

GetThere User Training



STUDENT GUIDE

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Objectives

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

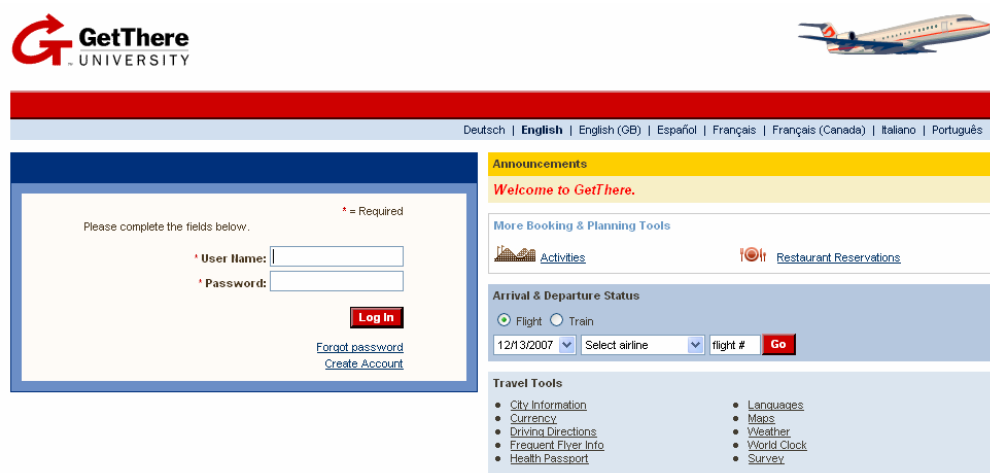
- Book round trip, one-way, and multi-destination air travel online
- Search for hotels and book them online
- Reserve rental cars online
- Complete an itinerary and have it ticketed
- Create and modify a profile
- Create and use travel templates
- View, modify, and cancel trips
- Book Amtrak online

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.

Getting Started

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.



The screenshot shows the GetThere University website interface. At the top left is the logo for GetThere UNIVERSITY, featuring a stylized 'G' with a red arrow. To the right is an image of an airplane. Below the logo is a language selection bar with options: Deutsch | English | English (GB) | Español | Français | Français (Canada) | Italiano | Português. The main content area is divided into several sections:

- Announcements:** A yellow banner with the text "Welcome to GetThere."
- More Booking & Planning Tools:** A section with links for "Activities" and "Restaurant Reservations".
- Arrival & Departure Status:** A section with radio buttons for "Flight" (selected) and "Train". Below are dropdown menus for "12/13/2007", "Select airline", and "night #", followed by a "Go" button.
- Travel Tools:** A list of links including "City Information", "Currency", "Driving Directions", "Frequent Flyer Info", "Health Passport", "Languages", "Maps", "Weather", "World Clock", and "Survey".

On the left side, there is a login form with the following fields and buttons:

- Text: "Please complete the fields below. * = Required"
- Text: "* User Name:" followed by an input field.
- Text: "* Password:" followed by an input field.
- Button: "Log In" (red)
- Links: "Forgot password" and "Create Account" (blue)

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.

Find Me The Best Trip!

Flight Train Hotel Rental Car

Check flight and train to compare options [?](#)

Round-trip One-way Multi-destination

Shop by Schedule Shop by Price

From (airport or city): To (airport or city):

Depart:
 leaves

Return:
 leaves

More Search Options [expand](#) | [collapse](#)

- ▶ [Class of Service](#)
- ▶ [Fare Preferences](#)
- ▶ [Airline Preferences](#)

Begin Search

The More Search Options can be expanded to select, or collapsed.

More Search Options [expand](#) | [collapse](#)

Class of Service

Departing Flight:

Returning Flight:

▼ Fare Preferences

▼ Airline Preferences

[Clear Selection](#)

[Clear Selection](#)

[Clear Selection](#)

Begin Search

Flight Availability (Shop by Schedule)

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.

Select Flight for Tue, Apr 15, 2008
 Dallas/Ft Worth (DFW) to Phoenix (PHX)
[Modify search](#)

Your company's preferred airlines are indicated with the following icons: ★★★★★

Corporate Negotiated Rate

Sorted By: All times are local to each city | Price determined after you create a full flight itinerary. [?](#)

Legend: ✖ Company Negotiated Rate ★★★★★ Company Preferred ⊘ Out of Policy

24 flight options : 1-20 | 21-24

Departure	Arrival	Airline	Notes	★★★★★	Price (estimate)
Finish Building Your Itinerary For Complete Price					
8:40 AM - Tue, Apr 15 Dallas/Ft Worth, TX (DFW)	9:21 AM - Tue, Apr 15 Phoenix, AZ (PHX)	US Airways Flight 506 - Boeing 737-300 Class: Coach	Non-stop Flight time 2:41 868 miles 60% on-time View seats	★★★★★	Select
Finish Building Your Itinerary For Complete Price					
12:00 PM - Tue, Apr 15 Dallas/Ft Worth, TX (DFW)	12:35 PM - Tue, Apr 15 Phoenix, AZ (PHX)	US Airways Flight 625 - Airbus A320 Class: Coach	Non-stop Flight time 2:35 868 miles 80% on-time View seats	★★★★★	Select
Finish Building Your Itinerary For Complete Price					
7:45 AM - Tue, Apr 15 Dallas/Ft Worth, TX (DFW)	11:12 AM - Tue, Apr 15 Phoenix, AZ (PHX)	US Airways Flight 612 - Airbus A320 Class: Coach	1 Stop Flight time 5:27 868 miles 80% on-time View seats	★★★★★	Select
Finish Building Your Itinerary For Complete Price					
9:45 AM - Tue, Apr 15 Dallas/Ft Worth, TX (DFW)	10:20 AM - Tue, Apr 15 Phoenix, AZ (PHX)	American Airlines Flight 1205 - McDonnell Douglas Super-80 Class: Coach	Non-stop Flight time 2:35 868 miles 70% on-time View seats	⊘	Select
Finish Building Your Itinerary For Complete Price					
8:40 AM - Tue, Apr 15 Dallas, TX (DAL)	11:35 AM - Tue, Apr 15 Phoenix, AZ (PHX)	Delta Flight 1551 - Boeing 737-500 Class: Coach	1 Stop Flight time 4:55 879 miles 90% on-time	⊘	Select
Finish Building Your Itinerary For Complete Price					
8:35 AM - Tue, Apr 15 Dallas/Ft Worth, TX (DFW)	9:05 AM - Tue, Apr 15 Phoenix, AZ (PHX)	American Airlines Flight 1695 - McDonnell Douglas Super-80 Class: Coach	Non-stop Flight time 2:30 868 miles N/A on-time View seats	⊘	Select
Finish Building Your Itinerary For Complete Price					
11:35 AM - Tue, Apr 15 Dallas/Ft Worth, TX (DFW)	12:10 PM - Tue, Apr 15 Phoenix, AZ (PHX)	American Airlines Flight 567 - McDonnell Douglas Super-80 Class: Coach	Non-stop Flight time 2:35 868 miles 80% on-time View seats	⊘	Select

Once you select the departure, the return options display. Select the desired return flight(s) from this availability.

