

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.
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11/15/13	Added a note about not using the "back" button.
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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.

Date	Changes to Document
3/2/16	Updated screen shots for seat map page, screen shots showing Your trip so far link you can use to see current selections, and the addition of a Print this page button on the Reservation complete page.
7/5/16	Added Current location as a hotel search option and updated screen shots.
8/5/16	Added changes for Select a hotel page (including new icons for map view, new key, new links to additional pictures on the default thumbnail picture, new layout of Hotel details page, new posted date for company announcements, and new layout of Trip details page. Also, added information about exit row seats on seat maps.
9/19/16	Added new screen shots for new Admin menu, updated Out of policy pages, updated Special requests dialog box, Trip details page, and Add to this trip dialog box.

Objectives

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

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

Overview

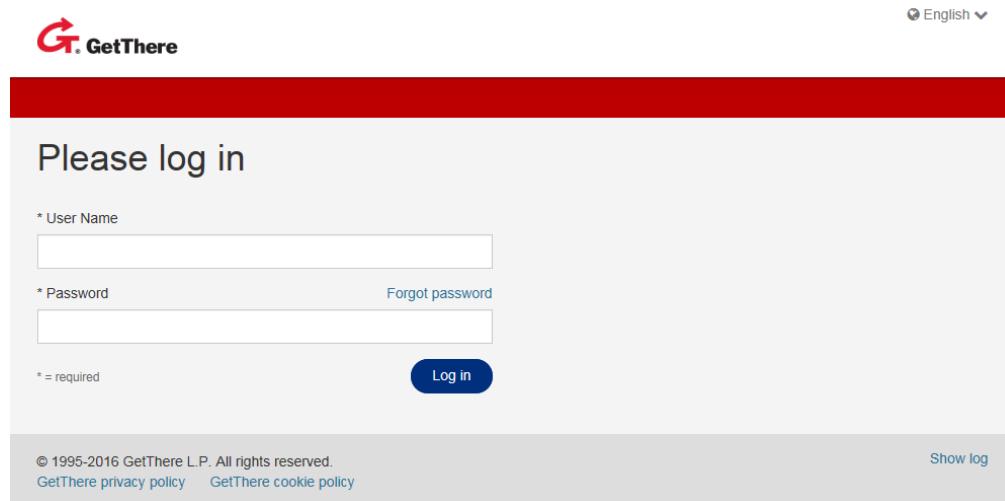
This training is an overview of *GetThere*®, your online-booking tool. It covers how to use the tool to book and manage travel online, and how to manage your online profile.

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

Getting Started

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

Note User name and password are both case-sensitive.



The screenshot shows the GetThere login page. At the top left is the GetThere logo. At the top right is a language selection dropdown set to "English". Below the header is a red horizontal bar. The main content area has a light gray background. It features the text "Please log in" in bold. Below this are two input fields: one for "User Name" and one for "Password". To the right of the password field is a "Forgot password" link. At the bottom of the form are two buttons: a small note "*= required" and a larger blue "Log in" button. At the very bottom of the page is a dark gray footer bar containing copyright information: "© 1995-2016 GetThere L.P. All rights reserved.", links to "GetThere privacy policy" and "GetThere cookie policy", and a "Show log" link.

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

Home Page

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

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

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

The screenshot shows the GetThere Home Page. On the left, a sidebar contains links: Book travel, Manage trips (0), Templates, Unused tickets (0), Profile, and More tools. The main area features a search form for flights, hotels, and cars. It includes fields for trip type (Round-trip, One-way, Multi-destination), travel dates, and times. Below the search form are advanced options and a Coach/Coach, Lowest Available link. A 'Search' button is at the bottom right. The top right shows user navigation (Admin, English, Help, Vernon Bear) and the site name (gtwelltest). To the right of the search form are three promotional banners: Four Seasons Hotels and Resorts, Avis, and Mileage Plus.

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

Profiles

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

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

The screenshot shows the GetThere Home page with a sidebar on the left containing links: Book travel, Manage trips (0), Templates, Profile, and More tools. Below this is a promotional message for 'Inflight Wi-Fi Special' about the Annual Pass. On the right is a large panel titled 'Profile settings' with several sections: Personal information, Change password, Charge cards, E-mail settings, Profile history, and Air Connect. Below this is a section titled 'Traveler preferences' with Frequent traveler, Passport and visas, Flight preferences, Hotel preferences, Car preferences, Rail preferences, and Site preferences. At the bottom is an 'Arranger settings' section with My travelers and My arrangers. Navigation icons (1, 2, back, forward, search) are at the bottom of the panel.

Profile settings

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

Traveler preferences

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

Arranger settings

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

Click the link for the information you want to update.

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

The following are examples of three of the profile pages.

Personal information page

Home

Personal information

Name, address, and phone number

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

* First name Middle name * Last name
Vernon B Bear

* E-mail address
troy.wells@sabre.com

Job title
Senior Technical Writer

Company
[empty field]

Corporate ID
[empty field]

Employee number
[empty field]

Division
[empty field]

Department
[empty field]

Cost center
[empty field]

Project code
[empty field]

* Country
USA

* Address
222

Address 2
[empty field]

* City * State or province * Postal code
Avon Park FL 33825

* Work phone
555-555-5555

Home phone
[empty field]

Fax phone
[empty field]

Gender	<input type="text" value="Select one"/>
(Requested by TSA)	
Date of birth	<input type="text" value="Month"/> <input type="text" value="Day"/> <input type="text" value="Year"/>
(Requested by TSA)	
Redress number	<input type="text"/>
(Requested by TSA)	
Expiration date reminders	<input type="text" value="on"/>
CRS profile name	<input type="text"/>
CRS location code (if applicable)	<input type="text" value="am97"/>
Emergency contact information	
Please enter the name and contact information of a person who can be reached in the event of an emergency.	
First name	<input type="text"/>
Last name	<input type="text"/>
Phone	<input type="text" value="123-456-7890"/>
Country	<input type="text" value="Select one"/>
General Requests or Special Needs	
<input type="text"/>	
(390 characters maximum)	

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

* = required

Save

Site preferences page

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

The screenshot shows the 'Site preferences' page with a red header bar containing the word 'Home'. Below the header, the page title 'Site preferences' is displayed. The main content area contains several configuration fields:

- Default currency:** A dropdown menu set to 'US Dollar'.
- Time format:** A dropdown menu set to 'Select one'.
- Preferred language:** A dropdown menu set to 'Select one'.
- Itinerary confirmation settings:** A dropdown menu set to 'Send Booking Confirmation e-mail only'.

A note below the language field states: 'Any change to your language preference will take effect the next time you log in.'

A note at the bottom left of the form area says: 'Please note. After you click Save, the system stores your changes in your profile, but does not send them to the travel agency.'

A blue 'Save' button is located on the right side of the form area.

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

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

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

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

My Arrangers page

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

The screenshot shows the 'My arrangers' section of the GetThere user interface. At the top, there's a red header bar with the word 'Home'. Below it, the main title 'My arrangers' is displayed. Underneath, a section titled 'People allowed to arrange my travel' lists one arranger: 'Bear, Vernon'. The details for this arranger include their name, subsite ('subwelltest'), email ('555-555-5555'), and phone number. To the right of the arranger's information is a 'Remove' button with a trash icon. At the bottom of this section is a blue 'Add a travel arranger' button. Below this, another section titled 'Travel arranger permissions' contains two dropdown menus. The first dropdown, 'Can others designate themselves as my travel arranger?', has 'Yes' selected. The second dropdown, 'Who can change my account settings?', has 'Only me' selected. A blue 'Save' button is located at the bottom right of this section.

Add Arranger Sample E-mail

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

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

Travel Arranger Notification

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

Name: Jack Bear
E-mail: chris.simiele@sabre.com
Day Phone: 972 315 0658

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

Remove Arranger Sample E-mail

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

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

Travel Arranger Notification

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

Name: Jack Bear
E-mail: chris.simiele@sabre.com
Day Phone: 972 315 0658

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

User Profile Update Sample E-mail

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

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

User profile update

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

Search

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

Flight or Train Hotel Car

Round-trip One-way Multi-destination

Shop by schedule Shop by price

* From
* To

* Depart mm/dd/yy Leaves
 Morning (7:00 am)

* Return mm/dd/yy Leaves
 Morning (7:00 am)

[► Advanced search options](#)

Coach/Coach, Lowest Available

* = required Search

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

[▼ Advanced search options](#)

Departing class of service	Returning class of service
Coach	Coach
Fare type preference	
Lowest Available	
1st airline preference	Clear selection
Select one	
2nd airline preference	Clear selection
Select one	
3rd airline preference	Clear selection
Select one	

* = required

Search

Click the **Search** button.

