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Edition 2.4 (January 2008)

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Objectives

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

• 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 modify a profile
• 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.
The Log In page requires you to enter your user name and password and then click the Log In button. If you cannot remember your password, you can click Forgot Password, and it is emailed to you. If you are a new user and do not yet have an account, click the Create Account link and follow the instructions. Both of these options must be enabled by the site administrator.

On this page you are also able to check arrival and departure status, and link to various travel tools to assist you. These tools are also available on the following Home page.

You can also change the language of the site, if enabled, and view announcements regarding your company’s travel policy.
Begin Search

Check those trip components you wish to book, and select your trip type. Then enter departure and destination cities, dates and times, and other flight availability options. Click the Begin Search button.

The More Search Options can be expanded to select, or collapsed.
Flight availability displays. Company preferred airlines are indicated with blue stars. Out of policy options are indicated with a red circle with a line through it. Seat maps are available by clicking the View Seats link.

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

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

### Flight Availability (Shop by Schedule)

<table>
<thead>
<tr>
<th>Departure</th>
<th>Arrival</th>
<th>Airline</th>
<th>Class</th>
<th>Notes</th>
<th>Price (estimate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:46 AM - Tue, Apr 15</td>
<td>Phoenix, AZ</td>
<td>American</td>
<td>First</td>
<td>Non-stop</td>
<td>$350.00</td>
</tr>
<tr>
<td>6:50 AM - Tue, Apr 15</td>
<td>Phoenix, AZ</td>
<td>American</td>
<td>First</td>
<td>Non-stop</td>
<td>$350.00</td>
</tr>
<tr>
<td>7:11 AM - Tue, Apr 15</td>
<td>Phoenix, AZ</td>
<td>American</td>
<td>First</td>
<td>Non-stop</td>
<td>$350.00</td>
</tr>
<tr>
<td>7:21 AM - Tue, Apr 15</td>
<td>Phoenix, AZ</td>
<td>American</td>
<td>First</td>
<td>Non-stop</td>
<td>$350.00</td>
</tr>
<tr>
<td>7:35 AM - Tue, Apr 15</td>
<td>Phoenix, AZ</td>
<td>American</td>
<td>First</td>
<td>Non-stop</td>
<td>$350.00</td>
</tr>
<tr>
<td>8:45 AM - Tue, Apr 15</td>
<td>Phoenix, AZ</td>
<td>American</td>
<td>First</td>
<td>Non-stop</td>
<td>$350.00</td>
</tr>
<tr>
<td>9:35 AM - Tue, Apr 15</td>
<td>Phoenix, AZ</td>
<td>American</td>
<td>First</td>
<td>Non-stop</td>
<td>$350.00</td>
</tr>
<tr>
<td>10:25 AM - Tue, Apr 15</td>
<td>Phoenix, AZ</td>
<td>American</td>
<td>First</td>
<td>Non-stop</td>
<td>$350.00</td>
</tr>
<tr>
<td>11:25 AM - Tue, Apr 15</td>
<td>Phoenix, AZ</td>
<td>American</td>
<td>First</td>
<td>Non-stop</td>
<td>$350.00</td>
</tr>
<tr>
<td>12:15 PM - Tue, Apr 15</td>
<td>Phoenix, AZ</td>
<td>American</td>
<td>First</td>
<td>Non-stop</td>
<td>$350.00</td>
</tr>
<tr>
<td>12:45 PM - Tue, Apr 15</td>
<td>Phoenix, AZ</td>
<td>American</td>
<td>First</td>
<td>Non-stop</td>
<td>$350.00</td>
</tr>
<tr>
<td>1:15 PM - Tue, Apr 15</td>
<td>Phoenix, AZ</td>
<td>American</td>
<td>First</td>
<td>Non-stop</td>
<td>$350.00</td>
</tr>
<tr>
<td>1:50 PM - Tue, Apr 15</td>
<td>Phoenix, AZ</td>
<td>American</td>
<td>First</td>
<td>Non-stop</td>
<td>$350.00</td>
</tr>
<tr>
<td>2:20 PM - Tue, Apr 15</td>
<td>Phoenix, AZ</td>
<td>American</td>
<td>First</td>
<td>Non-stop</td>
<td>$350.00</td>
</tr>
</tbody>
</table>

Select Flight for Tue, Apr 15, 2008
Dallas/Ft Worth (DFW) to Phoenix (PHX)

GetThere User Training Student Guide January 2008 Begin Search 6
Once you select the departure, the return options display. Select the desired return flight(s) from this availability.