Select Flight for Thu, Apr 17, 2008
 Phoenix (PHX) to Dallas/Ft Worth (DFW)
[Modify search](#)

Your company's preferred airlines are indicated with the following icons:

Corporate Negotiated Rate

Sorted By: All times are local to each city | Price determined after you create a full flight itinerary

Legend: Company Negotiated Rate Company Preferred Out of Policy

Search by Price 24 flight options: 1-20 | 21-24

Departure	Arrival	Airline	Notes		Price (estimate)
3:14 PM - Thu, Apr 17 Phoenix, AZ (PHX)	7:32 PM - Thu, Apr 17 Dallas/Ft Worth, TX (DFW)	US Airways Flight 551 - Airbus A320 Class: Coach	Non-stop Flight time 2:18 868 miles 80% on-time View seats		Select
12:12 PM - Thu, Apr 17 Phoenix, AZ (PHX)	4:32 PM - Thu, Apr 17 Dallas/Ft Worth, TX (DFW)	US Airways Flight 544 - Boeing 757-200 Class: Coach	Non-stop Flight time 2:20 868 miles 60% on-time View seats		Select
6:59 PM - Thu, Apr 17 Phoenix, AZ (PHX)	11:27 PM - Thu, Apr 17 Dallas/Ft Worth, TX (DFW)	US Airways Flight 548 - Boeing 737-300 Class: Coach	Non-stop Flight time 2:28 868 miles N/A on-time View seats		Select
3:35 PM - Thu, Apr 17 Phoenix, AZ (PHX)	7:55 PM - Thu, Apr 17 Dallas/Ft Worth, TX (DFW)	American Airlines Flight 1702 - McDonnell Douglas Super-80 Class: Coach	Non-stop Flight time 2:20 868 miles 70% on-time View seats		Select
1:55 PM - Thu, Apr 17 Phoenix, AZ (PHX)	6:15 PM - Thu, Apr 17 Dallas/Ft Worth, TX (DFW)	American Airlines Flight 1424 - McDonnell Douglas Super-80 Class: Coach	Non-stop Flight time 2:20 868 miles 80% on-time View seats		Select
4:15 PM - Thu, Apr 17 Phoenix, AZ (PHX)	8:40 PM - Thu, Apr 17 Dallas, TX (DAL)	American Airlines Flight 1348 - BOEING 737-700 Class: Coach	1 Stop Flight time 2:25 879 miles 80% on-time		Select
4:30 PM - Thu, Apr 17 Phoenix, AZ (PHX)	8:50 PM - Thu, Apr 17 Dallas/Ft Worth, TX (DFW)	American Airlines Flight 1342 - McDonnell Douglas Super-80 Class: Coach	Non-stop Flight time 2:20 868 miles N/A on-time View seats		Select

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.

Itinerary, Price and Alternatives
 Dallas/Ft Worth (DFW) to Phoenix (PHX): Tue, Apr 15, 2008
 Phoenix (PHX) to Dallas/Ft Worth (DFW): Thu, Apr 17, 2008
[Modify search](#)

Company Announcements
 Please be aware that lower fare options display connection flights and may depart out of alternate airports

Your company's preferred airlines are indicated with the following icons: ★★★ ★★ ★

All times are local to each city

Legend: ✖ Company Negotiated Rate ★★★ Company Preferred ✖ Out of Policy

Your Selected Itinerary

Departure	Arrival	Airline	Notes	★★★	Price
12:00 PM - Tue, Apr 15 Dallas/Ft Worth, TX (DFW)	12:35 PM - Tue, Apr 15 Phoenix, AZ (PHX)	US Airways Flight 625 - Airbus A320 Class: Coach	Non-stop Flight time 2:35 View seats	★★★	350.80 USD Select
3:14 PM - Thu, Apr 17 Phoenix, AZ (PHX)	7:32 PM - Thu, Apr 17 Dallas/Ft Worth, TX (DFW)	US Airways Flight 561 - Airbus A320 Class: Coach	Non-stop Flight time 2:18 View seats	★★★	

[Help with this page](#)

Low Fare Options
 The following alternate itineraries, including nearby airports, may also fit your schedule and budget.

Departure	Arrival	Airline	Notes	★★★	Price
2:00 PM - Tue, Apr 15 Dallas, TX (DAL)	4:55 PM - Tue, Apr 15 Phoenix, AZ (PHX)	Delta Flight 1295 - BOEING 737-700 Class: Coach	1 Stop Flight time 4:55 N/A on-time		313.10 USD Select
4:15 PM - Thu, Apr 17 Phoenix, AZ (PHX)	8:40 PM - Thu, Apr 17 Dallas, TX (DAL)	Delta Flight 1348 - BOEING 737-700 Class: Coach	1 Stop Flight time 2:25 N/A on-time		
2:25 PM - Tue, Apr 15 Dallas, TX (DAL)	5:05 PM - Tue, Apr 15 Phoenix, AZ (PHX)	Delta Flight 2294 - Boeing 737-300 Class: Coach	1 Stop Flight time 4:40 N/A on-time		313.10 USD Select
4:35 PM - Thu, Apr 17 Phoenix, AZ (PHX)	8:55 PM - Thu, Apr 17 Dallas, TX (DAL)	Delta Flight 2713 - Boeing 737-300 Class: Coach	1 Stop Flight time 2:20 N/A on-time		

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.

Out of Policy

* = Required

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):

- An available lower-priced itinerary was not selected - .
- An available connection flight was not selected - DALLAS/FT WORTH - PHOENIX.
- An available connection flight was not selected - PHOENIX - DALLAS/FT WORTH.

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

Select a Reason:

[Start Over](#) [Continue with Reservation](#)

Flight Availability (Shop by Price)

To search by price, click the Shop by Price button.

Find Me The Best Trip!

Flight or Train Hotel Rental Car

Round-trip One-way Multi-destination

Shop by Schedule Shop by Price

From (airport or city): To (airport or city):

Exact dates
 Compare surrounding airports
 +/- 1 to 3 days ?

Depart:

Return:

More Search Options [expand](#) | [collapse](#)

- ▶ [Class of Service](#)
- ▶ [Fare Preferences](#)
- ▶ [Airline Preferences](#)

Begin Search

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.

Airlines	*** U.S. Airways	*** American Airlines	nwa Northwest Airlines	Mixed Carrier	DELTA
Non-stops	\$294 6 non-stops	\$258 8 non-stops	---	\$258 6 non-stops	---
1 Stop	\$334 1 itineraries	---	\$240 4 itineraries	\$269 7 itineraries	\$279 3 itineraries
2+ Stops	---	---	---	\$304 4 itineraries	---