Select an Airport

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

Select an airport

⚠ More than one location found matching New York

[▶ Modify search](#)

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

[Start over](#) **Search**

Flight Search

Flight Availability (Shop by Schedule)

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

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

Looking from left to right you can view:

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

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

The screenshot shows a flight search results page. At the top, there's an announcement: "Announcements Always book our corporate preferred airlines when possible.test". Below that is a link to "Your trip so far". The main heading is "Select a flight". It shows a search for "Tue, Jul 12, 2016 Phoenix, AZ (PHX) to Denver, CO (DEN)". There's a "Modify search" link. On the left, there are "Filters" and a "Reset filters" link. Under "Flight times", there's a date range from "Tue, Jul 12" to "Tue, Jul 12" with times "5:30 AM" and "10:10 PM". A checkbox for "Departure" is checked. An "Arrival" checkbox is unchecked. In the center, it says "22 flights". To the right, there are "Search by price" and "Sort by" dropdowns, and a note "As low as 128.38 USD one-way". Below this, there's a table for "Option 1". It shows a Southwest flight (Flight 1597 - Boeing 737-800, Coach) departing PHX at 7:30 AM on Tuesday, July 12, arriving DEN at 10:25 AM on Tuesday, July 12. The price is \$128.38. A "Select" button is next to the price. At the bottom of the table, there's a link "Southwest Webfare".

Stops

Non-stop (22)

1 stop

2+ stops

Price

Priced from **0.00 USD** - **170.00 USD**

As low as 108.00 USD one-way (based on 14-day advance-purchase)

Option 2	Depart	Arrive	Lowest Available
UNITED Flight 264 - Boeing 737-800 Coach View seats Non-stop, Total flight time 1:45, 602 miles	PHX 6:30 AM Tue, Jul 12	DEN 9:15 AM Tue, Jul 12	\$108.00
Select			

Airlines

Select all Clear

American Airlines (5)

Delta Air Lines

Frontier Airlines (2)

Southwest Airlines (10)

Spirit Airlines (1)

United Airlines (4)

Mixed Carrier

As low as 128.38 USD one-way

Option 3	Depart	Arrive	Lowest Available
SOUTHWEST Flight 3053 - Boeing 737-800 Coach Non-stop, Total flight time 1:55, 602 miles	PHX 6:00 AM Tue, Jul 12	DEN 8:55 AM Tue, Jul 12	\$128.38
Select			

As low as 128.38 USD one-way

Option 4	Depart	Arrive	Lowest Available
			

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

 Announcements
Always book our corporate preferred airlines when possible.test

 Your trip so far

Select a flight

Fri, Jul 15, 2016 Denver, CO (DEN) to Phoenix, AZ (PHX)

[Modify search](#)

Filters

[Reset filters](#)

Flight times

Departure
 Fri, Jul 15 - Fri, Jul 15
5:35 AM **10:40 PM**

Arrival

22 flights

Search by price  Sort by Select one 

Finish building your itinerary for complete price			
<p>Option 1</p> <p> American Airlines Flight 483 - Airbus A321 Coach View seats Non-stop, Total flight time 1:54, 602 miles</p> <p></p>	<p>Depart DEN 6:00 AM Arrive PHX 6:54 AM Fri, Jul 15</p>	<p>Lowest Available Coach</p> <p>Select</p>	
As low as 128.00 USD one-way (based on 14-day advance-purchase)			
<p>Stops</p> <p><input checked="" type="checkbox"/> Non-stop (22) <input type="checkbox"/> 1 stop <input type="checkbox"/> 2+ stops</p> <p>Price</p> <p>Priced from 0.00 USD - 190.00 USD</p>	<p>Option 2</p> <p> UNITED Flight 237 - Airbus A320 Coach View seats Non-stop, Total flight time 2:01, 602 miles</p> <p></p>	<p>Depart DEN 8:03 AM Arrive PHX 9:04 AM Fri, Jul 15</p>	<p>Lowest Available \$128.00</p> <p>Select</p>
Finish building your itinerary for complete price			
<p>Airlines</p> <p>Select all Clear</p> <p><input checked="" type="checkbox"/> American Airlines (5) <input checked="" type="checkbox"/> Delta Air Lines <input checked="" type="checkbox"/> Frontier Airlines (2) <input checked="" type="checkbox"/> Southwest Airlines (10) <input checked="" type="checkbox"/> Spirit Airlines (1) <input checked="" type="checkbox"/> United Airlines (4) <input checked="" type="checkbox"/> Mixed Carrier</p>	<p>Option 3</p> <p> American Airlines Flight 602 - Airbus A320 Coach View seats Non-stop, Total flight time 2:08, 602 miles</p> <p></p>	<p>Depart DEN 8:05 AM Arrive PHX 9:13 AM Fri, Jul 15</p>	<p>Lowest Available Coach</p> <p>Select</p>
As low as 128.38 USD one-way			
	<p>Option 4</p> <p> SOUTHWEST Flight 3230 - Boeing 737-800 Coach Non-stop, Total flight time 1:55, 602 miles</p> <p></p>	<p>Depart DEN 5:50 AM Arrive PHX 6:45 AM Fri, Jul 15</p>	<p>Lowest Available \$128.38</p> <p>Select</p>

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.

► Your trip so far

Review low fare options

Phoenix, AZ (PHX) to Denver, CO (DEN): Tue, Jul 12, 2016
Denver, CO (DEN) to Phoenix, AZ (PHX): Fri, Jul 15, 2016

► Modify search

Your selected itinerary

UNITED Flight 264 - Boeing 737-800 Coach View seats Non-stop, Total flight time 1:45, 602 miles Fare rules	Depart PHX 6:30 AM Tue, Jul 12	Arrive DEN 9:15 AM Tue, Jul 12	\$294.20 Select
UNITED Flight 237 - Airbus A320 Coach View seats Non-stop, Total flight time 2:01, 602 miles Fare rules	Depart DEN 8:03 AM Fri, Jul 15	Arrive PHX 9:04 AM Fri, Jul 15	

Low fare options

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

Filters 13 flights Sort by **Price (estimate)** ▾

[Reset filters](#)

Flight times

<input checked="" type="checkbox"/> Departure Tue, Jul 12 - Tue, Jul 12 5:30 AM 1:43 PM <input type="checkbox"/> Arrival	SPIRIT Flight 116 - Airbus A319 Coach View seats Operated by Spirit Airlines Non-stop, Total flight time 1:43, 602 miles Fare rules	Depart PHX 11:57 AM Tue, Jul 12	Arrive DEN 2:40 PM Tue, Jul 12	\$166.18 Select
<input checked="" type="checkbox"/> Return - DEN to PHX Fri, Jul 15 - Fri, Jul 15 8:03 AM 3:25 PM <input type="checkbox"/> Arrival	SPIRIT Flight 115 - Airbus A319 Coach View seats Operated by Spirit Airlines Non-stop, Total flight time 1:47, 602 miles Fare rules	Depart DEN 10:20 AM Fri, Jul 15	Arrive PHX 11:07 AM Fri, Jul 15	

Option 2

Stops

Non-stop (11)

1 stop (2)

2+ stops

Price

Priced from **166.18 USD** - **294.20 USD**

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

Frontier Airlines (1)

Spirit Airlines (3)

United Airlines (9)

S	Flight 599 - Airbus A319	Depart	Arrive	\$219.68
S	Flight 599 - Airbus A319	Depart PHX 10:00 AM Tue, Jul 12	Arrive LAX 11:20 AM Tue, Jul 12	Select
S	Flight 430 - Airbus A319	Depart LAX 12:35 PM Tue, Jul 12	Arrive DEN 3:45 PM Tue, Jul 12	
S	Flight 115 - Airbus A319	Depart DEN 10:20 AM Fri, Jul 15	Arrive PHX 11:07 AM Fri, Jul 15	

Travel Policy – Early Evaluation

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

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

Out of policy

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

- A company preferred airline is available.

 **Out of policy**

\$106.20

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

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

Flight Availability (Shop by Price)

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

The screenshot shows the GetThere travel booking interface. On the left, there's a sidebar with icons for Book travel, Manage trips (0), Templates, Unused tickets (0), Profile, and More tools. The main area has a red header bar with the text 'Shop by price'. Below it, there are checkboxes for Flight (checked), Hotel (checked), and Car (checked). A large search form follows, with tabs for Round-trip, One-way, and Multi-destination. Underneath, there are radio buttons for 'Shop by schedule' and 'Shop by price' (which is selected). Below that are radio buttons for 'Exact dates' and '+/- 1 to 3 days'. The search fields include 'From' (PHX), 'To' (DEN), 'Depart' (02/23/16, Leaves), 'Return' (02/26/16, Leaves), and time dropdowns for both. At the bottom of the search form is a link to 'Advanced search options' and a note 'Coach/Coach, Lowest Available'. A small note at the bottom left says '* = required'. On the far right is a blue 'Search' button.

