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.
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5/3/10	Added Online Check-in information.
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10/5/11	Added fee seat messaging information.
11/3/11	Added GT Express path.
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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.
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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

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 $GetThere^{(B)}$, 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.

G. GetThere		Q English 🗸
Please log in		
* Liser Name		
* Password	Forgot password	
* = required	Log in	
© 1995-2016 GetThere L.P. All rights reserved. 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.

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.

GetThere				♥ English♥	Help Vernon B Bear
X Book travel	Flight or Train	Hotel	Car		
Manage trips 0	Round-trip	One	e-way	Multi-destination	
http://www.com/com/com/com/com/com/com/com/com/com/					
Unused tickets ①	 Shop by schedule 	Shop by price	10.200		Four Seasons Reads and Reards
Profile	* From		* To		
More tools	* Depart		* Return		AVIS
	mm/dd/yy	_eaves	mm/dd/yy	Leaves	
Inflight Wi-Fi Special	Morning (7:00 am)	V	Morning (7:00 a	am) 🔽	Exclusive Rewards for
Annual Pass available at a special discounted price. Good on flights over the continental US with participating carriers. For more information, click Special Offer.	Advanced search option	ns			Our Best Customers
	* = required			Search	Mileage Plus [,]

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

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.

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	
Book travel	Prome settings	
Manage trips 🔘	Personal information	Edit your name, address, phone number, and miscellaneous personal information.
Femplates	Change password	Change your current password to a new password.
	Charge cards	Add, modify, or remove charge card information.
Profile	E-mail settings	Edit the e-mail address for yourself and others who receive copies of your itinerary.
More tools	Profile history	Review a list of changes that have been made to your account information.
flight Wi-Fi Special	Air Connect	Add, modify, or remove airline website accounts.
nual Pass available at a special scounted price. Good on flights over the	Traveler preference	es
ntinental US with participating carriers. r more information, click Special Offer.	Frequent traveler	Add, modify, or remove frequent flyer, rail loyalty, hotel loyalty, and car loyalty programs.
View full message	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

Name, address, and	phone number			
For your security, informat	ion stored in your profile	may be masked.		
First name	Middle name		* Last name	е
Vernon	В		Bear	
E-mail address				
troy.wells@sabre.com				
lob title				
Senior Technical Writer				
Jompany				
Corporate ID		-		
Employee number				
Division				
Department				
Cost center				
Project code				
Country				
USA				
Address				
222				
Address 2				
' City		* State or province		* Postal code
Avon Park		FL		33825
* Work phone				
555-555-5555				
Home phone				
ax phone				

Gender		
Select one	~	
(Requested by TSA)		
Date of birth		
Month	~	Day Vear V
(Requested by TSA)		
Redress number		
(Requested by TSA)		
Expiration date reminders		
on	~	
CRS profile name		CRS location code (if applicable)
		am97
		()
Emergency contact infor Please enter the name and con First name	mation tact information of	of a person who can be reached in the event of an emergency. Last name
Emergency contact infor Please enter the name and con First name Phone 123-456-7890 Country	mation tact information of	of a person who can be reached in the event of an emergency. Last name
Emergency contact infor Please enter the name and con First name Phone 123-456-7890 Country Select one	mation tact information of	of a person who can be reached in the event of an emergency. Last name
Emergency contact infor Please enter the name and con First name Phone 123-456-7890 Country Select one	mation tact information of	of a person who can be reached in the event of an emergency. Last name
Emergency contact infor Please enter the name and con First name Phone 123-456-7890 Country Select one	mation tact information of	of a person who can be reached in the event of an emergency. Last name
Emergency contact infor Please enter the name and con First name Phone 123-456-7890 Country Select one	mation tact information of	of a person who can be reached in the event of an emergency. Last name
Emergency contact infor Please enter the name and con First name Phone 123-456-7890 Country Select one General Requests or Sp	mation tact information of 	of a person who can be reached in the event of an emergency. Last name
Emergency contact infor Please enter the name and con First name Phone 123-456-7890 Country Select one General Requests or Sp	mation tact information of understand ecial Needs	of a person who can be reached in the event of an emergency. Last name
Emergency contact infor Please enter the name and con First name Phone 123-456-7890 Country Select one General Requests or Sp	mation tact information of tact information of ecial Needs	of a person who can be reached in the event of an emergency. Last name
Emergency contact infor Please enter the name and con First name Phone 123-456-7890 Country Select one General Requests or Sp (390 characters maximum)	mation tact information of tact information of ecial Needs	of a person who can be reached in the event of an emergency. Last name

Site preferences page

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

Default currency	Time format		
US Dollar	Select one	~	
Preferred language			
Select one	\checkmark		
Any change to your language pre	eference will take effect the next time	you log in.	
Itinerary confirmation settings			
Send Booking Confirmation e-	mail only		

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

The following	describes the	the Itinerary	confirmation	settings list:
<u> </u>				0

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 arran	gers	
People allowed	to arrange my travel	
Bear, Vernon		
Arranger's name Subsite E-mail Phone	Bear, Vernon subwellstest 555-555-5555	â Remove
		Add a travel arranger
Travel arranger	permissions	
Please answer the f	ollowing questions and then click Save.	
Can others designat travel arranger?	e themselves as my	
Yes		
Who can change my	account settings?	
Only me	V	
		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: Trav Sent: Wed To: Simiele	velArrangerNotification@getthere.com [mailto:TravelArrangerNotification@getthere.com] Inesday, September 09, 2015 2:00 PM e, Chris Fravel Arranger Netification
Trove	al Arrange Nouncation
ITav	er Arranger Nouncation
The followi	ing person has designated you to be his/her travel arranger:
Name:	Jack Bear
E-mail:	chris.simiele@sabre.com
Day Phone:	972 315 0658
If you think remove the	this was done in error, please contact the traveler or, log in to the online booking tool and em 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 BearE-mail:chris.simiele@sabre.comDay 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 <u>redesignate</u> 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.

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.

Round-trip)	One-wa	e-way Mul		ation
Shop by sched	lule 🔿 Shop	by price			
From			То		
Depart			Return		
mm/dd/yy	Leaves	~	mm/dd/yy	Leaves	~
Morning (7:00 a	m)	~	Morning (7:00) am)	~
Advanced searcl	h options				
oach/Coach Lou	vect Available				

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

Coach	Coach	~
Fare type preference		
Lowest Available	\checkmark	
1st airline preference	Clear selection	
Select one		
2nd airline preference	Clear selection	
Select one	~	
3rd airline preference	Clear selection	
Select one		

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.