Legend: Company Negotiated Rate Company Preferred Out of Policy

Search by Schedule [?](#) 39 itinerary options: 1-20 | 21-39

Departure	Arrival	Airline	Notes	***	Price
6:36 AM - Tue, Apr 15 Dallas/Ft Worth, TX (DFW)	8:01 AM - Tue, Apr 15 Memphis, TN (MEM)	nwa Northwest Airlines Flight 826 - McDonnell Douglas DC9-30, 40, 50 series Class: K9	Non-stop Flight time 1:25 N/A on-time View seats		\$240.60 <input type="button" value="Select"/>
9:20 AM - Tue, Apr 15 Memphis, TN (MEM)	10:50 AM - Tue, Apr 15 Phoenix, AZ (PHX)	nwa Northwest Airlines Flight 295 - Airbus A319 Class: K9	Non-stop Flight time 3:30 N/A on-time View seats		
12:30 PM - Thu, Apr 17 Phoenix, AZ (PHX)	5:27 PM - Thu, Apr 17 Memphis, TN (MEM)	nwa Northwest Airlines Flight 296 - Airbus A319 Class: 79	Non-stop Flight time 2:57 N/A on-time View seats		
7:10 PM - Thu, Apr 17 Memphis, TN (MEM)	8:45 PM - Thu, Apr 17 Dallas/Ft Worth, TX (DFW)	nwa Northwest Airlines Flight 827 - McDonnell Douglas DC9-30, 40, 50 series Class: 79	Non-stop Flight time 1:35 N/A on-time View seats		
11:35 AM - Tue, Apr 15 Dallas/Ft Worth, TX (DFW)	12:10 PM - Tue, Apr 15 Phoenix, AZ (PHX)	American Airlines Flight 567 - McDonnell Douglas Super-80 Class: Q9	Non-stop Flight time 2:35 N/A on-time View seats	***	\$258.80 <input type="button" value="Select"/>
3:35 PM - Thu, Apr 17 Phoenix, AZ (PHX)	7:55 PM - Thu, Apr 17 Dallas/Ft Worth, TX (DFW)	American Airlines Flight 1702 - McDonnell Douglas Super-80 Class: Q9	Non-stop Flight time 2:20 N/A on-time View seats	***	
12:00 PM - Tue, Apr 15 Dallas/Ft Worth, TX (DFW)	12:35 PM - Tue, Apr 15 Phoenix, AZ (PHX)	U.S. Airways Flight 625 - Airbus A320 Class: K9	Non-stop Flight time 2:35 N/A on-time View seats	***	\$258.80 <input type="button" value="Select"/>
3:35 PM - Thu, Apr 17 Phoenix, AZ (PHX)	7:55 PM - Thu, Apr 17 Dallas/Ft Worth, TX (DFW)	American Airlines Flight 1702 - McDonnell Douglas Super-80 Class: Q9	Non-stop Flight time 2:20 N/A on-time View seats	***	
9:45 AM - Tue, Apr 15 Dallas/Ft Worth, TX (DFW)	10:20 AM - Tue, Apr 15 Phoenix, AZ (PHX)	American Airlines Flight 1205 - McDonnell Douglas Super-80 Class: Q9	Non-stop Flight time 2:35 N/A on-time View seats	***	\$258.80 <input type="button" value="Select"/>
1:55 PM - Thu, Apr 17 Phoenix, AZ (PHX)	6:15 PM - Thu, Apr 17 Dallas/Ft Worth, TX (DFW)	American Airlines Flight 1424 - McDonnell Douglas Super-80 Class: Q9	Non-stop Flight time 2:20 N/A on-time View seats	***	

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 Seats" button.

U.S.
 Airways
Flight: 551
Aircraft: Airbus A320
Booking Class: Coach
Remaining Seats: Not Available

Passenger	Seat	Seats Selected	Legend
Passenger 1	Select a Seat	Flight 1: Flight 2:	1 Your Seat A Available Seat T Seat Taken P Premium Seat (for qualifying Frequent Travelers) E Exit Row Seat (must be reserved at airport) X Seat Unavailable

Note: If the Skip Seat Selection button is selected, no seats are assigned.

Hotel Search

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.

Hotel Search

Legend: ★ Negotiated Property ★★★ Company Preferred ✖ Out of Policy

1 How would you like to search?

Address or City
 Near an Airport
 Negotiated Properties

* = Required

Country:

* City: * State/Province:

Search Again

▶ Show company locations and other points of interest







2 When would you like to go?

* Check-in:

3 What other options would you like to search?

Number of rooms:

Sort By: Company Preferred ? [Approximate Rate](#) [Hotel Name](#) [Distance](#)

Arizona Biltmore				Negotiated Rate: 219 USD
	 Amenities	Distance: 5.6 N Map this Property	★ Preferences	Cancellation Policy
<div style="display: flex; align-items: flex-start;"> <div style="width: 100px; text-align: center;">  <p style="font-size: x-small; color: blue;">More Photos</p> </div> <div style="flex-grow: 1;"> <p>Arizona Biltmore 2400 E MISSOURI AVE Phoenix, AZ 85016</p> <p style="font-size: x-small; color: blue;">THE ARIZONA BILTMORE RESORT SPA IS NESTLED ON 39 ACRES AT THE FOOT OF THE PHOENIX MOUNTAIN PRESERVE. CONSIDERED ONE OF THE MOST SPECTACULAR RESORTS IN THE WORLD- THE BILTMORE FEATURES 738 GUEST ACCOMMODATIONS- INCLUDING 78 ONE- AND TWO- ...</p> <p style="font-size: x-small; color: blue;">More Info</p> </div> </div>				
Select				
Hyatt Regency Scottsdale				Negotiated Rate: 169 USD
	 Amenities	Distance: 10.3 NE Map this Property	★ Preferences	Cancellation Policy
<div style="display: flex; align-items: flex-start;"> <div style="width: 100px; text-align: center;">  <p style="font-size: x-small; color: blue;">More Photos</p> </div> <div style="flex-grow: 1;"> <p>Hyatt Regency Scottsdale 7500 DOUBLETREE RANCH Scottsdale, AZ 85258</p> <p style="font-size: x-small; color: blue;">-PROPERTY DESCRIPTION THIS WORLD CLASS RESORT IS AN OASIS OVERLOOKING THE SCENIC DESERT AND NEARBY MOUNTAINS. THE RESORT S MANY AMENITIES INCLUDE A 2 1/2 ACRE WATER PLAYGROUND, SONWAI SPA, HEALTH CLUB, 27 HOLES CHAMPIONSHIP GOLF, TENNIS, CAMP ...</p> <p style="font-size: x-small; color: blue;">More Info</p> </div> </div>				
Select				

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.

Hotel Search

Legend: Negotiated Property Company Preferred Out of Policy

1 How would you like to search?

Address or City Near an Airport Negotiated Properties

* Airport: * = Required
Sky Harbor International (PHX)

► Show company locations and other points of interest
 Enter city and state or airport code to show location information.

2 When would you like to go? * = Required

* Check-in: * Check-out:

3 What other options would you like to search?

Number of rooms:

Distance:
 Note: Negotiated properties within 50 mi will be displayed.

Hotel name contains:

Hotel Company:

Hold down the "ctrl" key to select multiple companies.

Also include my Preferred Chains that I set in my Profile.

Hotels per page:

4 Do you have any special requests? (select up to three)

When you book a hotel room, the hotel will be notified of your special requests, but your selections may not be available.

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

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.

Select a Hotel

Sort By: Company Preferred [Approximate Rate](#) [Hotel Name](#) [Distance](#)

110 hotels found << | [1-10](#) | [11-20](#) | [21-30](#) | [31-40](#) | [41-50](#) | >>

[View hotels on a map](#)