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 ★★★
Non-stops
1 stop
2+ stops

Airlines
AmericanAirlines
Frontier
SOUTHWEST
SPIRIT
UNITED
Mixed carrier

Filters
90 flights
Search by schedule
Sort by
Select one

Reset filters
Flight times

Departure
 Tue, Feb 23 - Tue, Feb 23
 6:00 AM 2:43 PM

Arrival

Return - DEN to PHX
 Departure
 Fri, Feb 26 - Fri, Feb 26
 5:15 AM 2:53 PM

Arrival

Stops
 Non-stop (39)
 1 stop (51)
 2+ stops

Price
 Priced from **106.20 USD** - **312.20 USD**

Airlines
[Select all](#) [Clear](#)
 American Airlines (9)
 Delta Air Lines (5)
 Frontier Airlines (4)
 Southwest Airlines (26)
 Spirit Airlines (2)
 United Airlines (12)
 Mixed Carrier (32)

Option 1
Out of policy
\$106.20

SPIRIT
 Flight 906 - Airbus A320
 Coach
 Operated by Spirit Airlines
 Non-stop, Total flight time 1:43
Fare rules

Depart **PHX**
12:37 PM
Tue, Feb 23
Arrive **DEN**
2:20 PM
Tue, Feb 23

Option 2
Out of policy
\$116.20

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

Option 3
\$166.20

AmericanAirlines
 ★★★
 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

AmericanAirlines
\$166.20

★★★
 Flight 433 - Airbus A321
 Coach
 Operated by American Airlines
 Non-stop, Total flight time 2:14
Fare rules

Depart **DEN**
8:00 AM
Fri, Feb 26
Arrive **PHX**
10:14 AM
Fri, Feb 26

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

GetThere User Training Student Guide
August 2016

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

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

- A company preferred airline is available.

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

Time not acceptable
 Traveling with a co-worker

* = required

Continue **Start over**

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.

American Airlines 

Flight 2288 (DFW - MCO)
 Boeing 737-900
 Coach (remaining seats: 90%)

	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
F	\$	\$	\$	★	★	\$	\$	†	†	\$	★		★	★	★	★								
E		†	\$	\$	★	★	\$	\$	†	†	\$	\$												
D		†	\$	\$	★	★	\$	\$	†	†	\$	★		★	★	★								
C	\$	\$	\$	★	★	\$	\$	†	†	\$	★		★	★	★	★								
B	\$	\$	\$	★	★	\$	\$	†	†	\$	\$													
A	\$	\$	\$	★	★	\$	\$	†	†	\$	★		★	★	★									

Passenger 1

Select a Seat

Flight 1: **22F** (No Fee)

Flight 2:

Flight 3:

 The amount of time each airline holds a Premium (Fee) seat selection prior to payment varies. It could be from 2 to 48 hours. If payment for your seat is not completed within that time, your seat selection will be canceled. Seat fees are charged at the time of ticketing and may be nonrefundable.
 Premium seat fees are not reimbursable.

Legend

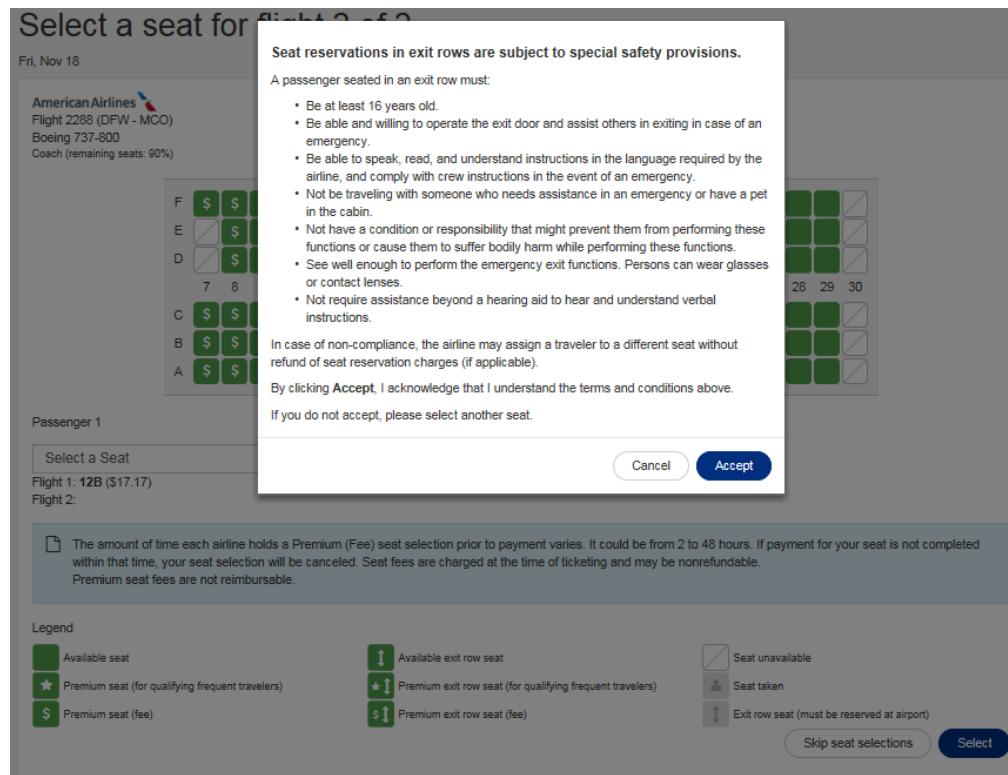
-  Available seat
-  Premium seat (for qualifying frequent travelers)
-  Premium seat (fee)
-  Available exit row seat
-  Premium exit row seat (for qualifying frequent travelers)
-  Premium exit row seat (fee)
-  Seat unavailable
-  Seat taken
-  Exit row seat (must be reserved at airport)

[Skip seat selections](#) [Select](#)

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.

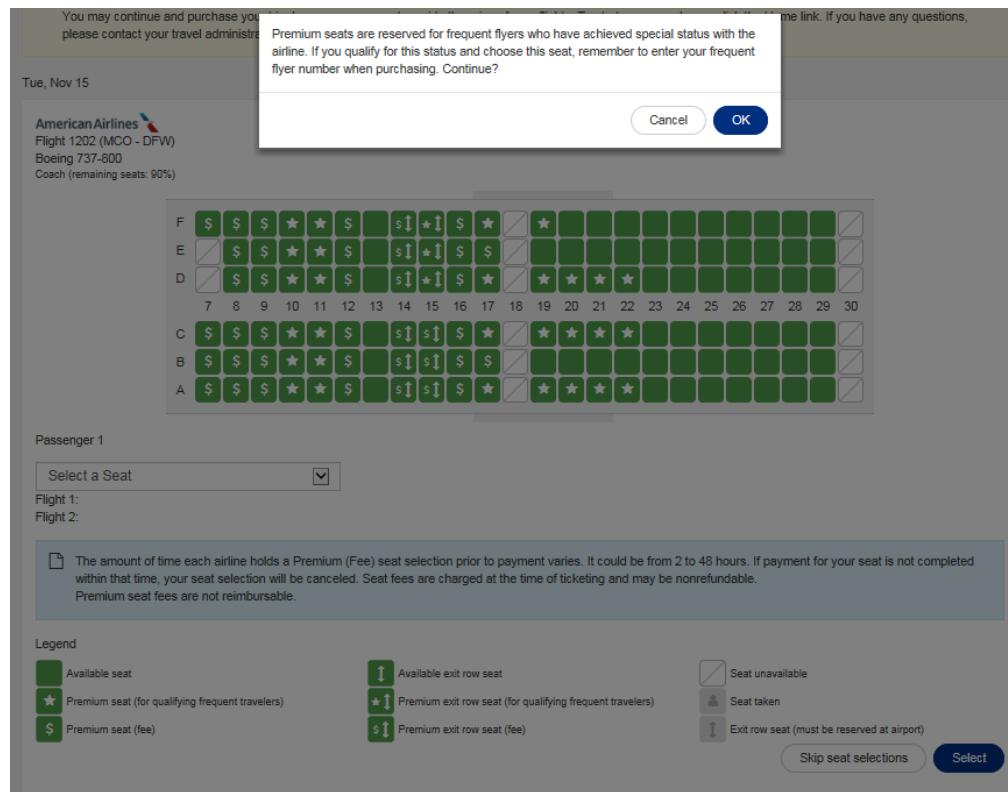
Exit Row Seats

GetThere supports the display of exit row seats. A message appears to the user advising they have selected an exit row seat what the requirements are for selecting this seat.



Fee Seats

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



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

Hotel Search

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

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

You can also search for hotels by:

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

Select a hotel

The screenshot shows a search interface for selecting a hotel. At the top, there are input fields for 'Airport, city, or address' (DFW), 'Check in' (01/17/17), 'Check out' (01/20/17), and 'Rooms' (1). Below these are buttons for 'Company locations' and 'Current location'. The main area displays search results for 686 of 686 hotels, sorted by 'Preferred hotels'. The results show three entries:

Hotel Name	Price (\$)	Action
WINGATE DFW NORTH IRVING Company Preferred 8220 Esters Boulevard Irving TX 75063 USA 2.1 miles NE (Map) Photos	\$85	View rates
WINGATE DALLAS LOVE FIEL Company Preferred 8650 N. Stemmons Freeway Dallas TX 75247 USA 10.6 miles SE (Map) Photos	\$89	View rates
WINGATE FRISCO Company Preferred 14700 State Highway 121 Frisco TX 75035 USA 22.6 miles NE (Map) Photos	\$89	View rates

On the left side of the results, there is a sidebar with filters for 'Distance from DFW' (within 25 miles), 'Company locations', 'Hotel name' (Name or chain), and a list of amenities with checkboxes: ADA accessible (300), Airport shuttle (122), Breakfast included (337), Coffee in room (465), Eco friendly (132), Executive floors (32), Fitness room (439), and In room safe (106).