<table>
<thead>
<tr>
<th>Departure</th>
<th>Actual</th>
<th>Airline</th>
<th>Notes</th>
<th>Price (estimated)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:18 PM - Thu, Apr 17 Phoenix, AZ (PHX)</td>
<td>7:32 PM - Thu, Apr 17 Dallas/Ft. Worth, TX (DFW)</td>
<td>US Airways Flight 501 - Airbus A320</td>
<td>Non-stop Flight time: 2:18 650 miles 66% on-time</td>
<td>Finish Building Your Itinerary for Complete Price</td>
</tr>
<tr>
<td>3:17 PM - Thu, Apr 17 Phoenix, AZ (PHX)</td>
<td>6:32 PM - Thu, Apr 17 Dallas/Ft. Worth, TX (DFW)</td>
<td>US Airways Flight 544 - Boeing 737-700</td>
<td>Non-stop Flight time: 2:29 650 miles 69% on-time</td>
<td>Finish Building Your Itinerary for Complete Price</td>
</tr>
<tr>
<td>3:05 PM - Thu, Apr 17 Phoenix, AZ (PHX)</td>
<td>7:45 PM - Thu, Apr 17 Dallas/Ft. Worth, TX (DFW)</td>
<td>American Airlines Flight 1011 - McDonnell Douglas Super 80</td>
<td>Non-stop Flight time: 2:50 1055 miles 86% on-time</td>
<td>Finish Building Your Itinerary for Complete Price</td>
</tr>
<tr>
<td>6:15 PM - Thu, Apr 17 Phoenix, AZ (PHX)</td>
<td>9:00 PM - Thu, Apr 17 Dallas, TX (DCA)</td>
<td>American Airlines Flight 1241 - McDonnell Douglas Super 80</td>
<td>Non-stop Flight time: 2:20 1055 miles 94% on-time</td>
<td>Finish Building Your Itinerary for Complete Price</td>
</tr>
</tbody>
</table>
Lower Price Options

Once the outbound and return flights have been selected, the screen displays the price for your original selection and alternative itineraries with a lower price. Select your preferred flight option.

Policy Compliance

If you choose flights that are out of policy, the following screen displays. You must choose a reason for non-compliance from the drop down list to continue, select a travel approver, or start over based on travel policy.

GetThere User Training Student Guide January 2008
To search by price, click the Shop by Price button.

A matrix displays with the lowest fares available. You can sort by airline, by number of stops, or by fare. Sort results display below the matrix. Depending on how your site is configured, you will see either flight options by segment or complete itinerary options.
The below is an example of complete itinerary options.

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

You could choose to Search by Schedule by clicking on the link if there is not an itinerary option that will meet your needs.
Seat Selection

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

To request a seat, click on an available seat using the legend below, then click the Reserve Seat Selection button to go to the next seat or the next step in the booking process.

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

Legend:
- **Y**: Your Seat
- **A**: Available Seat
- **C**: Exit Row Seat
- **E**: Exit Row Seat (must be seated at airport)
- **S**: Seat Unavailable

### Note:
If the Skip Seat Selection button is selected, no seats are assigned.
When searching for a hotel, the check in and check out dates default to the dates of the flights you booked. The search may default to negotiated properties if there are any in the arrival city. Hotels with a company negotiated rate are indicated with a purple star.
You can also search for hotels by:

- Address or City
- Company Locations
- Hotel Chain
- Distance
- Airport Location
- Popular Locations
- Hotel Name

You can also add Special Requests (will pre-populate form profile) such as:

- Non Smoking
- King Bed
- High Floor
- Away From Elevator

Then click the Search Now button.
Available hotels display. Negotiated hotels and preferred hotel chains display first. Hotels can be sorted by approximate rate, hotel name, or distance from the search point. You can also get photos, cancellation information, amenity information, and mapping details on each property. Also note the links to the other pages of hotel options.

Click the Select button to see the available rates for your hotel choice.
The Hotel Details page displays with all available rates. There is a link on each rate for more rate details. Select the room rate you choose to confirm. Hotels are automatically guaranteed to the credit card in the profile.

More rate rules link example below.