Arizona Biltmore				Negotiated Rate: 219 USD
	 Amenities	Distance: 5.6 N Map this Property	 Preferences	Cancellation Policy
 More Photos	Arizona Biltmore 2400 E MISSOURI AVE Phoenix, AZ 85016 THE ARIZONA BILTMORE RESORT SPA IS NESTLED ON 39 ACRES AT THE FOOT OF THE PHOENIX MOUNTAIN PRESERVE. CONSIDERED ONE OF THE MOST SPECTACULAR RESORTS IN THE WORLD. THE BILTMORE FEATURES 738 GUEST ACCOMMODATIONS- INCLUDING 78 ONE- AND TWO- ... More Info			
				Select
Hyatt Regency Scottsdale				Negotiated Rate: 169 USD
	 Amenities	Distance: 10.3 NE Map this Property	 Preferences	Cancellation Policy
 More Photos	Hyatt Regency Scottsdale 7500 DOUBLETREE RANCH Scottsdale, AZ 85258 -PROPERTY DESCRIPTION THIS WORLD CLASS RESORT IS AN OASIS OVERLOOKING THE SCENIC DESERT AND NEARBY MOUNTAINS. THE RESORT S MANY AMENITIES INCLUDE A 2 1/2 ACRE WATER PLAYGROUND,SONWAI SPA,HEALTH CLUB, 27 HOLES CHAMPIONSHIP GOLF, TENNIS, CAMP ... More Info			
				Select
Marriott Phx Airport				Approximate Rate: 239.95 USD to 264.95 USD
	 Amenities	Distance: 2.1 NE Map this Property	 Preferences	Cancellation Policy
 More Photos	Marriott Phx Airport 1101 NORTH 44TH STREET Phoenix, AZ 85008 -the Pheonix Airport Marriott Is The Perfect Choice For Business Or Pleasure. From The Moment You Arrive, Your Comfort Will Be Our Pleasure. Each Of Our 347 Guest Rooms And Suites Have Been Styled For Your Comfort With Two Telephones, Two ... More Info			
				Select
Best Western Airport Inn				Approximate Rate: 149.99 USD
	 Amenities	Distance: 1.3 SW Map this Property	Preferences	Cancellation Policy
 More Photos	Best Western Airport Inn 2425 SOUTH 24TH ST Phoenix, AZ 85034 - HOTEL YEAR BUILT - 1973 YEAR REMODELED - 2004 ADDITIONAL PROPERTY DESCRIPTION - LOCATED ONE MILE SOUTH OF SKY HARBOR INTERNATIONAL AIRPORT, ONE MILE SOUTHEAST OF THE CAR RENTAL CENTER, AND ONE BLOCK SOUTH OF INTERSTATE 10. ... More Info			
				Select

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.

Hotel Details

Marriott Phx Airport
 1101 NORTH 44TH STREET
 Phoenix, AZ 85008

Features
Maps & Directions
Room Rates from 204.00 USD

Select your room type and continue below.

Room Types & Rates for Tue, Apr 15, 2008 - Thu, Apr 17, 2008

Room Types	Rate Rules	Price Per Night
MARRIOTT SENIOR DISC., MARRIOTT SENIOR DISCOUNT, DELUXE ROOM, 1 KING OR 2 DOUBLE BEDS, MUST BE 62 YEARS OR OLDER, FREE AIRPORT TRANSPORTATION	Cancel by 24 hours before check in. More rate details	204.00 USD Select
AAA AUTO ASSOC WKDAY, AAA ALITO ASN, DELUXE ROOM, 1 KING OR 2 DOUBLE BEDS, HIGH SPEED, INTERNET ACCESS, FREE PARKING, FREE AIRPORT TRANSPORTATION	Cancel by 24 hours before check in. More rate details	228.00 USD Select
CORPORATE RATE, CORPORATE RATE, DELUXE ROOM, 1 KING OR 2 DOUBLE BEDS, FREE, PARKING, FREE AIRPORT TRANSPORTATION, HIGH SPEED INTERNET ACCE	Cancel by 24 hours before check in. More rate details	239.95 USD Select
REGULAR RATE, CONCIERGE ROOM, 1 KING OR 2 DOUBLE BEDS, ACCESS TO CONCIERGE, LOUNGE, SUN PM TO FRI AM SERVES APPETIZERS AND LIGHT BREAKFAST	Cancel by 24 hours before check in. More rate details	259.95 USD Select
STAY FOR BREAKFAST, STAY FOR BREAKFAST-FOR UP TO 2 ADULTS AND CHILDREN 12 AND UNDER, DELUXE ROOM, 1 KING OR 2 DOUBLE BEDS, HIGH SPEED INTERNET ACCE	Cancel by 24 hours before check in. More rate details	264.95 USD Select

[Skip Hotel Search](#)

More rate rules link example below.