More than one location found matchi	ng New York	
odify search		
irport name (location)	State/province	Country
) New York City (NYC)	NY	USA
	NY	USA

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 ($\star \star \star$). Out of policy options are indicated with a red circle with a line through it (\oslash 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 43 flights Search by price 🕑 ~ Sort by Select one Reset filters Option 1 Finish building your itinerary for complete price Flight times Depart Arrive UNITED ✓ Departure DEN 8:47 AM Tue, Feb 23 Confirm PHX Flight 489 - Boeing 737-6:55 AM Tue, Feb 23 - Tue, Feb 23 800 6:00 AM Tue, Feb 23 10:55 PM Coach View seats Non-stop, Total flight time 1:52 . -0 Arrival Finish building your itinerary for complete price Option 2 SOUTHWEST Depart Arrive Stops PHX DEN Confirm Non-stop (21) Flight 1383 - Boeing 737-7:15 AM Tue, Feb 23 9:15 AM Tue, Feb 23 800 ✓ 1 stop (22) Coach 2+ stops Non-stop, Total flight time 2:00

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
SOUTHWEST 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
SOUTIVEST 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
UNITED S 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.

Select a flight						
Fri, Feb 26, 2016 Denver (DEN) to F	Phoenix (PHX)					
► Modify search						
Filters	41 flights		Search by price 🛛	Sort by	Select one	$\mathbf{\mathbf{v}}$
Reset filters				-		
Flight times	Option 1			Finish buildin	g your itinerary for	complete pric
Departure Fri, Feb 26 5:15 AM 10:19 PM	sountwest 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	Con	firm	
	Option 2			Finish building	g your itinerary for	complete pric
Stops ✓ Non-stop (23) ✓ 1 stop (18) 2+ stops	American Airlines 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	Con	firm	
Airlines	Option 3			Finish building	your itinerary for	complete price
Select all Clear American Airlines (7) Delta Air Lines (2) Frontier Airlines (2)	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	Con	firm	
Southwest Airlines (9)	Option 4			Finish building	your itinerary for	complete price
 Spirit Airlines (1) United Airlines (6) Mixed Carrier (14) 	Sourtwest 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	Con	firm	ompiete price
	Option 5			Finish building	your itinerary for	complete price
	UNITED S 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	Con	firm	
	Option 6			Finish building	your itinerary for	complete price
	American Airlines Flight 278 - Boeing 737- 800 Coach View seats	Depart DEN 5:15 AM Fri, Feb 26	Arrive PHX 7:20 AM Fri, Feb 26	Con	firm	

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

UNITED S Flight 489 - Boeing 737-800 Coach Non-stop, Total flight time 1:52 Fare rules	Depart PHX 6:55 AM Tue, Feb 23	Arrive DEN 8:47 AM Tue, Feb 23	Out of policy\$258.20Select	
UNITED Flight 237 - Boeing 737-800 Coach Non-stop, Total flight time 2:07 Fare rules	Depart DEN 8:00 AM Fri, Feb 26	Arrive PHX 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	39 flights Option 1			Sort by	Select one	~
Flight times		12 11	1253			
Departure Tue, Feb 23 - Tue, Feb 23 6:55 AM 2:43 PM	Fight 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	© Out \$106 Sel	of policy .20 ect	
Arrival Return - DEN to PHX ✓ Departure Fri, Feb 26 - Fri, Feb 26 5:15 AM 3:48 PM	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			
	Option 2					
Arrival Stops Non-stop (34) ✓ 1 stop (5)	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	© Out \$116 Sel	of policy .20 ect	
2+ stops Price Priced from 106.20 USD - 258.20 USD	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			

American Airlines (9) Frontier Airlines (4) Spirit Airlines (2) United Airlines (6) Mixed Carrier (18)	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
Mixed Carrier (18)	American Airlines	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.

This t	ravel option is out of policy for the
follow	ing reasons:
	A company preferred airline is
	available.
	Out of policy

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
Air			
	Class of Service (First/Business)	Х	
	Lower Fare		Х
	Preferred Vendor		Х
	Number of Days Required for Advanced Bookings	Х	
Car			
	Car Size	Х	
	Preferred Vendor	Х	
Hot	el		
	Preferred Vendor	Х	
	Maximum Room Rate Exceeded	Х	
	Note 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.

Manage trips 🔘	Durad kits	077		
Templates	Round-trip	One-	way	Multi-destination
Unused tickets 0	◯ Shop by schedule	op by price		
Profile	• Exact dates +/- 1 to 3	days		
	* From		* To	
More tools	PHX		DEN	
	* Depart		* Return	
	02/23/16 Leaves	~	02/26/16	Leaves
	Morning (7:00 am)	~	Morning (7:00	am) [
	Advanced search options			
	Coach/Coach, Lowest Available			

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 💊	E 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		90 flights Option 1		s	earch by scheo	dule 😧 Sort by S	Select one	~
Flight times	ure 3 - Tue, Feb 23 2:43 PM	Flight 906 - Airbu Coach Operated by Spirit A Non-stop, Total fligh Fare rules	is A320 virlines it time 1:43	Depart PHX 12:37 PM Tue, Feb 23	Arrive DEN 2:20 PM Tue, Feb 23	Out of \$106.20 Select	policy	
Return - DE Departu Fri, Feb 26 5:15 AM	EN to PHX ure - Fri, Feb 26 2:53 PM	Flight 939 - Airbu Coach Operated by Spirit A Non-stop, Total fligh Fare rules	is A320 virlines It time 1:49	Depart DEN 12:30 PM Fri, Feb 26	Arrive PHX 2:19 PM Fri, Feb 26			
•		Option 2						
Arrival Stops Non-stop 1 stop (51)	(39)	Flight 906 - Airbu Coach Non-stop, Total fligh Fare rules	is A320 it time 1:43	Depart PHX 12:37 PM Tue, Feb 23	Arrive DEN 2:20 PM Tue, Feb 23	Out of \$\$116.20 Select	policy	
2+ stops Price Priced from 106.20 USE) - 312.20 USD	Flight 939 - Airbu Coach Non-stop, Total fligh Fare rules	IS A320 It time 1:48	Depart DEN 12:30 PM Fri, Feb 26	Arrive PHX 2:18 PM Fri, Feb 26			
•		Option 3						
Airlines Select all C American Delta Air Frontier A Southwes	Clear Airlines (9) Lines (5) Virlines (4) St Airlines (26)	American Airlind Tilght 459 - Airbu Coach Operated by Americ Non-stop, Total fligh Fare rules	es Is A321 an Airlines It time 1:48	Depart PHX 9:39 AM Tue, Feb 23	Arrive DEN 11:27 AM Tue, Feb 23	\$166.20 Select		
 Spirit Airli United Ai Mixed Ca 	ines (2) rlines (12) rrier (32)	American Airline Flight 433 - Airbu Coach Operated by Americ Non-stop, Total fligh Fare rules	es X Is A321 an Airlines It time 2:14	Depart DEN 8:00 AM Fri, Feb 26	Arrive PHX 10:14 AM Fri, Feb 26			