**Hotel Rules**

MC45419 MARriott PheX airport
CORPORATE RATE, DELUXE ROOM, 1 KING OR 2 DOUBLE BEDS, FREE PARKING, FREE AIRPORT TRANSPORTATION, HIGH SPEED INTERNET ACCE.
MAX OCCUPANCY- 4 GUESTS
NEW PREMIUM BEDDINGS, 1 KING
OR 2 DOUBLE, 375 SQFT/33M, LIVING/SITTING AREA, 2mittel INTERNET, FOR A FREE, COFFEE/TEA MAKER.
DEPOSIT POLICY: - ADVANCE DEPOSIT OF INT ROOM AND TAX SENT FOR GUARANTEE PURPOSES DUE AT HOTEL RESERVATIONS OFFICE WITHIN 24 HOURS OF BOOKING. INCLUDE CONFIRMATION NUMBER ON CHECK OUT PAPER. CANCELLATION POLICY: CANCELLATION PERMITTED UP TO 01 DAYS BEFORE ARRIVAL. 260.91 USD CANCEL FEE PER ROOM

If you select a hotel or rate that is out of policy, the below window displays. Follow the instructions and click the Continue with Reservation button.

Once the type of room has been selected, the Car Search screen appears.
The pickup location defaults to your flight destination airport; and the pick up and return dates and times default to the dates and times of the flights you booked.

The following may be options when booking a car:
- Car size
- Transmission type and number of doors
- Special Requests

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

You may also choose to book a car at a city location. Click the button to open that page.

Click the Search Now button to display car availability.
The company’s preferred car companies are marked with stars. Three stars indicate the most preferred vendor.

Select your preferred car option by clicking on the rate link. Note the least expensive option is highlighted.
Completing the Reservation

After selecting your car, the Review Trip screen displays. At this point, modifications can be made prior to purchasing the trip. You can also Start Over by clicking this button.

**Note:** Any important information is displayed at the top of this screen.

### Review and Modify Trip

**GetThere User Training**

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**Completing the Reservation**

After selecting your car, the Review Trip screen displays. At this point, modifications can be made prior to purchasing the trip. You can also Start Over by clicking this button.

**Note:** Any important information is displayed at the top of this screen.

### Review Trip Details

**Flight Details | Railtrip**

**2P5 to PHX - Nonstop**

- **Fri. Apr 15**
  - 1:00 PM - 1:30 PM
  - Dallas/Ft. Worth, TX (DFW) to Phoenix, AZ (PHX)
  - **$300.95 USD**
  - US Airways
  - **Sleeping Bag**
  - **Coach**

### Seat Assignment

Add or modify your flight seat assignments.

Select/Modify Seats

### Hotel Details

- **Phoenix, AZ**
- **Check-in:** 4:00 PM, Tue. Apr 15
- **Check-out:** 1:00 PM, Fri. Apr 17
- **Total Hotel Stay:** 2 nights
- **Rate:** $2,094.55 USD

**Marriott**

**1101 North 44th Street**

**Phoenix, AZ 85008**

**Phone:** 602-273-7573

**Fax:** 602-273-2620

### Cancellation Rules

- **30 days prior to arrival or 11 days before arrival.**
- **Cancellations within 11 days of arrival are not refundable.**

### Guarantee Rules

**Must Guarantee Arrival 11 Days Before Arrival**

**Reservation Rules**

- **Advance deposit of full room rate and tax is required for guaranteed reservation.**
  
**Advance deposit of full room rate and tax is required for guaranteed reservation.**

**Rate Per Person:** $259.55 USD
If you are satisfied with the itinerary, click the Continue with Reservation button.

Creating a Trip Template

You can use this trip to create a trip template. A template can be used to book a recurring trip very quickly and easily. The Trip Templates box is in the upper right corner of the page.

Enter the template name and click the Save Template button. The below displays indicating your template is saved. Click the Return button to return to your booking.
Traveler Information

Once the Continue button is selected, the Traveler information page appears to reconfirm the traveler’s name, meal, special requests, and frequent traveler data. Data will pre-populate from the profile.

If enabled, you may also put the trip on hold by clicking the checkbox.

Click the Continue with Reservation button.
Verify traveler information, delivery address, email addresses, ticket type, and billing information. Fields indicated with a red star are mandatory.
After clicking Purchase Trip, a pop advises that your credit card will be charged if you continue. Click OK once to confirm the purchase.