- Laundry services (317)
 - Mini refrigerator (451)
 - Non-smoking property (148)
 - Non-smoking rooms (560)
 - Parking offered (604)
 - Restaurant on site (127)
 - Room service (101)
 - Swimming pool (510)
 - Translation services (30)
 - Wheelchair accessible (352)
 - WiFi in public spaces (301)
 - WiFi in room included (279)

<p>WINGATE RICHARDSON DALLAS</p> <p><input checked="" type="checkbox"/> Company Preferred</p> <p>1577 Gateway Blvd. Richardson TX 75080 USA <i>18.9 miles E</i> (Map)</p> <p>Photos</p> <p>Amenities</p>	<p>\$105</p> <p>View rates</p>
<p>WINGATE ARLINGTON</p> <p><input checked="" type="checkbox"/> Company Preferred</p> <p>1024 Brookhollow Plaza Drive Arlington TX 76006 USA <i>9.6 miles S</i> (Map)</p> <p>Photos</p> <p>Amenities</p>	<p>\$120</p> <p>View rates</p>
<p>WINGATE LAS COLINAS DALLAS</p> <p><input checked="" type="checkbox"/> Company Preferred</p> <p>850 W Walnut Hill Lane Irving TX 75038 USA <i>4.6 miles E</i> (Map)</p> <p>Photos</p> <p>Amenities</p>	<p>\$143</p> <p>View rates</p>
<p>HYATT REGENCY DFW</p> <p>International Parkway Dallas TX 75261 USA <i>0.3 miles W</i> (Map)</p> <p>Photos</p> <p>Amenities</p>	<p>\$239</p> <p>View rates</p>

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.

686 of 686 hotels

Sort by Preferred hotels

The map displays the Dallas-Fort Worth metropolitan area with red circles indicating the location and count of various hotel types. The counts are as follows:

- ADA accessible (300)
- Company locations (1)
- Points of interest (7)
- Search Center
- Current selection
- Hotels (16)
- More hotels (2)
- Preferred hotels (33)
- Out of policy hotels (2)
- Sold out hotels (0)

Filters
 Company locations
 Hotel name
 ADA accessible (300)

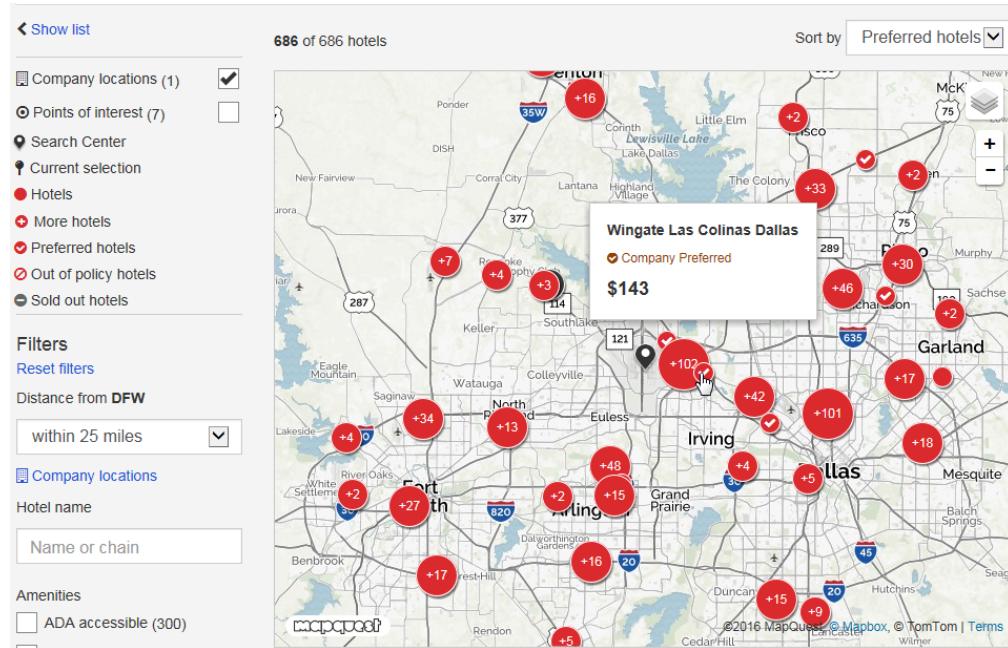
Distance from DFW

within 25 miles

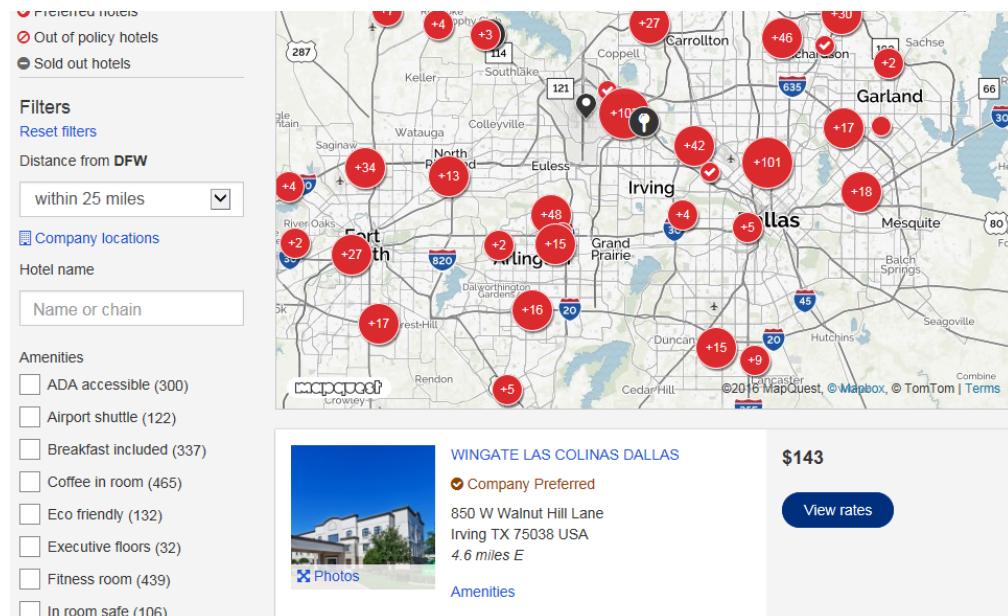
Location	Count
Irving	+102
Carrollton	+27
Plano	+13
Allen	+17
Frisco	+46
Garland	+30
Richardson	+2
Wylie	+18
Mesquite	+17
Grand Prairie	+42
Euless	+101
Colleyville	+34
Southlake	+4
Keller	+3
North Richland Hills	+15
Fort Worth	+27
White Settlement	+2
Benbrook	+17
Lake Dallas	+16
Little Elm	+2
Corinth	+4
Dish	+7
New Fairview	+3
Eagle Mountain	+1
Saginaw	+1
Watauga	+1
Lakeside	+1
River Oaks	+1
White Settlement	+1
Benbrook	+1
West Hills	+1
Duncan	+1
Hutchins	+1
Cedar Hill	+1
Rendon	+1
Lancaster	+1
Wilmer	+1

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Preferred properties are indicated on the map with a check mark. Hover over the check mark 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 sections 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 (🚫).

► Your trip so far

Hotel details

[« Back to search results](#)



WINGATE LAS COLINAS DALLAS
850 W Walnut Hill Lane
Irving TX 75038 USA

1-972-7511031

[Photos](#) [Amenities](#)

► Description

► Directions

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

Room rates for **Tue, Nov 15, 2016 - Fri, Nov 18, 2016**

Room types	Rate rules	Room rates
1 Book Early Save 10 Percent, 1 King Bed Non-Smoking Room With Free Hot Breakfast, Free Wi-Fi, 42 Inch TV, Refrigerator And Microwave	Nonrefundable More rate details	\$143.10 * Select
2 Book Early Save 10 Percent, 2 Double Beds Non-Smoking Room With Free Hot Breakfast, Free Wi-Fi, 42 Inch TV, Refrigerator And Microwave	Nonrefundable More rate details	\$143.10 * Select
3 Book Early Save 10 Percent, Accessible 1 King Bed Non-Smoking Room With Roll-In Shower, Safety --Npk1--Bars And Free Hot Breakfast	Nonrefundable More rate details	\$143.10 * Select
4 Book Early Save 10 Percent, Accessible 2 Double Beds Non-Smoking Room With Roll-In Shower, Safety --Npd2--Bars And Free Hot Breakfast	Nonrefundable More rate details	\$143.10 * Select
5 Senior Discount, 1 King Bed Non-Smoking Room With Free Hot Breakfast, Free Wi-Fi, 42 Inch TV, Refrigerator And Microwave	Cancel by 72 hours before check in. More rate details	\$143.10 * Select
6 Senior Discount, 2 Double Beds Non-Smoking Room With Free Hot Breakfast, Free Wi-Fi, 42 Inch TV, Refrigerator And Microwave	Cancel by 72 hours before check in. More rate details	\$143.10 * Select
7 Senior Discount, Accessible 1 King Bed Non-Smoking Room With Roll-In Shower, Safety --Npk1--Bars And Free Hot Breakfast	Cancel by 72 hours before check in. More rate details	\$143.10 * Select
8 Senior Discount, Accessible 2 Double Beds Non-Smoking Room With Roll-In Shower, Safety --Npd2--Bars And Free Hot Breakfast	Cancel by 72 hours before check in. More rate details	\$143.10 * 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.