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

This runerary 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 over	Continue

Seat Selection

After flight options have been selected, a seat map appears for the first air segment. You can scroll to the front and back of the plane if necessary to see more seats.

To request a seat, click an available seat using the information shown in the legend below the seat map. Exit row seats cannot be selected at this time. Then click the **Select** button to go to the next flight or the next step in the booking process.



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

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 blue 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.

Note: The Preferred Hotels sort feature displays properties based on Fed Room Rate availability, not the individual users preferred hotel brand.

You can also search for hotels by:

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

Select a hotel Airport, city or address Check in Check out Rooms dfw 11/22/15 11/24/15 1 Search Find your company locations + Sort by Preferred hotels 686 of 686 hotels 26 rth Richla \$70 **BW NORTHWEST INN** Show map > **Company Preferred** View rates Filters 2361 West Northwest Highway Reset filters Dallas TX 75220 USA 9.2 miles E (Map) Distance Amenities within 25 miles -Hotel name Name or chain BEST WESTERN IRVING INN DFW \$72 **Company Preferred** Amenities View rates 4110 W Airport Freeway ADA accessible (300) Irving TX 75062 USA Airport shuttle (122) 4.7 miles S (Map)



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.





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 (S).

1	Announcements					
	Hot					
1	330 Eas Lewisvill	t Corporate Drive e TX 75067 USA				
	Description	Amenities	Мар	Photo	5	Room rates
om	rates for Sun, Nov 22, 20	15 - Tue, Nov 24, 2015				
	Room types			Rate rules	Room rates	
	AAA CAA Rate*membe Beds,Nsmk,42lcd,Hispo Qualify	rs Must Show, 2 Queen d,Micrfg,Plotop, Desk,Full Breakfa	ast Check In To	Cancel by 24 hours before check in. More rate details	\$115.19 *	Select
	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. More rate details	\$115.19 *	Select
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. More rate details	\$115.19 *	Select
1	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. More rate details	\$115.19 *	Select
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. More rate details	\$115.19 *	Select
8	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. More rate details	\$115.19 *	Select
r	Corporate Business Tr Beds,Nsmk,42lcd,Hisp	aveler Ra, 2 Queen d,Micrfg,Plotop, Desk,Full Breakf	ast	Cancel by 24 hours before check in. More rate details	\$127.99 *	Select
3	Corporate Business Tr Accessible,Bathtub,Ns	aveler Ra, Accessible - Suite Kin mk,Full Breakfast	g Bed, Mobility	Cancel by 24 hours before check in.	\$127.99 *	Select

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.	\$142.99 *	Select
		More rate details		
22	Flexible Rate*best Least Restr, Suite-2 Queen	Cancel by 24 hours	\$142.99 *	Select
	Beds,Nsmk,42lcd,Hispd,Micrfg, Plotop,Sofab,Full Breakfast	before check in.		Contraction
		More rate details		
23	Corporate Business Traveler Ra, Suite-1 King	Cancel by 24 hours	\$157.99 *	Relact
	Bed,Nsmk,Jactub,42lcd,Pirobe, Plotop,Full Breakfast	before check in.		Select
		More rate details		
24	Flexible Rate*best Least Restr, Suite-1 King	Cancel by 24 hours	\$157.99 *	Poloct
	Bed,Nsmk,Jactub,42lcd,Pirobe, Plotop,Full Breakfast	before check in.	4 .01.00	Select
		More rate details		
Room	rate changes during stay. Click the More rate details link to view a break	kdown of daily rates.		

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

х

Cancellation	policy. Must Be Cancelled By 1600 On 11/21/15
Bw0007595 Best We	stern Plus Lewisville
2 Queen Beds,Nsmk	,42lcd,Hispd,Micrfg,Plotop ,
Desk, Full Breakfast	
Check In To Qualify	
212.38 Total Rate Si	arting 22nov For 2 Nights
Deposit Policy: Acce	pted Forms Of Deposit -
Credit Card	
Cancellation Policy:	vlust Be Cancelled By 1600 On 11/21/15
Guarantee Policy: *	Cc-Gtd Cor-Id

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.

non-smoking room	king bed
high floor	low floor
away from elevators	away from ice machine
hypoallergenic room	wheelchair accessible
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 timerary 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.		
O Attending a Convention		
O 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			* Drop-off date	
10/19/15	7:00 am	•	10/23/15	11:00 am
Car type (choose five or fe	ewer)			-
Cars	SUV and trucks		Vans and wagons	Specialty
Mini	Compact SUV		Mini van	Crossover
Economy	Intermediate SUV		Standard van	Convertible
Compact	Standard SUV		Full sized van	Specialty car
	Full Sized SUV		Compact wagon	Specially sport
	Premium SUV		Intermediate wagon	Specially luxury
- Full size			Standard wagon	Premium sport
	All terrain		Premium wagon	
Luxury	Standard truck		I Luxury wagon	
	Eull sized truck			
Car features				
4WD/AWD	Transmission		Number of doors	Fuel type
O No	 Automatic 		 Any 	 No preference
⊖ Yes	O Manual		O Two (2) doors	O Hybrid/green
			O Four (4) doors	O Diesel
Special equipment	choose three or fewer)			
non-smoking car	cellular phone		luggage rack	ski equipment rack
	1 infant child seat		2 infant child seats	1 child toddler seat
2 child toddler costs			band controls right	band controls loft
	snow chains			
navigational system	2 door		4 door	hatchback
smoking car				
				Skip car search Express booking

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

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



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.