An itinerary confirmation displays.
Reservation Complete

The Reservation Complete screen will provide all the travel details. A copy of the itinerary can be printed or downloaded.

### Confirmation Information

- **Record Locator (PNR):** HAP5QUT
- **Airline Confirmation:** US Airways: FC3933
- **Hotel Confirmation:** Marriott Phoenix Airport: 8502463355
- **Car Confirmation:** Hertz: 8002633707

- **Deliver To:** Venice Beach
- **Address:**
  - 296 Oak St
  - Phoenix, AZ 85022
  - USA

### Traveler Information

- **Traveler:** Venice Beach
- **Name:** Venice Beach
- **Special Requests:** standard

### Flight Details | Roundtrip

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Origin City</th>
<th>Destination</th>
<th>Flights</th>
<th>Car Rental</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue, Apr 15</td>
<td>5:40 PM - 7:35 PM</td>
<td>Dallas-Ft. Worth, TX</td>
<td>Phoenix, AZ</td>
<td>One Way</td>
<td>None</td>
</tr>
<tr>
<td>Thu, Apr 17</td>
<td>5:14 PM - 5:52 PM</td>
<td>Phoenix, AZ</td>
<td>Dallas-Ft. Worth, TX</td>
<td>One Way</td>
<td>None</td>
</tr>
</tbody>
</table>

- **Basic Airline:** 308.58 USD
- **Taxes and Fees:** 63.32 USD
- **Fare Total:** 371.90 USD

### Hotel Details

- **Location:** Phoenix, AZ
- **Check In:** 3:00 PM, Fri, Apr 15
- **Check Out:** 12:00 PM, Thu, Apr 17
- **Total Hotel Stay:** 2 nights
- **Number of Rooms:** 1

- **Corporate Rate:**
  - **Deluxe Room:** King or 2 Double Beds, Free Parking, Free Airport Transportation, High Speed Internet, Access

- **Special Requests:** Non-smoking room, King bed, High floor

- **Hotel:** Marriott Phoenix Airport
  - 1101 North 24th Street
  - Phoenix, AZ 85008
  - Check-in:

- **Phone:** 602.273.7272
- **Fax:** 602.273.7330

### Cancellation Rules

- CANCEL PERMITTED UP TO 01 DAYS BEFORE ARRIVAL. JUNE 2016 CANCEL 14 DAYS PRIOR TO CHECK IN.

- **Guarantee Rules:** MUST GUARANTEE LATE ARRIVAL 14 DAYS AFTER BOOKING

- **Deposit:** DUE AT ARRIVAL. ADVANCE DEPOSIT DEPENDS ON ROOM AND TAXES FOR GUARANTEE PURPOSES. CHECK WITH HOTEL FOR DETAILS.

- **Rate Per Night:** $255.55 USD
- **Total:** $471.90 USD
- **Taxes and Fees:** $63.32 USD

- **Estimated Hotel Total:** $535.22 USD

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You can now logout or book another trip.

In addition to the displayed confirmation, an itinerary confirmation is emailed to you. An example continues over the next two pages.
TRAVEL BOOKING CONFIRMATION

Use this link to view your online travel plans:

NDD08NO&name=Bear&language=0

Have a nice trip!

CRS Locator # KWBQJT
Airline Record Locator #1 US-FCEP33
Car Rental Confirmation #1 ZE-D82031337C7 (Hertz)
Hotel Confirmation #1 MC-83926055 (Marriott Hotels)

Name(s) of people traveling:
Passenger #1: Vernon Bear
Meal: standard

Fare Details: DFW US PHX153.49TXA7NA2 US DFW153.49TXA7NA2
306.98 END ZPDFWPHX XFDFW4.5PHX4.5

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

ITINERARY
Flight/Equip.: US Airways 625 Airbus A320
Depart: Dallas/Ft Worth (DFW)/Tuesday April 15 12:00 pm
Arrive: Phoenix (PHX)/Tuesday April 15 12:35 pm
Stops: non-stop Miles:868 <BR>Seats Requested: n/a
Class: Coach
Car: Hertz (airport)
Pick-up: Apr 15 Phoenix
Drop-Off: Apr 17 Phoenix
Car size: Intermediate Conf: D82031337C7
Rate: /dayUSD 77.99/day Extra Hour: 39.00
Total Car Cost: USD 326.14
Special Requests:

Hotel: MARRIOTT PHX AIRPORT Location:Phoenix, AZ
Address:1101 NORTH 44TH STREET , 85008
Check-in:Apr 15 04:00 PM
Check-out:Apr 17 12:00 PM
Conf: 83926055
Tel.: 602-273-7373
Fax.: 602-273-7333
Rooms: Rate: ref USD 239.95/ night
Special Requests: non-smoking room, king bed, high floor

Flight/Equip.: US Airways 551 Airbus A320
Depart: Phoenix (PHX)/Thursday April 17 3:14 pm
Arrive: Dallas/Ft Worth (DFW)/Thursday April 17 7:32 pm
Stops: non-stop Miles:868 <BR>Seats Requested: 9C
Class: Coach

Total Airfare (including taxes and/or applicable fees)
USD 350.80
Flight segments must be ticketed by close of business on November 3.
Penalty / Deposit: STNDBY/CHANGE FEE/NO RFND/CXL BY FLT DT/

**************************************************************
AGENCY INFORMATION

**************************************************************
BILLING INFORMATION
Name: Vernon Bear
Address: 346 Oak St
        Phoenix, AZ 85022
Country: USA
Day Phone: 602-555-3736
Email: david.laughlin@sabre.com
Shipment: E-ticket

**************************************************************
PAYMENT INFORMATION
Visa Number: ON FILE

**************************************************************
SPECIAL REQUESTS
General Requests or Special Needs:

**************************************************************
HAVE A GREAT TRIP!
Profiles

From the home page, you can click on the Profile link to update your profile.

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

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

---

<table>
<thead>
<tr>
<th>Profile Settings</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Information</strong></td>
<td>Edit your name, address, phone number, and miscellaneous personal information.</td>
</tr>
<tr>
<td><strong>Change Password</strong></td>
<td>Change your current password to a new password.</td>
</tr>
<tr>
<td><strong>Charge Cards</strong></td>
<td>Add, modify, or remove charge card information.</td>
</tr>
<tr>
<td><strong>Email Settings</strong></td>
<td>Edit the e-mail address for yourself and others who receive copies of your itinerary.</td>
</tr>
<tr>
<td><strong>Display Preferences</strong></td>
<td>Edit your preferences for time format, default currency, and preferred language.</td>
</tr>
<tr>
<td><strong>Profile History</strong></td>
<td>Review a list of changes that have been made to your account information.</td>
</tr>
<tr>
<td><strong>Web Connect</strong></td>
<td>Add, modify, or remove airline website accounts.</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Travel Preferences</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Frequent Traveler</strong></td>
<td>Add, modify, or remove frequent flyer, rail loyalty, hotel loyalty, and car loyalty programs.</td>
</tr>
<tr>
<td><strong>Passport and Visa</strong></td>
<td>Add, modify, or remove passport and travel visa information.</td>
</tr>
<tr>
<td><strong>Flight Preferences</strong></td>
<td>Edit your preferences for airlines, seat selection, meal types, and special requests.</td>
</tr>
<tr>
<td><strong>Hotel Preferences</strong></td>
<td>Edit your preferences for hotel chains and special requests.</td>
</tr>
<tr>
<td><strong>Car Preferences</strong></td>
<td>Edit your preferences for rental car agencies, car type, car size, transmission, and special requests.</td>
</tr>
<tr>
<td><strong>Rail Preferences</strong></td>
<td>Edit your preferences for rail travel.</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Arranger Settings</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>My Travelers</strong></td>
<td>Add or remove users for whom you arrange travel.</td>
</tr>
<tr>
<td><strong>My Arrangers</strong></td>
<td>Add or remove users allowed to arrange your travel.</td>
</tr>
</tbody>
</table>

---

On the following pages are examples of two of the Profile pages to update.
Following is the Personal Information page.

Here you can add a Travel Arranger to your profile.
Templates

Once you have saved a template, it can be used by clicking on the Templates link. Simply Select the template you wish to use.

Enter your new trip dates and click the Price Itinerary button.

To delete a template, Select it and then click the Delete button at the bottom of the display.
Trips

From the menu bar you can view Trips on Hold, Upcoming Trips, Past Trips, and Cancelled Trips by clicking on the Trips link.