20	Book Early Save 10 Percent, Executive 1 King Bed Non-Smoking Suite With Free Hot Breakfast, Free --Nxxk1--Wi-Fi, And Sofa Bed	Nonrefundable More rate details	\$161.10	Select
21	Best Available Rate, 1 King Bed Non-Smoking Suite With Free Hot Breakfast, Free Wi-Fi, 42 Inch TV, Refrigerator And Microwave	Cancel by 24 hours before check in. More rate details	\$169.00	Select
22	AAA Membership Discount, Executive 1 King Bed Non-Smoking Suite With Free Hot Breakfast, Free --Nxxk1--Wi-Fi, And Sofa Bed	Cancel by 72 hours before check in. More rate details	\$170.05	Select
23	Best Available Rate, Executive 1 King Bed Non-Smoking Suite With Free Hot Breakfast, Free --Nxxk1--Wi-Fi, And Sofa Bed	Cancel by 24 hours before check in. More rate details	\$179.00	Select

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

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

Be sure to review the hotel's cancellation policy.

Rate details and cancellation policy

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

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

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

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

Special requests

The hotel will be notified of your requests, but your selections may not be available at check-in. Please select up to three.

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

You can add additional hotels when you check out.

[Back to rates](#)

[Select room](#)

Then click the **Select 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

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

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

- A company preferred hotel option is available. - Irving

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

Attending a Convention

Corporate Rate Sold Out

* = required

[Continue](#)

[Start over](#)

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:

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

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

Search cars

Pick-up location

Airport Hotel Address

* Pick-up

DEN

Drop off at a different location

Dates

* Pick-up date

10/19/15

7:00 am

* Drop-off date

10/23/15

11:00 am

Car type (choose five or fewer)

Cars

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

SUV and trucks

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

Vans and wagons

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

Specialty

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

Car features

4WD/AWD

- No
- Yes

Transmission

- Automatic
- Manual

Number of doors

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

Fuel type

- No preference
- Hybrid/green
- Diesel

Special equipment (choose three or fewer)

- non-smoking car
- cellular phone
- luggage rack
- ski equipment rack
- automatic locks
- 1 infant child seat
- 2 infant child seats
- 1 child toddler seat
- 2 child toddler seats
- snow chains
- hand controls-right
- hand controls-left
- navigational system
- 2 door
- 4 door
- hatchback
- smoking car

[Skip car search](#) [Express booking](#) [Search](#)

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

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

Select a car

Pick-up 5:00 AM, 18 Nov, 2015 London, England (LHR)
Drop-off 5:00 AM, 21 Nov, 2015 London, England (LHR)

[Modify search](#)

Sort by

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

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

Completing the Reservation

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

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

Home

Trip review and checkout

⚠ Flight segments must be ticketed by close of business on January 16.
Your travel selections include non-refundable fares. If your ticket is not used on or by the travel date(s) specified on your tickets, the unused portion may have no value after that date and/or after the flight has departed.
Please Note:NONREF/0VALUAFDPT/CHANGEFEE
Fares not guaranteed until ticketed.
Click on the Fare Rules link for itinerary rules and restrictions prior to purchase.

Legend: ★★★ Company Preferred Expand All Collapse All

▼ Trip Details

Flight Details Roundtrip

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

Seat Assignment
Add or modify your flight seat assignments.

[Select/Modify Seats](#)

Hotel Details

Brighton, CO

[Change this hotel](#) [Remove this hotel](#)

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

Pending
Best Flexible Rate, King Bed Leisure Nonsmoking

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

Total Hotel Stay: 4 nights
Number of rooms: 1

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

Cancellation Rules

cxl after 1800 23may forfeit first nite stay
Guarantee Rules
guarantee required

Deposit Rules

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

Average Nightly Rate: \$177.31

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

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

Estimated Hotel Total: **\$709.22**

Car Details

Aurora, CO

[Change this car](#) [Remove this car](#)

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

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

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

Daily Car Rate: \$30.88
Unlimited mileage
Extra Day: \$67.94

Estimated Car Total: **\$183.19**

Traveler Information

Billing Information

Delivery Information

Additional Information

Estimated Trip Cost

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

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

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

By purchasing, I agree to the hazardous materials restrictions.

= required

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

Hold Trip:

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

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

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

The screenshot shows the 'Billing Information' section with two expanded sections: 'Flight Billing Information' and 'Hotel Billing Information'. Both sections include dropdown menus for 'Bill to' (set to 'Site Card - No Acct Val' and 'Hotel Only' respectively) and detailed address fields for card type, number, expiration date, and city, state, zip code, and country. The 'Flight Billing Information' section also includes a note about name on card.

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.

The screenshot shows the 'Trip Details' section with a legend indicating 'Company Preferred' (two stars). It includes a 'Save as template' button and a 'Hold Trip' button. A red box highlights the 'Expand All' link in the top right corner of the section.

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.

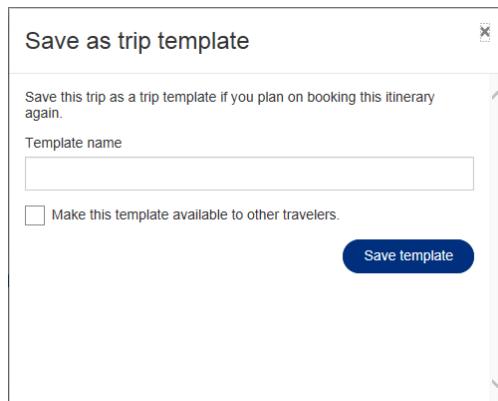
The screenshot shows the 'Estimated Trip Cost' section with a summary of costs: Hapeville, GA - Hotel Total: \$476.70*, College Park, GA - Car Total: \$91.62*, Agency Service Fee: \$50.00*, and a total Trip Total: \$618.32*. A note states that the total is based on available information and may not include taxes and fees. Below this, a box states that hazardous materials are prohibited and requires agreement to restrictions. At the bottom, there are 'Start Over', 'Hold Trip', and 'Purchase Trip' buttons. A yellow box at the bottom left provides instructions for holding the trip.

Creating a Trip Template

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

The screenshot shows the 'Trip Details' section of a travel booking interface. At the top right, there are two buttons: 'Add to this trip' and 'Save as template'. The 'Save as template' button is highlighted with a red rectangle. Below these buttons, the flight details are listed: 'Flight Details Roundtrip' and 'PHX to DEN - Non-stop'. At the bottom right of the section, there are 'Change this flight' and 'Remove this flight' buttons.

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



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

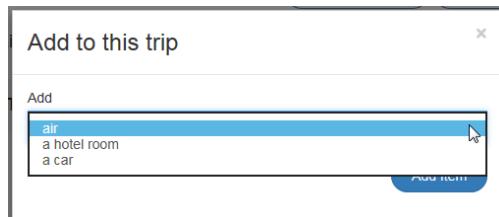
The screenshot shows the 'Templates' page. At the top, it says 'Trip Template Saved'. Below that, a message states 'Your trip has been saved as a trip template.' At the bottom right, there is a blue 'Back' button.

Add to a Trip

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

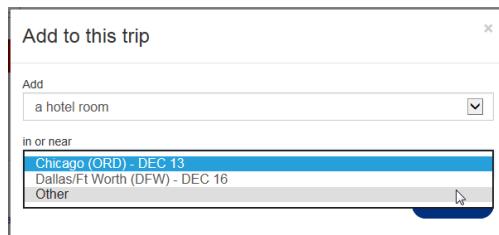


The Add to this trip dialog box appears. In the **Add** list, select which trip element you want to add.



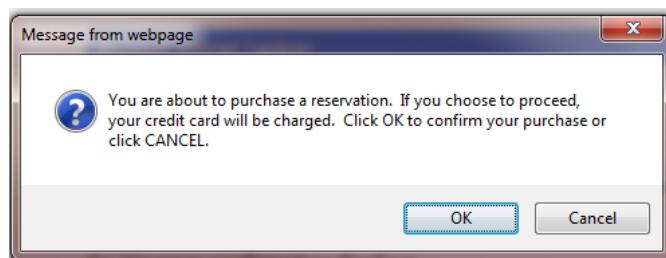
Note The site must be configured to allow changes to air, hotel, and car to view those elements in the **Add to this trip** list. For more information go to the Add Air Quick Reference Guide.

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



Purchase the Trip

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



The Reservation complete page appears with itinerary confirmation information.

Reservation Complete

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

Home

Reservation complete

A Please Note:NONREF/DVALUAFDPT/CHANGEFEE
Fares not guaranteed until ticketed.
Click on the Fare Rules link for itinerary rules and restrictions prior to purchase.
Your travel selections include non-refundable fares. If your ticket is not used on or by the travel date(s) specified on your tickets, the unused portion may have no value after that date and/or after the flight has departed.