Hotel Rules

```

MC45419 MARRIOTT PHX 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 BEDDINGZ, 1 KING
OR 2 DOUBLE, 370SQFT/33SQM, LIVING/SITTING AREA,
WIRED INTERNET, FOR A FEE, COFFEE/TEA MAKER
DEPOSIT POLICY: - ADVANCE DEPOSIT OF 1NT ROOM AND TAX SENT FOR GUARANTEE
PURPOSES DUE AT HOTEL RESERVATIONS OFFICE WITHIN 24
HOURS OF BOOKING..INCLUDE CONFIRMATION NUMBER ON CHECK
CANCELLATION POLICY: CANCEL PERMITTED UP TO 01 DAYS BEFORE ARRIVAL
268.91 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.

Out of Policy

* = Required

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):

- Room rate exceeded maximum allowed - LOS ANGELES. -

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

Select a Reason:

[Start Over](#)
[Continue with Reservation](#)

Once the type of room has been selected, the Car Search screen appears.

Car Search

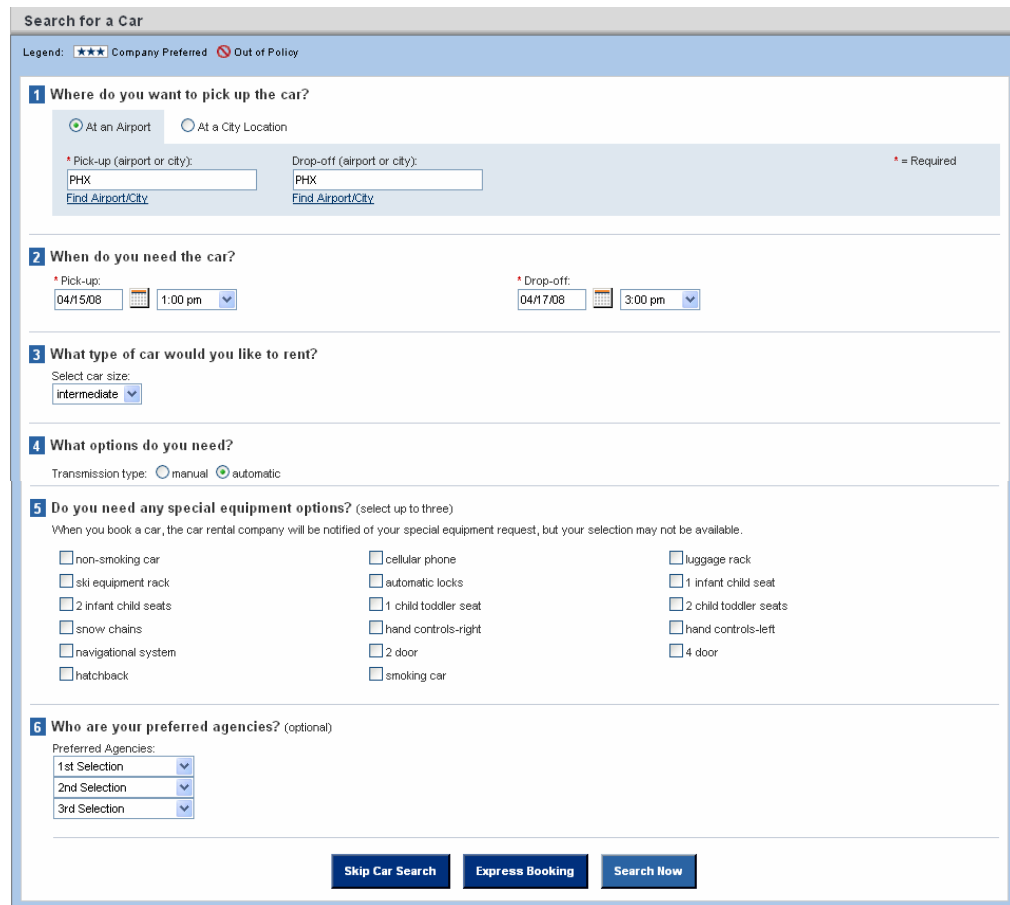
The pickup location defaults to your flight destination airport; and the pick up and return dates and times default to the dates and times of the flights you booked.

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.



Search for a Car

Legend: ★★★ Company Preferred ✖ Out of Policy

1 Where do you want to pick up the car?

At an Airport At a City Location

* Pick-up (airport or city): PHX Drop-off (airport or city): PHX * = Required

[Find Airport/City](#) [Find Airport/City](#)

2 When do you need the car?

* Pick-up: 04/15/08 1:00 pm * Drop-off: 04/17/08 3:00 pm

3 What type of car would you like to rent?

Select car size:
intermediate

4 What options do you need?

Transmission type: manual automatic

5 Do you need any special equipment options? (select up to three)

When you book a car, the car rental company will be notified of your special equipment request, but your selection may not be available.

<input type="checkbox"/> non-smoking car	<input type="checkbox"/> cellular phone	<input type="checkbox"/> luggage rack
<input type="checkbox"/> ski equipment rack	<input type="checkbox"/> automatic locks	<input type="checkbox"/> 1 infant child seat
<input type="checkbox"/> 2 infant child seats	<input type="checkbox"/> 1 child toddler seat	<input type="checkbox"/> 2 child toddler seats
<input type="checkbox"/> snow chains	<input type="checkbox"/> hand controls-right	<input type="checkbox"/> hand controls-left
<input type="checkbox"/> navigational system	<input type="checkbox"/> 2 door	<input type="checkbox"/> 4 door
<input type="checkbox"/> hatchback	<input type="checkbox"/> smoking car	

6 Who are your preferred agencies? (optional)

Preferred Agencies:

1st Selection

2nd Selection

3rd Selection

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.

Your Rental
 Pick-up: 1:00 PM, Apr 15, 2008
 Drop-off: 3:00 PM, Apr 17, 2008
 Phoenix, AZ (PHX)

[Total Price](#)

Legend: **★★★** Company Preferred **⊘** Out of Policy

Select a rental car by clicking a price below
 Unless otherwise noted, rates are based on unlimited mileage and cars include automatic transmission and air conditioning.

Car Rental Company	★★★	 Ford Ka or similar	 Hyundai Accent or similar	 Ford Focus or similar	 Oldsmobile Alero or similar
		mini	economy	compact	intermediate
Hertz Hertz Phoenix, AZ (PHX) Rental counter location: in terminal	★★★		Daily Rate 70.99 USD Total Price 298.50 USD 35.50 USD/extra day	Daily Rate 71.99 USD Total Price 302.45 USD 36.00 USD/extra day	Daily Rate 77.99 USD Total Price 326.14 USD 39.00 USD/extra day
AVIS Avis Phoenix, AZ (PHX) Rental counter location: in terminal	★★★		Daily Rate 65.99 USD Total Price 278.52 USD 65.99 USD/extra day	Daily Rate 66.99 USD Total Price 282.48 USD 66.99 USD/extra day	Daily Rate 72.99 USD Total Price 306.15 USD 72.99 USD/extra day
FOX-RENT-A-CAR Fox Rent a Car Phoenix, AZ (PHX) Rental counter location: in terminal			Daily Rate 23.50 USD Total Price 107.87 USD 28.50 USD/extra day	Daily Rate 24.50 USD Total Price 110.56 USD 29.50 USD/extra day	Daily Rate 25.50 USD Total Price 113.25 USD 30.50 USD/extra day
ADVANTAGE RENT-A-CAR Advantage Phoenix, AZ (PHX) Rental counter location: in terminal			Daily Rate 33.09 USD Total Price 145.10 USD 33.09 USD/extra day	Daily Rate 35.09 USD Total Price 150.33 USD 35.09 USD/extra day	Daily Rate 39.09 USD Total Price 160.79 USD 39.09 USD/extra day
Budget Budget Phoenix, AZ (PHX) Rental counter location: in terminal			Daily Rate 58.99 USD Total Price 250.27 USD 58.99 USD/extra day	Daily Rate 59.99 USD Total Price 254.20 USD 59.99 USD/extra day	Daily Rate 65.99 USD Total Price 277.80 USD 65.99 USD/extra day
Alamo Alamo Phoenix, AZ (PHX) Rental counter location: in terminal			Daily Rate 71.35 USD Total Price 268.98 USD 71.35 USD/extra day	Daily Rate 72.40 USD Total Price 272.68 USD 72.40 USD/extra day	Daily Rate 76.60 USD Total Price 287.39 USD 76.60 USD/extra day

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
 Tue, Apr 15, 2008 - Thu, Apr 17, 2008

Flight segments must be ticketed by close of business on **November 03**.

Please Note: STNDBY/CHANGE FEE/NO RFND/CXL BY FLT DT/. Fares not guaranteed until ticketed.

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 ⊗ Out of Policy

1 Review Trip Details

Flight Details | Roundtrip

DFW to PHX - Non-stop [Modify this flight](#) | [Remove this flight](#)

Tue, Apr 15	12:00 PM - 12:35 PM	Dallas/Ft Worth, TX (DFW) to Phoenix, AZ (PHX) Fare Rules	 US Airways Flight 625 Seat not assigned Class: <i>Coach</i> ***
--------------------	---------------------	--	---

Thu, Apr 17	3:14 PM - 7:32 PM	Phoenix, AZ (PHX) to Dallas/Ft Worth, TX (DFW) Fare Rules	 US Airways Flight 551 Seat 9C Class: <i>Coach</i> ***
--------------------	-------------------	--	---

Base Airfare: 306.98 USD
 Taxes and Fees: 43.82 USD
Flight Total: 350.80 USD

Seat Assignment
 Add or modify your flight seat assignments. [Select/Modify Seats](#)

Hotel Details

Phoenix, AZ [Modify this hotel](#) | [Remove this hotel](#)

Check-in: 4:00 PM, Tue, Apr 15 **Check-out:** 12:00 PM, Thu, Apr 17

Total Hotel Stay: 2 nights
Number of rooms: 1

CORPORATE RATE, CORPORATE RATE, DELUXE ROOM, 1 KING OR 2 DOUBLE BEDS, FREE, PARKING, FREE AIRPORT TRANSPORTATION, HIGH SPEED INTERNET ACCE

Special Requests:
 non-smoking room, king bed, high floor

Marriott Phx Airport
 1101 NORTH 44TH STREET
 PHOENIX, AZ 85008
[Directions](#)
 Telephone: 602-273-7373
 Fax Phone: 602-273-7333

Cancellation Rules
 CANCEL PERMITTED UP TO 01 DAYS BEFORE ARRIVAL 268.91 USD CANCEL FEE PER ROOM

Guarantee Rules
 MUST GUARANTEE LATE ARRIVAL 01 DAYS AFTER BOOKING

Deposit Rules
 - ADVANCE DEPOSIT OF 1NT ROOM AND TAX SENT FOR GUARANTEE PURPOSES DUE AT HOTEL RESERVATIONS OFFICE WITHIN 24 HOURS OF BOOKING...INCLUDE CONFIRMATION NUMBER ON CHECK

Rate Per Room: 239.95 USD

Sum of Nightly Rates: 479.90 USD
 Taxes and Fees: unavailable
Estimated Hotel Total: 479.90 USD

Car Details

Phoenix, AZ [Modify this car](#) | [Remove this car](#)