Flight segments i Your travel sele no value after th Please Note:NO	must be ticketed by close of business on Jar ctions include non-refundable fares. If yo hat date and/or after the flight has departe NREF/0VALUAETDPT/CHANGEFEE	uary 16. ur ticket is not used on or by the travel date(s) d.	specified on your tickets, the unused portion may hav
Fares not guaran	teed until ticketed.		
Click on the Fare	Rules link for itinerary rules and restrictions	prior to purchase.	
end: ★★★ Company	y Preferred		Expand All Colla
Trip Details			Add to this trip
light Details Rou	ındtrip		
MCO to DEN - 1	I Stop		Change this flight Remove this flight
lon, May 23	6:15 AM - 7:55 AM	Orlando, FL (MCO) to Houston, TX (IAH) Fare Rules	UNITED Flight 1768 Seat 22C Class: Coach
	9:00 AM - 10:31 AM	Houston, TX (IAH) to Denver, CO (DEN) Fare Rules	UNITED Flight 1126 Seat 23L Class: Coach
DEN to MCO - 1	1 Stop		Change this flight Remove this flight
iri, May 27	6:10 AM - 9:30 AM	Denver, CO (DEN) to Chicago, IL (ORD) Fare Rules	UNITED Flight 532 Seat 22F Class: Coach
	10:40 AM - 2:22 PM	Chicago, IL (ORD) to Orlando, FL (MCO) Fare Rules	UNITED Flight 776 Seat 22F Class: Coach

to be balais Bighton, CO Caage tan kell Bighton, CO Far Annow: 1, 220 del L-1000 Far Annow: 1, 220	Seat Assignment Add or modify your flight seat assignments.			Select/Modify Seats
Binghon, CO Counge that Kell heads, hir: 300 PM, Mon, May 23 heads, rays and heads Rate, rays bed Lenser Horsmoodsy Protony and heads rate of the set of	lotel Details			
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under of norms: 1 Teleptons: 1:223 055-1001 Fax Hone: 1:233 055-1001 Fa	Check-in: 3:00 PM, Mon, May 23 Check-out: 11:00 AM, Fri, May 27 otal Hotel Stay: 4 nights	Pending Best Flexible Rate, King Bed Le	isure Nonsmoking	Holiday Inn Exp Stes Brighton 2180 South Medical Center Driv Drive Brighton Co Us 80601 Brighton, CO 80601 USA
and the function of the functi	lumber of rooms: 1			Telephone: 1-720-685-1500 Fax Phone: 1-720-685-1501
Series Solds and the balance is an additional information Estimated Trip Cest: Estimated Same Advance Second Same Sold Same	cancellation Rules xi after 1800 23may forfeit first nite stay suarantee Rules uarantee required Peposit Rules eposit policies vary by hotel since a hotel can set a dep	posit policy of up to 30 days in advance	please review rate rules prior to	o booking to avoid possible charge
lar Details Aurora, CO Charge this car Renove thin car Parking Economy	verage Nightly Rate: \$177.31			Estimated Sum of Nightly Rates: \$629.5 Estimated Taxes and Fees: \$79.2 Estimated Hotel Total: \$709.2
Aurora, CO Change this car Remove this car ick-up 11:00 AM, May 23, 2016 Aurora, CO (DEN) Pending Economy Deevool and/or similar 2 or 4 door all conditioning automatic transmission Fight Cost awy Car Rate: \$00.08 mixed car Total: \$183,1 Traveler Information Image 2016 Auroration Billing Information Image 2016 Auroration Peter Information Image 2016 Auroration Image 2016 Auroration Image 2016 Auroration Peter Information Image 2016 Auroration Image 2016 Auroration Image 2016 Auroration Image 2016 A	Car Details			
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Billing Information Delivery Information Additional Information Estimated Trip Cost Fight Tota: \$703.20 Brighton, CO - Hole Tota: \$709.22 Aurora, CO - Hole Tota: \$709.22 Aurora, CO - Local Tota: \$709.22 Aurora, CO - Local Tota: \$183.19 Agency Service Fee \$500 Trip Tota: \$11,645.61 *Rease note that this total is based on available information. The estimated cost may not include taxes and fees. * a stely reasons, the transportation of hazardous materials in carry-on and checked baggage is prohibited. Examples of hazardous materials include explosives, aerosols, an immable liquids. For a full list of prohibited tems, check your carriers website. y purchasing, I agree to the hazardous materials in carry-on and checked baggage is prohibited. Examples of hazardous materials include explosives, aerosols, an immable liquids. For a full list of prohibited tems, check your carriers website. y purchasing, I agree to the hazardous materials in carry on and checked baggage. Start Over Hold Trip Purchase Tri Hold Trip: No put its its on hold, click the Hold Trip button. To purchase a tip on hold, go to the Trips page. The system will automatically cancel this tip in 37 hour(s) at 1159P Eastern Standard Time on Jan 16 2016 if not purchase.	aily Car Rate: \$30.88 nlimited mileage xtra Day: \$67.94			Estimated Car Total: \$183.1
Delivery Information Additional Information Estimated Trip Cost Flight Total: \$703.20 Bighton, CO - Hotel Total: \$709.22 Auroa, CO - Car Total: \$183.19 Agency Service Fee \$50.00 Trip Total: \$1,645.61 *ease note that this total is based on available information. The estimated cost may not include taxes and fees. Trip Total: *rease note that this total is based on available information. The estimated cost may not include taxes and fees. Trip Total: *rease note that this total is based on available information. The estimated cost may not include taxes and fees. Trip Total: *rease note that this total is observed on available information. The estimated cost may not include taxes and fees. Trip Total: *rease note that this total is observed on available information. The estimated cost may not include taxes and fees. Trip Total: *rease note that this total is of prohibited lens, check your carrier's websile. y purchasing, I agree to the hazardous materials include explosives, aerosols, an animable liquids. For a full list of prohibited lens, check your carrier's websile. Y and Trip required Start Over Hold Trip Purchase Trip Total: * 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	Billing Information			
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Please note that this total is based on available information. The estimated cost may not include taxes and fees.				Flight Total: \$703.20 Brighton, CO - Hotel Total: \$709.22 Aurora, CO - Car Total: \$183.19 Agency Service Fee \$50.00 Trip Total: \$144.541
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95-2016 GetThere L.P. All rights reserved.	Hold Trip: To put this trip on hold, click the Hold Trip button. Eastern Standard Time on Jan 16 2016 if not pur	To purchase a trip on hold, go to the Tr chased.	ips page. The system will auton	natically cancel this trip in 37 hour(s) at 1159P
Show load Share we had be	05.0016 ColThere I. D. All dobte meaning			Chautin