Legend: ★★★ Company Preferred

Confirmation Information

Record Locator (PNR): JLPGNG

Airline Confirmation: United Airlines: P84KVV
Hotel Confirmation: Holiday Inn Exp Stes Brighton: 68980496
Car Confirmation: Ez Rent A Car: STSD06DF5AEZ

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

Traveler Information

Traveler 1: Vernon B Bear

Name: Vernon B Bear
Meal preference: standard

Flight Details Roundtrip

[Save as template](#)

MCO to DEN - 1 Stop

Name: Vernon B Bear
Meal preference: standard

Flight Details Roundtrip

[Save as template](#)

MCO to DEN - 1 Stop

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

Best Flexible Rate, King Bed Leisure Nonsmoking

Total Hotel Stay: 4 nights
Number of rooms: 1

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

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

Cancellation Rules

cxl after 1800 23may forfeit first nite stay

Guarantee Rules

guarantee required

Deposit Rules

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

Average Nightly Rate: \$180.12

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

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

Estimated Hotel Total: **\$720.48**

Car Details

Aurora, CO

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

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

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

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

Estimated Car Total: **\$171.66**

Estimated Trip Cost Breakdown

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

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

Trip Synchronization



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

[Learn More](#)

[Create an Account](#)

Send this Itinerary to TripCase.

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

Your Record Locator(s): JLPGNG

[Send Itinerary](#)

Outlook/Smartphone Calendar Dates

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

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

E-mail Itinerary

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

[E-mail Itinerary](#)

Share Itinerary with Colleagues

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

Travel Agency Information

Address: My Travel Agency

Email Address: troy.wells@getthere.com

Duplicate Trip

Duplicate this exact trip for another person?

[Duplicate Trip](#)

[Print this page](#)

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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-P84KWW (UnitedAirlines) Car Rental Confirmation #1 EZ-STSD06DF5AEZ  
(Ez Rent A Car) Hotel Confirmation#1 HI-68980496 (Holiday Inn)  
*****  
Name(s) of people Traveling  
Name: Vernon B Bear  
Meal: standard  
  
Fare Details: ORLUA X/HOU UA DEN320.00UA X/CHI UA ORL Q DENORL18.60 273.49USD612.09END  
ZPMCOIAHDENORD XFMCO4.5IAH4.5DEN4.5ORD4.5  
  
Penalty: NONREF/OVALUAFDPT/CHANGEFEE  
*****  
ITINERARY  
  
AIR  
Flight/Equip.: United Airlines 1768 739  
Depart: Orlando(MCO) Monday, May 23 06:15  
Arrive: Houston(IAH) Monday, May 23 07:55  
Stops: non-stop; Miles: 851  
Class: Coach  
Status: Confirmed  
Seats Requested: 22C  
  
AIR  
Flight/Equip.: United Airlines 1126 788  
Depart: Houston(IAH) Monday, May 23 09:00  
Arrive: Denver(DEN) Monday, May 23 10:31  
Stops: non-stop; Miles: 863  
Class: Coach  
Status: Confirmed  
Seats Requested: 23L  
  