Pick-up: 1:00 PM, Tue, Apr 15 Drop-off: 3:00 PM, Thu, Apr 17	intermediate 2 or 4 door Mazda 626 air conditioning automatic transmission	 Hertz in terminal Pick-up Location: Phoenix (PHX) Drop off Location: Phoenix (PHX) <div style="text-align: center;">★ ★ ★</div>
---	---	--

Daily Car Rate: 77.99 USD Unlimited Mileage Extra Day: 39.00 USD	Estimated Car Total: 326.14 USD
--	--

2 Review Estimated Trip Cost

Estimated Trip Cost Breakdown

	Flight Total: 350.80 USD
	Phoenix, AZ - Hotel Total: 479.90 USD ‡
	Phoenix, AZ - Car Total: 326.14 USD ‡
	Total: 1,156.84 USD ‡

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

3 Add to Your Trip

Add a hotel room in or near Phoenix (PHX) - APR 15 Add Item

To hold this trip, check this box and then select **Continue** to complete the hold reservation process.

When you are ready to purchase an on-hold trip, go to your "Trips." If you do not purchase an on-hold trip within the timeframe defined by the travel supplier, the system automatically cancels the reservation.

Start Over
Continue with Reservation

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.

Trip templates

Save this trip as a trip template if you plan on booking this itinerary again.

Template Name:

Save Template

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.

Templates

Trip Template Saved

Your trip has been saved as a trip template.

To use this trip template, click the "Templates" link in the navigation bar.

Return

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.

Traveler Information

Flight segments must be ticketed by close of business on **November 03**.
Please Note:STNDBY/CHANGE FEE/NO RFND/CXL BY FLT DT/. Fares not guaranteed until ticketed.
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.

Complete traveler information below. * = Required

1 Review Traveler Information

Who is traveling?
Vernon Bear

Any special requests?
Special Needs:
Meal Requests (when possible):

Provide frequent traveler numbers if available
Airline:
Frequent Flyer Number:
Hotel Chain:
Frequent Guest Number:

To hold this trip, check this box and then select **Continue** to complete the hold reservation process.
When you are ready to purchase an on-hold trip, go to your "Trips." If you do not purchase an on-hold trip within the timeframe defined by the travel supplier, the system automatically cancels the reservation.

Billing Information

Verify traveler information, delivery address, email addresses, ticket type, and billing information. Fields indicated with a red star are mandatory.

Billing Information

Flight segments must be ticketed by close of business on **November 03**.
Please Note:STNDBY/CHANGE FEE/NO RFND/CXL BY FLT DT/. Fares not guaranteed until ticketed.
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.

1 Estimated Trip Cost * = Required

Estimated Trip Cost Breakdown

	Flight Total:	350.80 USD
	Phoenix, AZ - Hotel Total:	479.90 USD ‡
	Phoenix, AZ - Car Total:	326.14 USD ‡
	Total:	1,156.84 USD ‡

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

2 Traveler Information

Traveler's Name Vernon Bear	Frequent Traveler Program(s) No information entered	Seat(s) US Airways: 9C
Meal Preference standard	Special Requests No information entered	

3 Delivery Address

* Recipient:
Vernon Bear

* Address Line 1:
346 Oak St

Address Line 2:

* City:
Phoenix

* State/Province:
AZ

* Zip Code:
85022

* Country:
USA

* Telephone #:
602-555-3736

* E-mail Address:
david.laughlin@sabre.com

Ticket Type: E-ticket

Check if signature is not required for express deliveries.

Delivery Instructions:

4 Flight Billing Information

* Bill to: Corp Visa Card

Card Type: Visa
Card Number: XXXXXXXXXXXX1111
Expiration Date: 12/2011
Name on card: Vernon Bear
Address Line 1: 123 Oak St
Address Line 2:
City: Phoenix
State/Province: AZ
Zip Code: 85007
Country: USA

5 Hotel Billing Information

* Bill to: **Corp Visa Card**

Card Type: Visa
 Card Number: XXXXXXXXXXXX1111
 Expiration Date: 12/2011
 Name on card: Vernon Bear
 Address Line 1: 123 Oak St
 Address Line 2:
 City: Phoenix
 State/Province: AZ
 Zip Code: 85007
 Country: USA

6 Car Billing Information

No credit card is required at this time.

7 General Needs or Special Requests

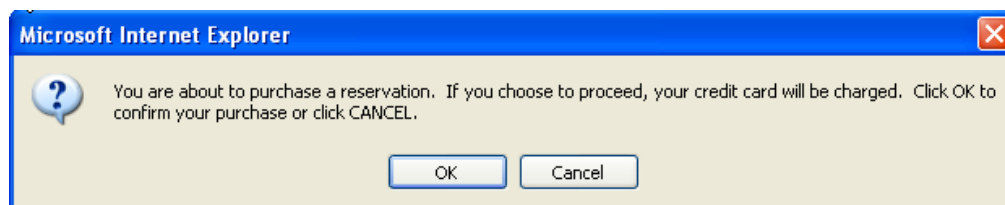
General Needs or Special Requests: (390 characters maximum)

To hold this trip, check this box and then select **Continue** to complete the hold reservation process.

When you are ready to purchase an on-hold trip, go to your "Trips." If you do not purchase an on-hold trip within the timeframe defined by the travel supplier, the system automatically cancels the reservation.

Start Over **Purchase Trip**

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.

Reservation Complete

Please Note:STNDBY/CHANGE FEE/NO RFND/CXL BY FLT DT/. Fares not guaranteed until ticketed.
 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 ⊘ Out of Policy Print this itinerary

Confirmation Information

Record Locator (PIR): KWBGJT
Airline Confirmation: US Airways: FCEP33
Hotel Confirmation: Marriott Phx Airport: 83926055
Car Confirmation: Hertz: D82031337C7

Deliver To: Vernon Bear
 346 Oak St
 Phoenix, AZ 85022
 USA

Traveler Information

Traveler 1: Vernon Bear

Name: Vernon Bear
Special Requests: standard

Flight Details | Roundtrip

DFW to PHX - Non-stop

Tue, Apr 15	12:00 PM - 12:35 PM	Dallas/Ft Worth, TX (DFW) to Phoenix, AZ (PHX) Fare Rules	 US Airways Flight 625 Seat not assigned Class: <i>Coach</i> ★★★
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PHX to DFW - Non-stop

Thu, Apr 17	3:14 PM - 7:32 PM	Phoenix, AZ (PHX) to Dallas/Ft Worth, TX (DFW) Fare Rules	 US Airways Flight 551 Seat 9C Class: <i>Coach</i> ★★★
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Base Airfare: 306.98 USD
 Taxes and Fees: 43.82 USD
Flight Total: 350.80 USD

Hotel Details

Phoenix, AZ

Check-in: 4:00 PM, Tue, Apr 15
Check-out: 12:00 PM, Thu, Apr 17

Total Hotel Stay: 2 nights
Number of rooms: 1

CORPORATE RATE, CORPORATE RATE, DELUXE ROOM, 1 KING OR 2 DOUBLE BEDS, FREE, PARKING, FREE AIRPORT TRANSPORTATION, HIGH SPEED INTERNET ACCE

Special Requests:
 non-smoking room, king bed, high floor

Marriott Phx Airport
 1101 NORTH 44TH STREET
 PHOENIX, AZ 85008
[Directions](#)
 Telephone: 602-273-7373
 Fax Phone: 602-273-7333

Cancellation Rules
 CANCEL PERMITTED UP TO 01 DAYS BEFORE ARRIVAL 268.91 USD CANCEL FEE PER ROOM

Guarantee Rules
 MUST GUARANTEE LATE ARRIVAL 01 DAYS AFTER BOOKING

Deposit Rules
 - ADVANCE DEPOSIT OF 1NT ROOM AND TAX SENT FOR GUARANTEE PURPOSES DUE AT HOTEL RESERVATIONS OFFICE WITHIN 24 HOURS OF BOOKING. INCLUDE CONFIRMATION NUMBER ON CHECK

Rate Per Room: 239.95 USD

Sum of Nightly Rates: 479.90 USD
 Taxes and Fees: unavailable
Estimated Hotel Total: 479.90 USD

Car Details

Phoenix, AZ

Pick-up: 1:00 PM, Tue, Apr 15
Drop-off: 3:00 PM, Thu, Apr 17

D82031337C7
intermediate
2 or 4 door
Mazda 626
air conditioning