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:			
Site Card - No Acct Val			
Card Type: Visa	Address Line 1:On File	State/Province:On File	
Card Number: On File	Address Line 2:On File	Zip Code: On File	
Expiration Date:On File	City: On File	Country: On File	
Name on card: On File			
Hotel Billing Information			
* Bill to:			
Hotel Only			
Card Type: Visa	Address Line 1:On File	State/Province:On File	
Card Number: On File	Address Line 2:On File	Zip Code: On File	
Expiration Date:On File	City: On File	Country: On File	

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	Expand All Collapse A	11
≁ Trip Details	Add to this trip	

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	
Air	are unavailable
Hapeville, GA - Hotel Total	\$476.70 *
College Park , GA - Car Total	\$91.62 *
Agency Service Fee	\$50.00 *
Trip Total	\$618.32 *
* 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 nazardous materials in carry-on and checked baggage is prohibited. Examples of nazardous materials include explosives flammable liquids. For a full list of prohibited items, check your carrier's website. By purchasing, I agree to the hazardous materials restrictions.	aerosols, and
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 Mountain Standard Time on Sep 30 2015 if not purchased.) at 1144A

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.



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

Save this trip as a Trip Template if you plan on booking this Itinerary again. Template Name:	Save as Trip Template	
	Save this trip as a Trip Template if you plan on booking th Template Name:	is itinerary again.
Make this template available to other travelers.	Make this template available to other travelers.	

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

Templates

Trip Template Saved Your trip has been saved as a trip template. To use this trip template, click the "Templates" link in the navigation bar.	
	Back

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

Legend: *** Company Preferred	Expand	All Collapse All
+ Trip Details	Add to this trip	as template

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

Add to this trip	2
Add	
air a hotel room a car	ß
viewinist	

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.

Add to this trip	×
Add	
a hotel room	
in or near	
Atlanta (ATL) - DEC 1	v
	Add Item
Tuorino - Cuorino - Cuorino - C	

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					
leservatio	on complete				
Please Note:NONREF/0VALUAFTDPT/CHANGEFEE Fares not guaranteed until licketed. Click on the Fare Rules link for litnerary 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.					
gend: ★ 🛧 Company	Preferred				
O and mustice lafe					
Record Locator (PNR)					
Airline Confirmation: Hotel Confirmation: Car Confirmation:	United Airlines: P84KWV Holiday Inn Exp Stes Brighton: I Ez Rent A Car: STSD06DF5AE	68980496 Z			
Deliver To:	Vernon Bear 222 Avon Park, FL 33825 USA				
Traveler Informati	on				
Traveler 1: Vernon B	Bear				
Name: Ve Meal preference: sta	rnon B Bear Indard				
Flight Details Rou	ndtrip		🗈 Save as template		
MCO to DEN - 1	Ston				
Name:	raan B Boor				
Meal preference: sta	indard				
Flight Details Rou	ndtrip		Save as template		
MCO to DEN - 1	Stop				
Mon, May 23	6:15 AM - 7:55 AM	Orlando, FL (MCO) to Houston, TX (IAH) Fare Rules	UNITED Flight 1768 Seat 22C Class: Coach		
	9:00 AM - 10:31 AM	Houston, TX (IAH) to Denver, CO (DEN) Fare Rules	UNITED 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) Fare Rules	UNITED Flight 532 Seat 22F Class: Coach		
	10:40 AM - 2:22 PM	Chicago, IL (ORD) to Orlando, FL (MCO) Fare Rules	UNITED 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 Total Hotel Stay: 4 nights Number of rooms: 1	Best Flexible Rate, Ki	ng Bed Leisure Nonsmoking	Holiday Inn Exp Stes Br 2180 South Medical Cent Drive Brighton Co Us 806 Brighton, CO 80601 USA Telephone: 1-720-685-15	ighton er Driv 601
Cancellation Rules cxl after 1800 23may forfelt first nite stay Guarantee Rules			Fax Phone: 1-720-685-18	501
Deposit Rules deposit policies vary by hotel since a hotel can set a de	eposit policy of up to 30 days in	n advance please review rate rules prior to be	ooking to avoid possible charge	
Average Nightly Rate: \$180.12			Estimated Sum of Nightly Ra Estimated Taxes and Fe Estimated Hotel To	tes: \$639.96 ees: \$80.52 otal: \$720.48
Car Details				
Aurora, CO				
Pick-up 11:00 AM, May 23, 2016 Aurora , Drop-off6:00 AM, May 27, 2016 Aurora, Co	CO (DEN) O (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 Pc USA 303-375-0222	aa
Daily Car Rate: \$28.59 Unlimited mileage Extra Day: \$62.90			Estimated Car To	otal: \$171.66
Estimated Trip Cost Breakdown				
Estimated the COSt Dieakdown			Elight 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 inform	nation. The estimated cost ma	y not include taxes and fees.		

Trip Synchronization			
Stripcase [®]	To send your litinerary to TripCase, the itinerary management application for your smartphone that helps you stay informed, empowered and connected when you travet, click the Send thinerary button. If you don't have a TripCase account, click on the Create an Account link below.	Send this Itinerary to TripCase. If you modify your trip, please resen TripCase. Your Record Locator(s): JLPGNG	d your itinerary to
	Learn More Create an Account		Send Itinerary
Outlook/Smartphone Calendar Dates Keep track of this trip by adding it to your Outlo builted Airlines flight 1768 on May 23 builted Airlines flight 20 on May 23 builted Airlines flight 20 on May 27 builted Airlines flight 276 on May 27	ok or Smartphone calendar.		
Hotel stay in Brighton at the Holiday Inn Exp	Stes Brighton from May 23 to May 27		
Send a copy of your itinerary by e-mail. iCalence Share Itinerary with Colleagues Post a comment about this trip to your friends a	tar attachments are included to integrate in a calendar program.		E-mail Itinerary
Travel Agency Information Address: My Travel Agency Email Address: troy.wells@getthere.co	m		
Duplicate Trip Duplicate this exact trip for another person?			
Myself			\checkmark
			Duplicate Trip
1995-2016 GetThere L.P. All rights reserved.		Show log	Share your feedbac

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

CONFIRMATION NUMBERS SABRE Record Locator #: JLPGNG Airline Record Locator #1 UA-P84KWV (United Airlines) CarRental 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: ORLUA X/HOUUA DEN320.00UA X/CHIUA ORLQ DENORL18.60 273.49USD612.09END ZPMCOIAHDENORD XFMCO4.5IAH4.5DEN4.5ORD4.5

Penalty: NONREF/0VALUAFTDPT/CHANGEFEE

ITINERARY

INENAN

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.