CAR  
Vendor: Ez Rent A Car  
Pick-up: Monday, May 23 11:00 Denver  
Address: 19901 E 56th Avenue Pcaa  
Tel.: 303-375-0222  
Drop-Off: Friday, May 27 06:00 Denver  
Address: 19901 E 56th Avenue Pcaa  
Tel.: 303-375-0222  
Carsize: Economy
```

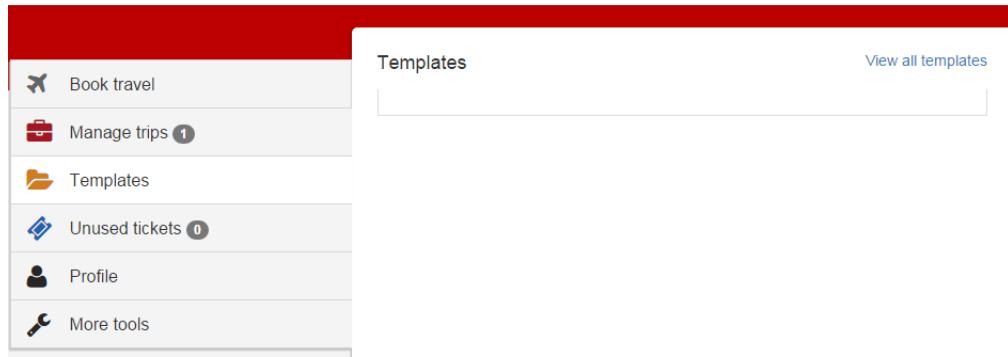
You can now log out or book another trip.

Templates

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

To use a template to book a trip

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



All templates appear in the Templates page.

Template name	Locations	Duration	Trip type	Template type	Action
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
Phoenix 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.

Template details

Template name: Long DFW Trip
To delete this trip template, click the *Delete* button.

Flight details Roundtrip				
MCO to DFW				
Travel date (Begin) 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	
	8:35 AM - 10:10 AM	Atlanta, GA (ATL) to Dallas/Ft Worth, TX (DFW)	DELTA Delta Air Lines Flight 2310 Class: Coach	
DFW to MCO				
Travel date (End) 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 Class: Coach	
	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, 2012	Sleep Inn Dfw North 4770 plaza drive Irving, TX 75063 Telephone: 972-929-8888 Fax Phone: 972-915-2866			
Check out: Fri, May 4, 2012				
Total hotel stay: 33 nights				
Car details				
Dfw Airport, TX				
Pick up: 11:00 AM, Sun, Apr 1, 2012 Dfw Airport, TX (DFW)	Car type / details: Economy Kia Rio or similar 2 or 4 door air conditioning automatic transmission	ADVANTAGE Advantage Dfw Airport , TX (DFW) 3200 East Airfield Drive South Car Rental Facility USA Telephone:972-574-9201		
Drop off: 2:00 PM, Fri, May 4, 2012 Dfw Airport, TX (DFW)				
Total rental time: 33 days				
Use this trip template				
To use this trip template to create a new reservation, select your travel dates and then click the <i>Price itinerary</i> button.				
Depart	<input type="text" value="01/21/16"/>	Depart	<input type="text" value="01/22/16"/>	
		<input type="button" value="Cancel"/>	<input type="button" value="Delete"/>	<input style="background-color: #005a9c; color: white; border-radius: 5px; padding: 2px 10px; border: none; font-weight: bold; font-size: 10px; margin-left: 10px;" type="button" value="Price itinerary"/>

4. Continue the booking process.

To delete a template

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

Car Templates

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

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

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

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

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

Trips

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

The screenshot shows the GetThere Home page. On the left, there is a sidebar with the following links:

- Book travel
- Manage trips** (with a red notification badge showing '1')
- Templates
- Unused tickets (with a red notification badge showing '0')
- Profile
- More tools

The main content area is titled "Trips". It contains a table with one row of data:

Location	Date	Trip type	Record #	Status
Chicago	12/13/16 – 12/16/16	Flight, Hotel, Car	SJTXEC	Active

Below the table, a message says: "Up to 5 upcoming trips are shown. To view the complete list of trips, click [view all trips](#)". There is also a "View all trips" link at the top right of the "Trips" section.

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:

The screenshot shows the "Trip details" page. At the top, there is a breadcrumb trail: "Home > Trip details". Below it, the title "Trip details" and a "Back to Manage trips" link. On the right, there are "Expand all" and "Collapse all" buttons.

The page is divided into sections:

- Trip actions:** Add to this trip | Save as template | Cancel trip
- Confirmation information:** Tue, Dec 13, 2016 - Fri, Dec 16, 2016. Record locator (PNR): SJTXEC. Airline confirmation: United Airlines: C1K58Y. Hotel confirmation: Esa Chicago Ohare North: 137539643. Car confirmation: Alamo: 1710021345COUNT. Deliver to: Vernon Bear, 222, Avon Park, FL 33825, USA.
- View booking log:** A note says logs are available 30 minutes after booking and only display activity within the last 90 days. A "View booking log" button is present.
- Travel agency information:** Address: My Travel Agency. E-mail address: troy.wells@getthere.com.

▼ Trip details

► Legend

▼ Flight details (Roundtrip)

DFW to ORD - Non-stop

[Change this flight](#)

[Remove this flight](#)

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



Flight 729 Seat 22F
Class: Coach

Depart
Dallas/Ft Worth, TX (DFW)
7:18 AM
Tue, Dec 13

Arrive
Chicago, IL (ORD)
9:43 AM
Tue, Dec 13

ORD to DFW - Non-stop

[Change this flight](#)

[Remove this flight](#)

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



Flight 771 Seat 22D
Class: Coach

Depart
Chicago, IL (ORD)
6:58 AM
Fri, Dec 16

Arrive
Dallas/Ft Worth, TX (DFW)
9:38 AM
Fri, Dec 16

Base airfare **\$143.25**
Taxes and fees **\$38.95**
Flight total **\$182.20**

Seat assignment

Add or modify your seat assignments.

[Select/change seats](#)

▼ Hotel details

Des Plaines, IL 3 nights - 1 rooms

[Change this hotel](#)

[Remove this hotel](#)

Esa Chicago Ohare North
1201 East Touhy Avenue
Des Plaines, IL 60018 USA
Telephone: 847294-9693
Fax: 847294-9684

Check-in
3:00 PM
Tue, Dec 13

Check-out
11:00 AM
Fri, Dec 16

Corporate Rate, Standard Studio 1 Queen Bed Accessible Free WIFI And Grab And Go Bkfst 32in LCD TV

Cancellation rules

cancel by 6pm 13dec16 local property time to avoid penalties

Average nightly rate \$79.99

Estimated sum of nightly rates **\$239.97**
Estimated taxes and fees **unavailable**
Estimated hotel total **\$239.97**

Car details

Chicago, IL

Alamo

Chicago , IL (ORD)
560 Bessie Coleman Drive
USA
847-671-7662

Pick-up
10:00 AM
Tue, Dec 13
Chicago, IL (ORD)

Drop-off
6:00 AM
Fri, Dec 16
Chicago, IL (ORD)

Economy
2 door
air conditioning
automatic transmission
[Car Rate Policy](#)

Estimated car total **\$202.98**

Traveler information

Name
Vernon Bartholemewrodriguezalberto Bear

Meal preference
standard

Estimated trip cost breakdown

Flight total ‡	\$182.20
Des Plaines, IL - Hotel total ‡	\$239.97
Chicago , IL - Car total ‡	\$202.98
Service fees ‡	\$50.00
Trip total ‡	\$675.15

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

Ground Transportation Service

Add, modify, view or cancel Ground Transportation.

[Manage ground](#)

Trip synchronization

 TripCase is an itinerary management app that helps you stay informed, empowered, and connected when you travel. [Learn more at TripCase.com](#).

[Send this itinerary to TripCase](#). Your record locator(s): SJTXEC

If you do not have a TripCase account, [create an account](#).

Outlook/smartphone calendar
Keep track of this trip by adding it to your Outlook or smartphone calendar.
✉ [United Airlines flight 729 on Dec 13](#)
✉ [United Airlines flight 771 on Dec 16](#)
✉ [Hotel stay in Des Plaines at the Esa Chicago Ohare North from Dec 13 to Dec 16](#)
✉ [Car rental at ORD with Alamo from Dec 13 to Dec 16](#)

[E-mail a copy](#) of your itinerary. iCalendar attachments are included to integrate with your calendar.

Share itinerary
Share this trip with your friends and colleagues.

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.

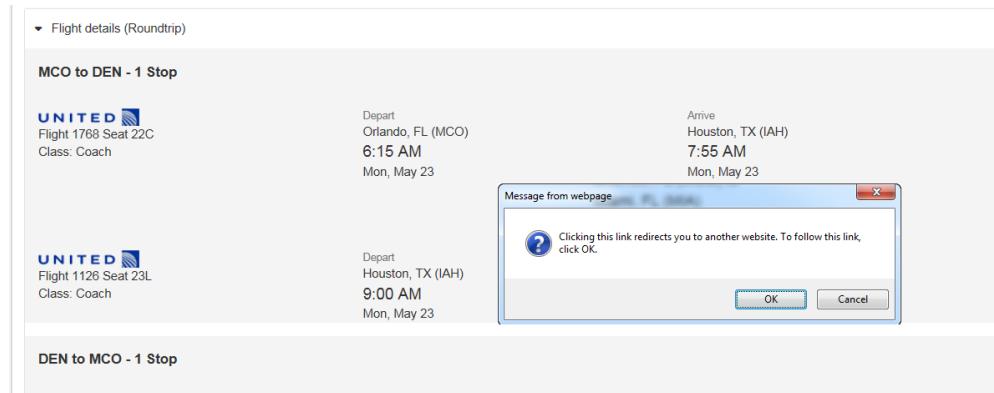
The online check-in option appears on the Trips Details page. If the airline participates in *GetThere*'s online check-in, a message or link appears next to the flight. You may see one of the following:

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

The screenshot shows a trip itinerary with two segments: MCO to DEN and DEN to MCO. For the MCO to DEN segment, there is one stop. The first leg (MCO to Houston) has an 'Online Check-in available' message. The second leg (Houston to DEN) also has an 'Online Check-in available' message. For the DEN to MCO segment, there is one stop. The first leg (DEN to Chicago) has an 'Online Check-in is available 24 hours before the scheduled departure time' message. The second leg (Chicago to MCO) also has an 'Online Check-in available' message. At the bottom right, the total cost is listed as \$703.20.

Flight details (Roundtrip)		
MCO to DEN - 1 Stop		
UNITED Flight 1768 Seat 22C Class: Coach	Depart Orlando, FL (MCO) 6:15 AM Mon, May 23	Arrive Houston, TX (IAH) 7:55 AM Mon, May 23
Online Check-in available		
UNITED Flight 1126 Seat 23L Class: Coach	Depart Houston, TX (IAH) 9:00 AM Mon, May 23	Arrive Denver, CO (DEN) 10:31 AM Mon, May 23
DEN to MCO - 1 Stop		
UNITED Flight 532 Seat 22F Class: Coach	Depart Denver, CO (DEN) 6:10 AM Fri, May 27	Arrive Chicago, IL (ORD) 9:30 AM Fri, May 27
Online Check-in is available 24 hours before the scheduled departure time.		
UNITED Flight 776 Seat 22F Class: Coach	Depart Chicago, IL (ORD) 10:40 AM Fri, May 27	Arrive Orlando, FL (MCO) 2:22 PM Fri, May 27
Base airfare \$612.09 Taxes and fees \$91.11 Flight total \$703.20		

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



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*.

The screenshot shows the United Airlines website for EasyCheck-in Online. At the top, there is a navigation bar with links for "Planning & booking", "Itineraries & check-in", "Mileage Plus®", "Services & information", and a search bar. Below the navigation, a breadcrumb trail shows "Home > Itineraries & check-in > EasyCheck-in Online". The main title is "EasyCheck-in Online". A section titled "Checking in is easy:" is divided into three steps: "Start", "Select", and "Print & go".

- Start:**
 - Log in and select itinerary.
 - 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:**
 - Select seats.
 - Add frequent flyer information.
 - Request upgrades.
 - Enter your bag check information and pay your baggage fees in advance.
- Print & go:**
 - Print or reprint your boarding documents online or at the airport.
 - Check any baggage curbside** or with a United customer service agent.
 - If you are not checking bags, proceed to airport security.

Below this, there are two main login options:

- Mileage Plus member login:** This section includes fields for "Mileage Plus # or email address" and "Password", a "Remember me" checkbox, and a "Login >>>" button. It also provides links for existing members without passwords and forgotten numbers.
- Guest access:** This section includes radio buttons for "Confirmation or e-ticket number" (selected) and "Credit card number", a field for "Confirmation or e-ticket number", a field for "Last name", and a "Continue >>>" button. It also provides a link for non-members to "Join now".

In the center between the two login boxes is the word "OR".

At the bottom of the page, there is a note about security measures, a disclaimer for Puerto Rico and the U.S. Virgin Islands, and a note about fees for curbside check-in. The footer contains links for "About United", "Investor relations", "Business resources", "Careers", "Site map", and "A STAR ALLIANCE MEMBER".

Cancel a Trip

