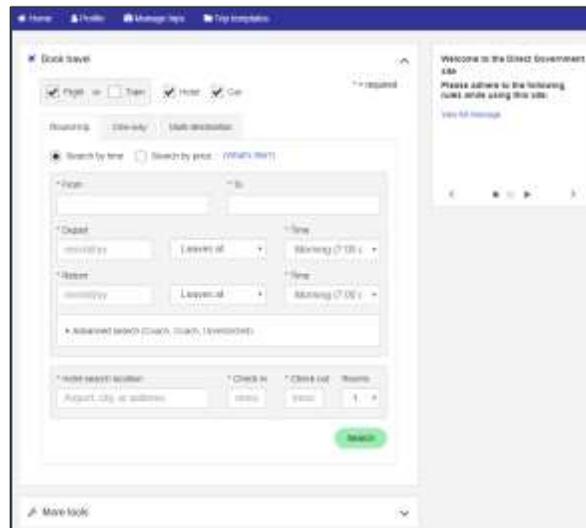

Figure 2: E2 Online Booking Tool — Home Page

Select Search Criteria

Use the fields on the home page to establish your search criteria.

1. Identify your trip components and select the appropriate trip type tab. (The **Round-trip** tab is selected by default.)
2. Select the search type (i.e., by time or price). The default search type is controlled by travel policy.
3. Enter and select your destinations (airport or city).
4. Select your departure and return dates and times.

5. Enter any other search criteria, such as class of service or fare type.
6. Click **Search**. The search results show travel options to your first destination.

Figure 3: E2 Online Booking Tool — Select a Flight page

Selecting Flights or Rail

Flight options on the "Select a flight" page are represented by individual cards. Review all options returned in the search results, and then click anywhere within a flight "card" to expand the drawer for that option.

1. Review all fares listed in the drawer.
2. Click the radio button of the fare you want to select. (Click the description next to any fare to see additional information.)
3. Click the **Select** button in the drawer to make your selection and continue to the next segment of your trip. (You must expand a drawer to choose **Select**.)
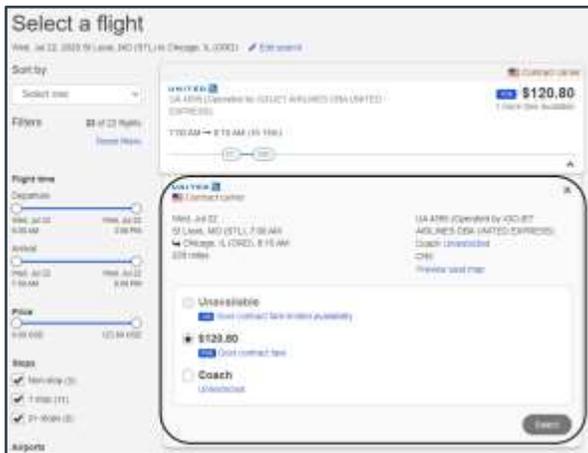
Figure 4: E2 Online Booking Tool — Flight card with an expanded drawer

4. Repeat steps 1–3 until you have selected flights for all segments.

Confirm Your Selections

After selecting an option for your last travel segment, the OBT prices your itinerary and may generate a list of lower cost options for your review.

Current trip options appear in the "Your selected itinerary" section of the Review Low Fare Options page. Lower cost options are listed in the "Low fare options" section, and may include alternative airports or travel dates and non-governmental fares.

Review your options and make a selection.

- To select your existing itinerary, click the **Select** button in the drawer opened in the "Your selected itinerary" section.
- To select an alternate option, click on the flight card for that option in the "Low fare options" section, and then click the **Select** button in the expanded drawer.

Selecting Seats

*TIP: Click **Skip seat selections** at the bottom of the page at any time to bypass this process.*

1. Choose a seat from the list, or click an available seat in the image.
2. Click **Select**.
3. Repeat steps 1–2 for each flight on your itinerary.

Find a Hotel

If you selected the **Hotel** check box on the search page as part of your trip components, a list of properties for your first destination displays when you are finished with your transportation selections.
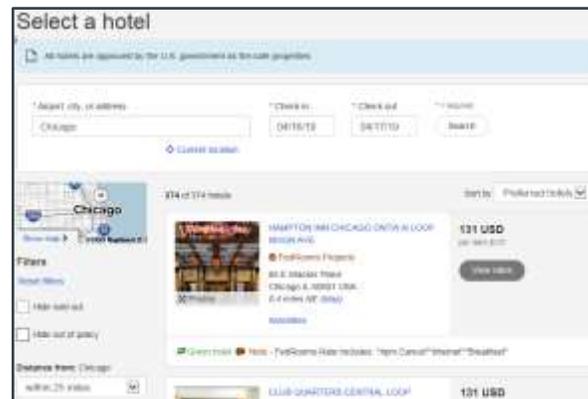

Figure 5: E2 Online Booking Tool — Select a Hotel page

1. Filter the list (using criteria on the left side of the page), review the provided information, and identify the property you want to book. To modify your search parameters, change the information in the search panel at the top of the list.
2. Select a property to book.
   - Click **View rates** in the results list.
   - Scroll down the Hotel Detail page to the "Room rates" section.
3. Locate the room you want, and then click **Select**.
4. Review the rate details and cancellation policy, and make up to three special requests.
5. Click **Select room** to add the room to your trip.

Choose a Rental Car

If you selected the **Car** check box on the search page as part of your trip components, the Search Cars page displays.

1. Tailor your search criteria.
2. Click **Search**. This displays a list of rental car companies on the Select a Car page.
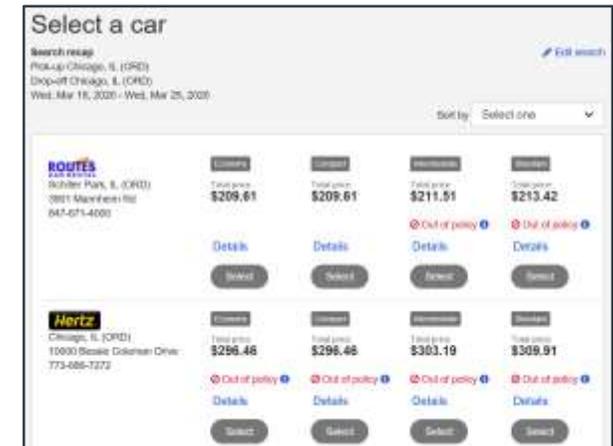

Figure 6: E2 Online Booking Tool — Select a Car page

3. Review the options and car details.
4. Click **Select** to add the corresponding car to your trip.

Trip Review and Checkout

*TIP: Click **Add to this trip** (at the top of the "Trip Details" section) to add additional items to your trip.*

1. Expand each panel to review and enter the required information.
2. Click **Complete Reservation** when you are finished. You are automatically returned to E2.