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.

X Book travel	Templates	View all templates
Manage trips 1		
► Templates		
Unused tickets (1)		
Profile		
More tools		

All templates appear in the Templates page.

emplates					
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.

Tome				
emplate de	etails			
mplate name: Long D	FW Trip			
delete this trip template, clic	k the Delete button.			
Flight details Roundtrip				Rename template To rename a trip template, enter a
MCO to DFW				button.
Travel date (Begin) Sun, Apr 1, 2012	5:30 AM - 6:59 AM	Orlando, FL (MCO) to Atlanta, GA (ATL)	DELTA Delta Air Lines Flight 2390 Class: Coach	Template name Long DFW Trip Save
	8:35 AM - 10:10 AM	Dallas/Ft Worth, TX (DFW)	Delta Air Lines Flight 2310 Class: Coach	
DFW to MCO				
Travel date (End) Fri, May 4, 2012	2:45 PM - 5:50 PM	Dallas/Ft Worth, TX (DFW) to Atlanta, GA (ATL)	DELTA Delta Air Lines Flight 2010	
	6:50 PM - 8:28 PM	Atlanta, GA (ATL) to Orlando, FL (MCO)	DELTA Delta Air Lines Flight 1669 Class: Coach	
Hotel details				
Irving, TX				
Check in: Sun, Apr 1 Check out: Fri, May Total hotel stay: 33 nights	, 2012 4, 2012	Sleep Inn Dfw Nort 4770 plaza drive Irving, TX 75063 Telephone: 972-92	h 9-8888	
Car details		Fax Phone, 572-51	3-2000	
Dfw Airport, TX				
Pick up: 11:00 AM, Sun, Api TX (DFW)	1, 2012 Dfw Airport,	Car type / details: Economy	Advantage	
Drop off: 2:00 PM, Fri, May ((DFW)	4, 2012 Dfw Airport, TX	2 or 4 door air conditioning automatic transmission	South Car Rental Facility USA	
Total rental time: 33 days			Telephone:972-574-9201	
Use this trip template To use this trip template to c	reate a new reservation, s	elect your travel dates and then click the	Price Itinerary button.	
Depart				
01/21/16				
Depart				
01/22/16				

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.

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.

	Tring				View all trips
X Book travel	Trips				view all trips
Hanage trips 2	Location	Date	Trip type	Record #	Status
≽ Templates	Denver	05/23/16 - 05/27/16	* 🛛 🚓	JLPGNG	Active
Profile	Tampa	06/14/16 - 06/16/16	×	WQYGWU	On hold
🖋 More tools	Up to 5 upcon	ning trips are shown. To vie	ew the complete	list of trips, click	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:

rip detai	s
, May 23, 2016 - Fri, end:	May 27, 2016
	Ficiello
Confirmation info	rmation
lecord locator (PNR)	JLPGNG
irline confirmation	United Airlines: P84KWV
lotel confirmation	Holiday Inn Exp Stes Brighton: 68980496
ar confirmation	ez rent a car: STSD06DF5AEZ
eliver to	Vernon Bear
	222
	Avon Park, FL 33825
	USA
View booking	log View booking log
Please note: Boo	king logs are available 30 minutes after booking. Logs only display activity that occurred within the last 90
days.	
ravalar Informa	tion
Traveler 1: Vernon I	3 Bear
ame: V	ernon B Bear

Flight details Rou	Indtrip		Save as template
MCO to DEN - 1	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 N 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)	UNITED M Filght 1126 Seat 23L Class: Coach
DEN to MCO - 1	1 Stop		Change this flight Remove this flight
Fri, May 27	6:10 AM - 9:30 AM	Denver, CO (DEN) to Chicago, IL (ORD)	CINITED REPORTED REPO
	10:40 AM - 2:22 PM	Chicago, IL (ORD) to Orlando, FL (MCO)	UNITED Filght 776 Seat 22F Class: Coach
Seat Assignment Add or modify your flig Select/Modify Seat	ght seat assignments. ts		Base airfare \$612.09 Air Extras No fee Taxes and fees \$91.11 Flight total \$703.20
Brighton CO			Change this hotel Remove this hotel
Check-in: 3:00 PI Check-out: 11:00 Total hotel stay 4 nigh Number of rooms: 1	M, Mon, May 23 AM, Fri, May 27	Best Flexible Rate, King Bed Leisure Nonsmoking	Holiday Inn Exp Stes Brighton 2180 South Medical Center Driv Drive Brighton, CO 80601 USA Brighton, CO 80601 USA Telephone 1-720-685-1500 Fax 1-720-685-1501
Cancellation rules cxl after 1800 23may f	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