automatic transmission

Hertz
in terminal
Pick-up Location:
Phoenix [\(PHX\)](#)
Drop off Location:
Phoenix [\(PHX\)](#)

Daily Car Rate: 77.99 USD
Unlimited Mileage
Extra Day: 39.00 USD

Estimated Car Total: **326.14 USD**

Estimated Trip Cost Breakdown

	Flight Total: 350.80 USD
	Phoenix, AZ - Hotel Total: 479.90 USD ‡
	Phoenix, AZ - Car Total: 326.14 USD ‡
	Total: 1,156.84 USD ‡

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

Trip Downloads

Sabre VirtuallyThere

View this [itinerary](#) in Sabre VirtuallyThere for online access to your current itinerary, travel tools, flight notification, maps and driving directions, eTicket Receipt, weather and more.

Outlook: Palm Calendar Dates
Keep track of this trip by adding it to your outlook or Palm calendar.

- [US Airways flight 625 on Apr 15](#)
- [US Airways flight 551 on Apr 17](#)
- [Hotel stay in Phoenix at the Marriott Phx Airport from Apr 15 to Apr 17](#)
- [Car rental at PHX with Hertz from Apr 15 to Apr 17](#)

Palm OS Module
Install your [Palm OS module](#) and get real-time access to your trip. You can check flight status or even change your reservation.

Travel Agency Information

Logout

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:

[https://www.virtuallythere.com/new/reservations.html?pnr=NB4JB
NDD08NO&name=Bear&language=0](https://www.virtuallythere.com/new/reservations.html?pnr=NB4JB
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
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
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.



On the following pages are examples of two of the Profile pages to update.

Following is the Personal Information page.

Personal Information * = Required

Name, Address and Phone Number

* **First Name:** Vernon
Middle Initial:
* **Last Name:** Bear
* **E-mail Address:** david.laughlin@getthere.com
Job Title:
Company:
Corporate ID:
Employee Number:
Division:
Department:
Cost Center:
Project Code:

* **Country:** USA
* **Address 1:** 7685 Central Avenue
Address 2:
* **City:** Phoenix
* **State/Province:** AZ
* **Postal Code:** 85007
* **Work Phone:** 602-555-3456
Home Phone:
Fax Phone:
Expiration Date Reminders: on

Emergency Contact Information

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

First Name:
Last Name:
Telephone Number:
Country: (Select Country)

General Requests or Special Needs

General Requests or Special Needs: (390 characters maximum)

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

Here you can add a Travel Arranger to your profile.

My Arrangers

People Allowed to Arrange My Travel

You have not added any arrangers.
A travel arranger is someone who can make air, rail, hotel, and/or car reservations for you. To add a travel arranger, click *Add a Travel Arranger*.

Travel Arranger Permissions

Please answer the following questions and then click *Save*.

Can others designate themselves as my travel arranger? Yes

Who can change my account settings? Only me

Templates

Once you have saved a template, it can be used by clicking on the Templates link.

Home Trips Profile Templates

Help with this page

Templates

Template Name	Locations	Duration	Trip Type	Template Type	Select
Chicago - AA	Sky Harbor International (PHX) Chicago O'hare International Airport (ORD)	2 Day	Flight Hotel Room Rental Car	Personal Template	Select
PHX -JFK HP and MC	Sky Harbor International (PHX) JFK/John F Kennedy International (JFK) LGA/La Guardia (LGA)	2 Day	Flight Hotel Room	Personal Template	Select
LA Template	Dallas/Ft Worth International (DFW) Los Angeles International (LAX)	2 Day	Flight Rental Car	Personal Template	Select

Exit Templates Acquire Trip Template

Simply Select the template you wish to use.

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

Template Name: PHX -JFK HP and MC

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

Flight Details

PHX to JFK

Tue, Sep 20 9:07 AM to 5:19 PM Phoenix, AZ (PHX) to New York, NY (JFK) **America West Airline** Flight 12
coach:Lowest Available

JFK to PHX

Thu, Sep 22 6:15 PM to 8:55 PM New York, NY (JFK) to Phoenix, AZ (PHX) **America West Airline** Flight 38
coach:Lowest Available

Hotel Details

Phoenix, AZ

Check In: Wed, Sep 21, 2005
Check Out: Thu, Sep 22, 2005 **Marriott Marquis New York City** PHX

Total Hotel Stay: 1 nights

Use This Trip Template

To use this trip template to create a new reservation, select your travel dates and then click the *Price Itinerary* button.

Trip Begins: May 11
Trip Ends: May 11

Cancel Delete Price Itinerary

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.

Trips

Display:
All Trips

Vernon Bear's trips

Trips on Hold

You have no trips on hold.

Active Trips

Traveler	Destination	Trip Type	Notes	Select
Vernon Bear	Los Angeles Mar 06, 2007 at 07:35 AM	Flight Hotel Room Rental Car	Record # LYBHLZ Active	Select

Past Trips

Traveler	Destination	Trip Type	Notes	Select
Vernon Bear	Daytona Beach Feb 21, 2005 at 08:20 AM	Flight Hotel Room Rental Car	Record # Q87PNG Archived	Select

Cancelled Trips

Traveler	Destination	Trip Type	Notes	Select
Vernon Bear	Denver Sep 23, 2006 at 06:05 AM	Flight	Record # JNFBOJ Cancelled	Select
Vernon Bear	Dallas/Ft Worth Sep 19, 2006 at 07:30 AM	Flight	Record # CZAWDO Cancelled	Select

Following is an example of a previously booked trip display.

Trip Details

Tue, May 16, 2006 - Thu, May 18, 2006

Legend: ★★★ Company Preferred Out of Policy [Print this itinerary](#)

Confirmation Information

Record Locator (PNR): FOJDEW
Airline Confirmation: American Airlines: FOJDEW


Deliver To: Vernon Bear
7685 Central Avenue
Phoenix, AZ 85007
USA

Traveler Information


Name: Vernon Bear
Special Requests: standard

Flight Details | Roundtrip

DFW to LAX - 1 stops [Modify this flight](#) | [Remove this flight](#)

Tue, May 16	7:47 AM to 12:09 PM	Dallas/Ft Worth, TX (DFW) to Los Angeles, CA (LAX) Fare Rules	 American Airlines	American Airlines Flight 1737 First
--------------------	----------------------------	--	---	--

LAX to DFW - 0 stops [Modify this flight](#) | [Remove this flight](#)

Thu, May 18	8:08 AM to 1:12 PM	Los Angeles, CA (LAX) to Dallas/Ft Worth, TX (DFW) Fare Rules	 American Airlines	American Airlines Flight 2422 Coach
--------------------	---------------------------	--	---	--

Base Airfare: 663.26 USD
Taxes and Fees: 73.64 USD
Flight Total: **736.90 USD**

Estimated Trip Cost Breakdown


Flight Total:	736.90 USD
Service Fees:	0.00 USD \$
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 in or near

Trip Downloads

Sabre VirtuallyThere
 [View this itinerary](#) in Sabre VirtuallyThere for online access to your current itinerary, travel tools, flight notification, maps and driving directions, eTicket Receipt, weather and more.

Outlook/Palm Calendar Dates
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](#)

 **Palm OS Module**
Install your [Palm OS module](#) and get real-time access to your trip. You can check flight status or even change your reservation.