Click on the Select button to view, modify, or cancel a trip.
Following is an example of a previously booked trip display.

### Trip Details
**Tue, May 15, 2008 - Thu, May 18, 2008**

#### Confirmation Information
- **Record Locator (PNR):** FOJ36V
- **Airline Confirmation:** American Airlines: FOJ36V
- **Deliver To:**
  - Vernon Berr
  - 1885 Central Avenue
  - Phoenix, AZ 85087
  - USA

#### Traveler Information
- **Name:** Vernon Berr
- **Special Requests:** standard

#### Flight Details | Roundtrip
<table>
<thead>
<tr>
<th>Flight</th>
<th>From</th>
<th>To</th>
<th>Time</th>
<th>Fare Rules</th>
<th>Airline</th>
<th>Flight</th>
<th>First/Coach</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFW to LAX</td>
<td>Dallas Ft. Worth, TX (DFW)</td>
<td>Los Angeles, CA (LAX)</td>
<td>7:34 AM to 12:00 PM</td>
<td>First</td>
<td>American Airlines</td>
<td>Flight 1737</td>
<td>First</td>
</tr>
<tr>
<td>LAX to DFW</td>
<td>Los Angeles, CA (LAX)</td>
<td>Dallas Ft. Worth, TX (DFW)</td>
<td>8:30 AM to 1:12 PM</td>
<td>Coach</td>
<td>American Airlines</td>
<td>Flight 2422</td>
<td>Coach</td>
</tr>
</tbody>
</table>

#### Estimated Trip Cost Breakdown
- **Base Fare:** 63.28 USD
- **Taxes and Fees:** 73.64 USD
- **Flight Total:** 736.90 USD

---

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

---

**Add to Your Trip**
- Add a hotel room
- In or near Los Angeles (LAX) - MAY 16

**Trip Downloads**
- **Sabre Virtually There**
  - View the itinerary in Sabre Virtually There for online access to your current itinerary, travel tools, flight notifications, maps and driving directions, a ticket receipt, weather and more.
- **Outlook Calendar Details**
  - Keep track of this trip by adding it to your Outlook or Palm calendar.
  - American Airlines flight 1737 on May 16
  - American Airlines flight 2422 on May 18

**Travel Agency Information**
- **Back To Trips**
- **Cancel Trip**
To cancel a trip, click on the Cancel Trip button once you have displayed it from Trips.

When you choose to cancel a trip, the below screen displays to reconfirm that you wish to cancel this trip.

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

When you reconfirm that you wish to cancel the trip, the below Cancellation Confirmation screen displays.
In addition to the displayed cancellation, an itinerary cancellation notice is emailed to you. An example is below.

THIS RESERVATION HAS BEEN CANCELLED:
Record Identifier: 1140717470.08477 partnerprogram
Record Creation Time: 2006-02-23 10:21:15.0
SABRE Record Locator #GMAMFX
Airline Record Locator #1 AA-GMAMFX
Car Rental Confirmation #1 ZI-0000000000
Hotel Confirmation #1 wi-C041265647

Agency: GetThere
Phone:

Deliver To:
Vernon Bear
Address: 7685 Central Avenue
Phoenix, AZ, 85007
Day Phone: 602-555-3456
Email: david.laughlin@getthere.com

Name(s) of people traveling:
Vernon Bear

ITINERARY

AIR
Flight/Equip.: American Airlines 2413 Boeing 737-800
Depart: Dallas/Ft Worth (DFW)/Tuesday, May 16 09:36
Arrive: Los Angeles (LAX)/Tuesday, May 16 10:45

CAR
Avis
Pick-up: Tuesday, May 16 11:00 Los Angeles International
Drop-Off: Thursday, May 18 08:00 Los Angeles International
Special Requests:

HOTEL
Westin Los Angeles Airport Location: LOS ANGELES
Check-in: Tuesday, May 16 15:00 Check-out: Thursday, May 18 12:00
Confirmation: C041265647
Special Requests:

AIR
Flight/Equip.: American Airlines 2422 McDonnell Douglas
Super-80
Depart: Los Angeles (LAX)/Thursday, May 18 08:10
Arrive: Dallas/Ft Worth (DFW)/Thursday, May 18 13:14

Name on charge card: Vernon Bear
Type: American Express
Card Number: XXXXXXXXXXXX0003
Expires: 12/07
Check the Train trip type, and the other trip components you wish to book. Then enter the departure and destination stations, trip dates and times, and other train availability options. Click the Begin Search button.