Aurora, CO		Change this car Re	move this car
Pick-up 11:00 AM, May 23, 2016 Aurora , C Drop-off6:00 AM, May 27, 2016 Aurora, CO	D (DEN) Economy DEN) Daewoo Lanos 2 or 4 door air conditioning automatic trans Car Rate Policy	nrifician Aurora, CO (DEN) 19901 E 56th Avenue Pcaa USA mission 303-375-0222	I
		Estimated ca	ar total \$171.6
Estimated Trip Cost Breako	lown		
" Please note that this total is based on availab	le information. The estimated cost may not include faxes	Flight Total: Brighton, CO - Hotel Total: Aurora , CO - Car Total: Service Fees: Trip Total: and fees.	\$703.20 \$720.48 \$171.66 \$50.00 \$ 1,645.34
Add to your trip Add Select one R Add Item			
Trip synchronization			
Trip synchronization	To send your itinerary to TripCase, the itine management application for your smartpho you stay informed, empowered and connec you travel, click the Send itinerary button. have a TripCase account, click on the Crea account link below.	rary Send this itinerary to TripCase ne that helps ted when Your record locator(s) JLPGNG to an account	Send Itinerary
Trip synchronization Trip case Dutlook/Smartphone calendar dates Keep track of this trip by adding it to your Outli United Airlines flight 1768 on May 23 United Airlines flight 1766 on May 23 United Airlines flight 1766 on May 27 United Airlines flight 776 on May 27 Carental at DEN with Ex Rent A Cart fron I	To send your itinerary to TripCase, the itine management application for your smartpho you stay informed, empowered and connec you travel, click the Send itinerary button, have a TripCase account, click on the Crea account link below. Learn more Create ok or Smartphone calendar. Stes Brighton from May 23 to May 27 tay 23 to May 27	rary Send this itinerary to TripCase ted when fyou don't te an an account	Send itinerary
Trip synchronization Cutiook/smartphone calendar dates Keep track of this trip by adding it to your Outlo United Airlines flight 1768 on May 23 United Airlines flight 1768 on May 23 United Airlines flight 1726 on May 27 Hotel stay in Brighton at the Holday Inn Exg Car rental at DEN with Ez Rent A Car from I E-mail timeraty Send a copy of your Itlnerary by e-mail. ICalen	To send your ilinerary to TripCase, the ilin management application for your smartpho you stay informed, empowered and connec you travel, click the Send titnerary button. have a TripCase account, click on the Creat account link below. Learn more Create ok or Smartphone calendar. Stes Brighton from May 23 to May 27 tay 23 to May 27 tar attachments are included to integrate in a calendar pr	rary te that heips te d when if you don't te an an account Send this itinerary to TripCase Your record locator(s) JLPGNG an account Send this itinerary to TripCase Your record locator(s) JLPGNG and account	Send timerary
Trip synchronization	To send your ilinerary to TripCase, the ilin management application for your smartpho you stay informed, empowered and conner you travel, click the Send timerary button. have a TripCase account, click on the Creat account link below. Learn more Create ok or Smartphone calendar. Stes Brighton from May 23 to May 27 tay 23 to May 27 tar attachments are included to integrate in a calendar pr ind colleagues.	rary te that helps te d when if you don't te an an account bgram. Send this ilinerary to TripCase Your record locator(s) JLPGNG if you don't te an an account	Send itinerary
Trip synchronization Outlook/Smartphone calendar dates Keep track of this trip by adding it to your Outlo United Airlines flight 1766 on May 23 United Airlines flight 1766 on May 23 United Airlines flight 126 on May 23 United Airlines flight 1320 on May 27 United Airlines flight 1320 on May 27 United Airlines flight 1320 on May 27 United Airlines flight 768 on May 28 United Air	To send your ilinerary to TripCase, the ilin management application for your smartpho you stay informed, empowered and connec you travel, click the Send timerary button. have a TripCase account, click on the Creat account link below. Learn more Create ok or Smartphone calendar. Stes Brighton from May 23 to May 27 tay 23 to May 27 tar attachments are included to integrate in a calendar pr ind colleagues.	rary ne that heips ted when f you don't te an an account ogram.	Send itinerary

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 Rou	Indtrip		Save as template
MCO to DEN - 1	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
	9:00 AM - 10:31 AM	Houston, TX (IAH) to Denver, CO (DEN)	UNITED Filght 1126 Seat 23L Class: Coach
DEN to MCO - 1	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 Filight 532 Seat 22F Class: Coach
	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 Fibht total \$703.20

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

Flight details Rour	ndtrip		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) Message from web	Flight 1768
	9:00 AM - 10:31 AM	Houston, TX (IAH) to Denver, CO (DEN)	UNITED Flight 1126 Seat 23L Class: Coach

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*.

	Itineraries & check-in 🔻	Mileage Plus® 🔻	Services & information 👻	Search site
			Shop for flights Special deal	ls 🛛 🍼 Travel Options by l
	Home > Itineraries & check-in > Easy EasyCheck-in Or	Check-in Online		
Login	Checking in is easy:			
a member? ign up now	Start	Selec	t) Prin	t & go
Related links EasyCheck-in Online FAQs Traveler guide Check-in times EasyCheck-in klosk	 Log in and select tinerary. 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. 	 Select seats. Add frequent flyer Request upgrades. Enter your bag che information and pay baggage fees in ad 	 Print or reprint documents on airport. Check any ba or with a Unit service agent vance. If you are not proceed to air 	your boarding line or at the ggage curbside** d customer checking bags, port security.
	Mileage Plus member log Mileage Plus # or email address Password Password Remember me • Existing Mileage Plus members with passwords create a password an online profile • Forgot your Mileage Plus number o password? Employee check in	ngin (OR) hout id r	Guest access Confirmation or e-ticket Confirmation or e-ticket nume Confirmation or e-ticket nume Last name Not a Mileage Plus member?	number ?
	Personnel and/or a dependant with II *Including Puerto Rico and the U.S. V *A \$2 fee may apply for each bag c	D and traveling on orders irgin Islands. hecked via curbside che	s must check in with an agent.	bside check-in is

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.

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			
Cancellati	on confirmation		
This trip has be All items within th Please print this	en successfully cancelled. is itlinerary have been cancelled. page for your records.		
Original trip infor	mation		
Record locator (PNR)	JLPGNG		
Airline confirmation Hotel confirmation Car confirmation	United Airlines: P84KWV Holiday Inn Exp Stes Brighton: 6 ez rent a car: STSD06DF5AEZ	8980496	
Deliver to	Vernon Bear 222 Avon Park, FL 33825 USA		
Traveler Informat	ion		
Traveler 1: Vernon E	Bear		
Name: Ve Meal preference: sta	ernon B Bear andard		
Flight details Rou	ndtrip		Save as template
MCO to DEN -	I Stop		
Mon, May 23	6:15 AM - 7:55 AM	Orlando, FL (MCO) to Houston, TX (IAH)	UNITED
	9:00 AM - 10:31 AM	Houston, TX (IAH) to Denver, CO (DEN)	Flight 1126 Seat 23L Class: Coach
DEN to MCO - 1	I Stop		
Fri, May 27	6:10 AM - 9:30 AM	Denver, CO (DEN) to Chicago, IL (ORD)	UNITED 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