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

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

The screenshot shows a web-based application interface for canceling a trip. At the top, there is a red header bar with the word 'Home'. Below it, a white navigation bar contains a link 'Your trip so far'. The main content area has a light gray background and features a heading 'Cancel trip' in bold. Underneath, a message states: 'All items within the itinerary will be canceled.' Another message notes: 'If the itinerary has been ticketed, Air Extras on flights in this itinerary may not be refundable.' A section titled 'Hotel cancellation details' includes a note: 'If the hotel has a cancellation policy, you may be charged additional penalty fees for canceling your hotel reservations.' Below this, a small note says: 'Please contact your agency for questions about this credit.' At the bottom of the form, there is a checkbox labeled 'I have read the information above and agree to canceling this trip.' followed by an asterisk indicating it is required. In the bottom right corner of the form area, there are two buttons: 'Back' and 'Cancel trip now' (which is highlighted in red).

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

The Cancellation confirmation page appears.

Home

Cancellation confirmation

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

Original trip information

Record locator (PNR) JLPGNG

Airline confirmation	United Airlines: P84KWW
Hotel confirmation	Holiday Inn Exp Stes Brighton: 68980496
Car confirmation	ez rent a car: STSD06DF5AEZ

Deliver to

Vernon Bear
222
Avon Park, FL 33825
USA

Traveler Information

Traveler 1: Vernon B Bear

Name: Vernon B Bear
Meal preference: standard

Flight details Roundtrip 

MCO to DEN - 1 Stop

Mon, May 23	6:15 AM - 7:55 AM	Orlando, FL (MCO) to Houston, TX (IAH)	UNITED  Flight 1766 Seat 22C Class: Coach
	9:00 AM - 10:31 AM	Houston, TX (IAH) to Denver, CO (DEN)	UNITED  Flight 1126 Seat 23L Class: Coach

DEN to MCO - 1 Stop

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)	UNITED  Flight 776 Seat 22F Class: Coach

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

Hotel details

Brighton, CO

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

Pending
Best Flexible Rate, King Bed Leisure Nonsmoking

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

Total hotel stay 4 nights
Number of rooms: 1

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 **\$639.96**
Estimated taxes and fees **\$80.51**
Estimated hotel total **\$720.48**

Car Details

Aurora, CO

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

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

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

Estimated car total **\$171.66**

Trip synchronization

Outlook/Smartphone calendar dates

Keep track of this trip by adding it to your Outlook or Smartphone calendar.
United Airlines flight 1768 on May 23
United Airlines flight 1126 on May 23
United Airlines flight 532 on May 27
United Airlines flight 776 on May 27
Hotel stay in Brighton at the Holiday Inn Exp Stes Brighton from May 23 to May 27
Car rental at DEN with Ez Rent A Car from May 23 to May 27

E-mail itinerary cancellation

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

[E-mail itinerary cancellation](#)

Share itinerary with colleagues

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

[Back to trips](#)

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

THIS RESERVATION HAS BEEN CANCELLED:

Record Identifier: 1453296610.97171 gtwellstest.dir/subwellstest Record
Creation Time: 2016-01-20 11:36:30.0 SABRE Record Locator #: JLPGNG
Airline Record Locator #1 UA-P84KWF (United Airlines) Car Rental
Confirmation #1 EZ-STSD06DF5AEZ (Ez Rent A Car) Hotel Confirmation #1
HI-68980496 (Holiday Inn)

AGENCY INFORMATION

Agency: My Travel Agency

,
Deliver To:

Name: Vernon Bear
Address: 222
Avon Park, FL, 33825
Phone: 555-555-5555
Email: troy.wells@sabre.com

Name(s) of people Traveling:

Vernon B Bear

ITINERARY

AIR

Flight/Equip.:United Airlines 1768 739

Depart:Orlando (MCO) /Monday, May 23 06:15 Arrive:Houston (IAH) /Monday, May 23 07:55

AIR

Flight/Equip.:United Airlines 1126 788

Depart:Houston (IAH) /Monday, May 23 09:00 Arrive:Denver (DEN) /Monday, May 23 10:31

CAR

Ez Rent A Car

Pick-up: Monday, May 23 11:00 Denver

Drop-Off: Friday, May 27 06:00 Denver

Car size: Economy

Confirmation #: STSD06DF5AEZ

Special Requests:

HOTEL

Holiday Inn Exp Stes Brighton Location: Brighton

Check-in: Monday, May 23 15:00 Check-out: Friday, May 27 11:00

Average Rate: 180.12 USD(per night/room)

Confirmation: 68980496

Number of Rooms: 1

Special Requests:

AIR

Flight/Equip.:United Airlines 532 Boeing 737-800

Depart:Denver (DEN) /Friday, May 27 06:10

Arrive:Chicago (ORD) /Friday, May 27 09:30

AIR

Flight/Equip.:United Airlines 776 Airbus A320

Depart:Chicago (ORD) /Friday, May 27 10:40 Arrive:Orlando (MCO) /Friday, May 27 14:22

Name on charge card: Vernon Bear

Discover Card Card Number: 1234

Price: USD 703.20 (per person) for this trip

Amtrak

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

The screenshot shows a search form for Amtrak. At the top, there are three checkboxes: 'Flight or' (unchecked), 'Train' (checked), 'Hotel' (unchecked), and 'Car' (unchecked). Below this is a section for trip type selection with three options: 'Round-trip' (selected), 'One-way', and 'Multi-destination'. The 'From' field contains 'NYP' and the 'To' field contains 'WAS'. Under 'Depart', the date is set to '12/07/15' and the time is 'Leaves Morning (7:00 am)'. Under 'Return', the date is '12/11/15' and the time is 'Leaves Morning (7:00 am)'. A link 'Advanced search options' is visible. A dropdown menu for 'Cabin class' is open, showing 'First' as the selected option. At the bottom left is a note '* = required' and at the bottom right is a blue 'Search' button.

Flight or Train Hotel Car

Round-trip One-way Multi-destination

* From: NYP * To: WAS

* Depart: 12/07/15 Leaves: Morning (7:00 am)

* Return: 12/11/15 Leaves: Morning (7:00 am)

▼ Advanced search options

Cabin class:

First

* = required

Search

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

Select a train

Washington (WAS) to New York (NYP)

Sort by

Option 1



Train 2150 - Acela Express
Journey time 2:45

Depart
WAS
Washington, DC
5:00 AM
Tue, Feb 23

Arrive
NYP
New York, NY
7:45 AM
Tue, Feb 23

First

Option 2



Train 2100 - Acela Express
Journey time 2:52

Depart
WAS
Washington, DC
6:00 AM
Tue, Feb 23

Arrive
NYP
New York, NY
8:52 AM
Tue, Feb 23

First

Option 3



Train 2154 - Acela Express
Journey time 2:48

Depart
WAS
Washington, DC
7:00 AM
Tue, Feb 23

Arrive
NYP
New York, NY
9:48 AM
Tue, Feb 23

First

Option 4



Train 2104 - Acela Express
Journey time 2:46

Depart
WAS
Washington, DC
8:00 AM
Tue, Feb 23

Arrive
NYP
New York, NY
10:46 AM
Tue, Feb 23

First

Option 5



Train 2158 - Acela Express
Journey time 2:46

Depart
WAS
Washington, DC
9:00 AM
Tue, Feb 23

Arrive
NYP
New York, NY
11:46 AM
Tue, Feb 23

First

Option 6



Train 2110 - Acela Express
Journey time 2:50

Depart
WAS
Washington, DC
11:00 AM
Tue, Feb 23

Arrive
NYP
New York, NY
1:50 PM
Tue, Feb 23

First

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	Depart NYP New York, NY 6:00 AM Fri, Feb 26	Arrive WAS Washington, DC 8:55 AM Fri, Feb 26	First Select
Option 2	Depart NYP New York, NY 7:00 AM Fri, Feb 26	Arrive WAS Washington, DC 9:53 AM Fri, Feb 26	First Select
Option 3	Depart NYP New York, NY 8:00 AM Fri, Feb 26	Arrive WAS Washington, DC 10:53 AM Fri, Feb 26	First Select

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

Home

Trip review and checkout

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

Legend: ★★★ Company Preferred [Expand All](#) [Collapse All](#)

▼ Trip Details [Add to this trip](#)

Train Details Roundtrip

WAS to NYP

Mon, Mar 14 7:25 AM - 10:44 AM Washington, DC (WAS) to New York, NY (NYP)

 Train 172
Reserved Coach Class Seat

NYP to WAS

Thu, Mar 17 7:05 AM - 10:25 AM New York, NY (NYP) to Washington, DC (WAS)

 Train 79
Reserved Coach Class Seat

Ticket Cost: \$137.00
Train Total: \$137.00

► Policy Compliance

► Traveler Information

► Billing Information

► Delivery Information

► Additional Information

▼ Estimated Trip Cost

Train Total: \$137.00
Trip Total: \$137.00 *

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

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

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

* = required [Start Over](#) [Purchase Trip](#)

Click the **Purchase Trip** button.

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

Home

Reservation Complete

Legend: ★★★ Company Preferred

Confirmation Information

Rail Record Locator: QSSZXK
Rail Confirmation: 87A604

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

Traveler Information

Traveler 1: Vernon B Bear
Name: Vernon B Bear

Train Details Roundtrip

NYP to WAS

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

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

Estimated Trip Cost Breakdown

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

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

Trip Synchronization



To send your itinerary to TripCase, the itinerary management application for your smartphone that helps you stay informed, empowered and connected when you travel, click the **Send Itinerary** button. If you don't

Send this Itinerary to TripCase.
▲ If you modify your trip, please resend your itinerary to TripCase.

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

Thank you for making your travel reservations through our site. Your reservation information appears below. Please keep this information in a safe place so that you may refer to your itinerary and record locator for your trip.

CONFIRMATION NUMBERS

Sabre Record Locator #: QSSZXK
Rail Record Locator #: 87A604

Name(s) of people Traveling
Name: Vernon B Bear

ITINERARY

Rail Company / Train Number: Amtrak Acela Express 2103
Depart: New York Penn Station (NYP) Monday, Dec 7 06:00
Address: 8th Ave 31st Street / 8th Ave 33rd Street, New York, NY 10001 USA
Arrive: Washington Union Station (WAS) Monday, Dec 7 08:55
Address: 50 Massachusetts Ave NE, Washington, DC 20002 USA
Class: First

Rail Company / Train Number: Amtrak Acela Express 2150
Depart: Washington Union Station (WAS) Friday, Dec 11 05:00
Address: 50 Massachusetts Ave NE, Washington, DC 20002 USA
Arrive: New York Penn Station (NYP) Friday, Dec 11 07:45
Address: 8th Ave 31st Street / 8th Ave 33rd Street, New York, NY 10001 USA
Class: First

Rail Fare: 432.00 USD
Accommodations Fare: 242.00 USD
Total Fare: 674.00 USD
Last Day To Ticket: Tuesday, Oct 6, 2015

AGENCY INFORMATION

Agency: My Travel Agency

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

DELIVERY INFORMATION

Deliver To:

Name: Vernon Bear

Address: 222

Avon Park, FL, 33825

Phone: 682-605-4708

Email: troy.wells@sabre.com

PAYMENT INFORMATION

Name on charge card: Vernon Bear

Discover Card Card Number: 1234

SPECIAL REQUESTS

General Requests or Special Needs:

HAVE A GREAT TRIP