If you need assistance with train station codes, click on the station link which displays the station locator window.
Train availability displays. You can display station or train details by clicking the link. Click the Select button to choose the train(s) you would like.

### Select Train for Tue, Mar 06, 2007

<table>
<thead>
<tr>
<th>Departure</th>
<th>Arrival</th>
<th>Train</th>
<th>Notes</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>06:00 AM - Tue, Mar 06&lt;br&gt;New York, NY (NYPF)</td>
<td>08:55 AM - Tue, Mar 06&lt;br&gt;Washington, DC (WAS)</td>
<td>acela - Train 203 - Acela Express Business class</td>
<td>Journey time 2:55</td>
<td>Select</td>
</tr>
<tr>
<td>07:00 AM - Tue, Mar 06&lt;br&gt;New York, NY (NYPF)</td>
<td>09:49 AM - Tue, Mar 06&lt;br&gt;Washington, DC (WAS)</td>
<td>acela - Train 210 - Acela Express Business class</td>
<td>Journey time 2:49</td>
<td>Select</td>
</tr>
<tr>
<td>08:00 AM - Tue, Mar 06&lt;br&gt;New York, NY (NYPF)</td>
<td>10:44 AM - Tue, Mar 06&lt;br&gt;Washington, DC (WAS)</td>
<td>acela - Train 202 - Acela Express Business class</td>
<td>Journey time 2:44</td>
<td>Select</td>
</tr>
<tr>
<td>09:00 AM - Tue, Mar 06&lt;br&gt;New York, NY (NYPF)</td>
<td>11:48 AM - Tue, Mar 06&lt;br&gt;Washington, DC (WAS)</td>
<td>acela - Train 213 - Acela Express Business class</td>
<td>Journey time 2:48</td>
<td>Select</td>
</tr>
<tr>
<td>10:00 AM - Tue, Mar 06&lt;br&gt;New York, NY (NYPF)</td>
<td>12:48 PM - Tue, Mar 06&lt;br&gt;Washington, DC (WAS)</td>
<td>acela - Train 203 - Acela Express Business class</td>
<td>Journey time 2:49</td>
<td>Select</td>
</tr>
</tbody>
</table>

Once you select the departure, the return options display. Select the desired return train(s) from this availability by clicking the Select button.

### Select Train for Thu, Mar 08, 2007

<table>
<thead>
<tr>
<th>Departure</th>
<th>Arrival</th>
<th>Train</th>
<th>Notes</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:00 AM - Thu, Mar 08&lt;br&gt;Washington, DC (WAS)</td>
<td>06:00 AM - Thu, Mar 08&lt;br&gt;New York, NY (NYPF)</td>
<td>acela - Train 203 - Acela Express Business class</td>
<td>Journey time 8:30</td>
<td>Select</td>
</tr>
<tr>
<td>10:00 AM - Thu, Mar 08&lt;br&gt;Washington, DC (WAS)</td>
<td>07:00 AM - Thu, Mar 08&lt;br&gt;New York, NY (NYPF)</td>
<td>acela - Train 202 - Acela Express Business class</td>
<td>Journey time 8:30</td>
<td>Select</td>
</tr>
<tr>
<td>11:00 AM - Thu, Mar 08&lt;br&gt;Washington, DC (WAS)</td>
<td>08:00 AM - Thu, Mar 08&lt;br&gt;New York, NY (NYPF)</td>
<td>acela - Train 202 - Acela Express Business class</td>
<td>Journey time 8:30</td>
<td>Select</td>
</tr>
<tr>
<td>12:00 PM - Thu, Mar 08&lt;br&gt;Washington, DC (WAS)</td>
<td>09:00 AM - Thu, Mar 08&lt;br&gt;New York, NY (NYPF)</td>
<td>acela - Train 202 - Acela Express Business class</td>
<td>Journey time 8:30</td>
<td>Select</td>
</tr>
<tr>
<td>01:00 PM - Thu, Mar 08&lt;br&gt;Washington, DC (WAS)</td>
<td>11:00 AM - Thu, Mar 08&lt;br&gt;New York, NY (NYPF)</td>
<td>Metroliner - Train 202 - Metroliner Business class</td>
<td>Journey time 5:50</td>
<td>Select</td>
</tr>
</tbody>
</table>
After selecting your return, the Review Trip screen displays. If you had checked that you wish to book car and/or hotel on the Begin Search page, you would have proceeded through those steps prior to this screen. You may also add a car or hotel at this point by clicking the Add Item button, or modify what you have booked prior to purchasing the trip. You can also Start Over by clicking this button.