Brighton, CO			
Check-in: 3:00 PM, Mon, May 23 Check-out: 11:00 AM, Fri, May 27 Total hotel stay 4 nights Number of rooms: 1	Pending Best Flexible Rate, Kir	ng 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
Cancellation rules cxl after 1800 23may forfeit first nite stay			
Average nightly rate \$180.12			Estimated sum of nightly rates \$639.9 Estimated taxes and fees \$80.5 Estimated hotel total \$720.4
Car Details			
Aurora, CO			
Pick-up 11:00 AM, May 23, 2016 Aurora , CO (DEN Drop-off6:00 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 \$171.6
Trip synchronization			
Outlook/Smartphone calendar dates Keep track of this trip by adding it to your Outlook or S blinet Airlines flight 1768 on May 23 blinet Airlines flight 1768 on May 23 blinted Airlines flight 1763 on May 27 blinted Airlines flight 776 on May 27 blinted Air	imartphone calendar. Srighton from May 23 to May 2 to May 27	27	
1980 - Ca	arv.		
E-mail itinerary cancellation Send an e-mail to inform the cancellation of your itiner			E-mail itinerary cancellation

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: 555-5555
Email: troy.wells@sabre.com
```

```
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
*******
```

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.

Round-tri	p	One-	way	Multi-des	tination
From			* To		
NYP			WAS		
Depart			* Return		
12/07/15	Leaves	~	12/11/15	Leave	es 🗸
Morning (7:00 a	am)	~	Morning (7:0	0 am)	~
Advanced sear	ch options				

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.

Depart WAS Washington, DC 5:00 AM Tue Feb 23	Arrive NYP New York NY	Sort by Departure - earliest first
Depart WAS Washington, DC 5:00 AM Tue, Feb 23	Arrive NYP New York NY	First
Depart WAS Washington, DC 5:00 AM Tue, Ech 23	Arrive NYP New York NY	First
140,10020	7:45 AM Tue, Feb 23	Select
Depart WAS Washington, DC 6:00 AM Tue, Feb 23	Arrive NYP New York, NY 8:52 AM Tue, Feb 23	First Select
Depart WAS Washington, DC 7:00 AM Tue, Feb 23	Arrive NYP New York, NY 9:48 AM Tue, Feb 23	First Select
Depart WAS Washington, DC 8:00 AM Tue, Feb 23	Arrive NYP New York, NY 10:46 AM Tue, Feb 23	First Select
Depart WAS Washington, DC 9:00 AM Tue, Feb 23	Arrive NYP New York, NY 11:46 AM Tue, Feb 23	First Select
Depart WAS Washington, DC 11:00 AM Tue, Feb 23	Arrive NYP New York, NY 1:50 PM Tue, Feb 23	First
	Depart WAS Washington, DC 6:00 AM Tue, Feb 23 Depart WAS Washington, DC 7:00 AM Tue, Feb 23 Depart WAS Washington, DC 8:00 AM Tue, Feb 23 Depart WAS Washington, DC 9:00 AM Tue, Feb 23 Depart WAS Washington, DC 9:00 AM Tue, Feb 23	Washington, DC New York, NY 5:00 AM 7:45 AM Tue, Feb 23 Tue, Feb 23 Depart Arrive WAS NYP Washington, DC 8:52 AM Tue, Feb 23 Tue, Feb 23 Depart Mrive WAS NYP Washington, DC NYP Washington, DC NYP Washington, DC NYP Vashington, DC NYP New York, NY 9:48 AM Tue, Feb 23 Tue, Feb 23 Depart MYP WAS NYP Washington, DC NYP New York, NY 10:46 AM Tue, Feb 23 Tue, Feb 23 Depart Mrive WAS NYP Washington, DC NYP S:00 AM Tue, Feb 23 Depart Mrive WAS NYP Washington, DC NYP S:00 AM Tue, Feb 23 Depart Mrive WAS NYP Washington, DC NYP New York, NY 11:46 AM Tue, Feb 23 YP New York, NY 1:50 PM Tue, Feb 23 Tue, Feb 23

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			
Frain 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
Option 2			
Frain 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
Option 3			
Frain 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

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	v and checkout		
You cannot hold Rail reservations of click Purchase Tri	a trip with a rail segment. cannot be placed on hold. If you want to con p to complete the transaction.	tinue to hold a car/hotel reservation, please remove the n	ail segment before placing this trip on hold. Otherwise,
egend: ★★★ Company	Preferred		Expand All Collapse All
✓ Trip Details			Add to this trip
Train Details Rour	ndtrip		
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 Complian 	ce		
 Traveler Information 	ation		
 Billing Information 	n		
 Delivery Informa 	ition		
 Additional Inform 	nation		
- Estimated Trip C	Cost		Train Total \$127.00
* Please note that this total	l is based on available information. The estimated c	ost may not include taxes and fees.	Trip Total: \$137.00 *
Review Terms and Cor	nditions		
Please read the Terms box.	and Conditions/Conditions of Carriage and s and conditions required for this itinerary.	fare rules. To complete this reservation, you must accept	these terms and conditions by selecting the check
= 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			
Reservati			
Confirmation Info	ormation		
Rail Record Locator:	QSSZXK		
Rail Confirmation:	87A604		
Deliver To:	Vernon Bear 222 Avon Park, FL 33825 USA		
Traveler Informa	tion		
Traveler 1: Vernon	B Bear		
Name: Vernon B	Bear		
Train Details Ro	undtrip		
NYP to WAS			
Mon, Dec 07	6:00 AM - 8:55 AM	New York, NY (NYP) to Washington, DC (WAS)	Antrak Train 2103 Acela Express Class: <i>First</i>
WAS to NYP			
Fri, Dec 11	5:00 AM - 7:45 AM	Washington, DC (WAS) to New York, NY (NYP)	Antrak Train 2150 Acela Express Class: First
			Base Fare: \$432.00 Tax: \$0.00 Train Total: \$674.00
Estimated T	rip Cost Breakdown		
* Please note that this	s total is based on available informati	on. The estimated cost may not include taxes and fees.	Train Total: \$674.00 Trip Total: \$674.00 *
Trip Synchroniza	ation		
	ase [°]	To send your illnerary to TripCase, the illnerary 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 ***** TTINERARY 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)

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DELIVERY INFORMATION
Deliver To:
Name: Vernon Bear
Address: 222
Avon Park, FL, 33825
Phone: 682-605-4708
Email: troy.wells@sabre.com
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HAVE A GREAT TRIP