You may save this trip as a template.
If you are satisfied with the itinerary, click the Continue with Reservation button. The Traveler Information window displays to reconfirm the passenger’s name and frequent rail number.

### Traveler Information

**Review Traveler Information**

**Who is traveling?**

Mr. Yerren Bear

**Provide frequent traveler numbers if available**

- Rail Vendor: [Amtrak]
- Frequent Traveler Number:

**Hold this trip so you can purchase it later. If you do not complete the purchase process, the system will cancel the trip on hold.**

[Start Over] [Continue with Reservation]

Click the Continue with Reservation button.

The Purchasing Information page displays. Verify traveler information, delivery address, email address, and payment information. Fields indicated with a star are mandatory.
### Billing Information

#### Estimated Trip Cost

<table>
<thead>
<tr>
<th>Estimated Trip Cost Breakdown</th>
<th>Train Total: $320.00</th>
<th>Service Fee: $0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total: $320.00</td>
<td></td>
</tr>
</tbody>
</table>

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

#### Traveler Information

- Name: Not assigned
- Frequent Traveler Program(s): No information entered

#### Delivery Address

- **Title:** Mr.  
- **Recipient:** Vernon Bear

- **Address Line 1:**
  - 7665 Central Avenue

- **City:** Phoenix

- **State/Province:** AZ  
- **Zip Code:** 85017

- **Country:** USA

- **Telephone #:** 902-335-3450

- **Email Address:** david.bauhni@getthere.com

- **Ticket Type:** Pick Up Ticket

- **Delivery Instructions:**

#### Rail Billing Information

- **Bill to:** American Express-ON FILE

- **Card Type:** American Express

- **Card Number:** On File

- **Expiration Date:** 12/2007

- **Name on Card:** Vernon Bear

- **Address Line 1:** 7665 Central Avenue

- **City:** Phoenix

- **State/Province:** AZ

- **Zip Code:** 85017

- **Country:** USA
Click the Purchase Trip button.

After clicking Purchase Trip, an itinerary confirmation displays.
In addition to the displayed confirmation, an itinerary confirmation is emailed to you.

Example below.

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

https://www.virtuallythere.com/new/reservations.html?pnr=NB0CBGCD1TN9&name=Bear&language=0

************************************************************
Rail Record Locator #: 16BEC9
Sabre Record Locator #: DFAYKP
************************************************************
Name(s) of people traveling
Name: Vernon Bear
************************************************************
ITINERARY

Rail Company / Train Number: Amtrak Acela Express 2107
Depart: New York Penn. Station (NYP)/Tuesday, Mar 6 07:00
Address: 7th Avenue and 31st Street, New York, NY 10001 USA
Arrive: Washington Union Station (WAS)/Tuesday, Mar 6 09:49
Address: 50 Massachusetts Avenue NE, Washington, DC 20002 USA
Class: Business
Rail Company / Train Number: Amtrak Acela Express 2170
Depart: Washington Union Station (WAS)/Thursday, Mar 8 15:00
Address: 50 Massachusetts Avenue NE, Washington, DC  20002 USA
Arrive: New York Penn. Station (NYP)/Thursday, Mar 8 17:50
Address: 7th Avenue and 31st Street, New York, NY  10001 USA
Class: Business

Rail Fare:  320.00 USD
Accommodations Fare:  0.00 USD
Total Fare:  320.00 USD

Last Day To Ticket:  Tuesday, Mar 6, 2007

*************************************************************
Agency: David's Travel
          
Phone: 
Amtrak Service Number: 1-800-872-7245 (1-800-USA-RAIL)

*************************************************************
BILLING INFORMATION
Deliver To: 
Vernon Bear
Address: 7685 Central Avenue
Phoenix, AZ, 85007
Day Phone: 602-555-3456
Home Phone: 602-555-3456
Email: david.laughlin@getthere.com
Pick up at Amtrak station kiosk