Travel Agency Information

Cancel a 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.

Cancellation Details

* = Required

Cancellation Details
All items within this itinerary will be cancelled.


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


[Back](#) [Cancel Trip Now](#)

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.

Cancellation Confirmation

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

Legend: ★★★ Company Preferred  Out of Policy

Original Trip Information



Record Locator (PNR): FOJDEW
Airline Confirmation: American Airlines: FOJDEW

Deliver To: Vernon Bear
7685 Central Avenue
Phoenix, AZ 85007
USA

Traveler Information

Name: Vernon Bear
Special Requests: standard

Flight Details | Roundtrip

DFW to LAX - 1 stops			
Tue, May 16	7:47 AM to 12:09 PM	Dallas/Ft Worth, TX (DFW) to Los Angeles, CA (LAX) Fare Rules	 American Airlines Flight 1737 <i>First</i>
LAX to DFW - 0 stops			
Thu, May 18	8:08 AM to 1:12 PM	Los Angeles, CA (LAX) to Dallas/Ft Worth, TX (DFW) Fare Rules	 American Airlines Flight 2422 <i>Coach</i>

Base Airfare: 663.26 USD
Taxes and Fees: 73.64 USD
Flight Total: **736.90 USD**

[Back To Trips](#)

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-000000000
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.

The screenshot shows the Amtrak search interface. At the top, it says "Find Me The Best Priced Trip!". Below this, there are radio buttons for "Flight", "Train" (which is selected), "Hotel", and "Car". A link says "Check flight and train to compare options". The "Select Trip Details" section has radio buttons for "Round-trip" (selected), "One-way", and "Multi-destination". It has input fields for "From (station or city):" with "NYP" and "To (station or city):" with "WAS". There is a checked checkbox for "direct route only". The "Depart:" section has a date field "09/21/06", a "leaves" dropdown, and a "Morning" dropdown. The "Return:" section has a date field "09/22/06", a "leaves" dropdown, and a "Morning" dropdown. The "Passengers:" section has dropdowns for "Adult (26-59)" with "1", "Senior (60+)" with "0", and "Youth (12-25)" with "0". There are radio buttons for "Display Results By" with "Schedule" selected and "Price" unselected. At the bottom, there is a "Begin Search" button.

If you need assistance with train station codes, click on the station link which displays the station locator window.

The screenshot shows the "Station Locator" window. It has a title "Station Locator" and a subtitle "You can search for a station code by typing the city name or the station name and then clicking the Search button." Below this, there are radio buttons for "city name" (selected) and "station name". There is an input field and a "Search" button. Below this, there is a horizontal line with "or" in the middle. Below the line, there is a subtitle "You can also view a list of all stations or cities beginning with a specific letter by clicking one of the letter hyperlinks." Below this, there are radio buttons for "city name" (selected) and "station name". There is a row of hyperlinks "A B C D E F G H I J K L M N O P Q R S T U V W X Y Z".

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

Sorted By: Departure | All times are local to each city

Legend: Out of Policy

Departure	Arrival	Train	Notes	Price
6:00 AM - Tue, Mar 06 New York, NY (NYP)	8:55 AM - Tue, Mar 06 Washington, DC (WAS)	 Train 2103 - Acela Express Business class	Journey time 2:55	Select
7:00 AM - Tue, Mar 06 New York, NY (NYP)	9:49 AM - Tue, Mar 06 Washington, DC (WAS)	 Train 2107 - Acela Express Business class	Journey time 2:49	Select
8:00 AM - Tue, Mar 06 New York, NY (NYP)	10:49 AM - Tue, Mar 06 Washington, DC (WAS)	 Train 2109 - Acela Express Business class	Journey time 2:49	Select
9:00 AM - Tue, Mar 06 New York, NY (NYP)	11:49 AM - Tue, Mar 06 Washington, DC (WAS)	 Train 2151 - Acela Express Business class	Journey time 2:49	Select
10:00 AM - Tue, Mar 06 New York, NY (NYP)	12:49 PM - Tue, Mar 06 Washington, DC (WAS)	 Train 2153 - Acela Express Business class	Journey time 2:49	Select

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

Sorted By: Departure | All times are local to each city

Legend: Out of Policy

Departure	Arrival	Train	Notes	Price
2:00 PM - Thu, Mar 08 Washington, DC (WAS)	4:50 PM - Thu, Mar 08 New York, NY (NYP)	 Train 2168 - Acela Express Business class	Journey time 2:50	Select
3:00 PM - Thu, Mar 08 Washington, DC (WAS)	5:50 PM - Thu, Mar 08 New York, NY (NYP)	 Train 2170 - Acela Express Business class	Journey time 2:50	Select
4:00 PM - Thu, Mar 08 Washington, DC (WAS)	6:50 PM - Thu, Mar 08 New York, NY (NYP)	 Train 2172 - Acela Express Business class	Journey time 2:50	Select
5:00 PM - Thu, Mar 08 Washington, DC (WAS)	7:50 PM - Thu, Mar 08 New York, NY (NYP)	 Train 2122 - Acela Express Business class	Journey time 2:50	Select
6:00 PM - Thu, Mar 08 Washington, DC (WAS)	8:50 PM - Thu, Mar 08 New York, NY (NYP)	 Train 2124 - Acela Express Business class	Journey time 2:50	Select
10:00 AM - Thu, Mar 08 Washington, DC (WAS)	12:59 PM - Thu, Mar 08 New York, NY (NYP)	Metroliner Train 2300 - Metroliner Business class	Journey time 2:59	Select

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.

Review and Modify Trip
Tue, Mar 06, 2007 - Thu, Mar 08, 2007

Sorry, but you cannot hold a trip with a rail segment.
 Rail reservations cannot be placed on hold. Please remove the rail segment before placing this trip on hold

Legend: ★ ★ ★ Company Preferred ⊘ Out of Policy

1 Review Trip Details

Train Details | Roundtrip

NYP to WAS		Modify this rail Remove this rail
Tue, Mar 06	7:00 AM to 9:49 AM	(New York Penn. Station) to (Washington Union Station) <div style="text-align: right; margin-top: 5px;"> Amtrak Train 2107 <i>Business</i> </div>
WAS to NYP		Modify this rail Remove this rail
Thu, Mar 08	3:00 PM to 5:50 PM	(Washington Union Station) to (New York Penn. Station) <div style="text-align: right; margin-top: 5px;"> Amtrak Train 2170 <i>Business</i> </div>

Base Fare: \$320.00
 Taxes and Fees: unavailable
Train Total: \$320.00

2 Review Estimated Trip Cost

Estimated Trip Cost Breakdown

	Train Total: \$320.00
	Service Fees: \$0.00 ‡
	Total: \$320.00 ‡

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

3 Add to Your Trip

Add a hotel room in or near Washington (WAS) - MAR 6 Add Item

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

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

Complete traveler information below. * = Required

1 Review Traveler Information

Who is traveling?
Mr Vernon Bear

Provide frequent traveler numbers if available
Rail Vendor:
 ▼
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.

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

* = Required

1 Estimated Trip Cost

Estimated Trip Cost Breakdown

	Train Total: \$320.00
	Service Fees: \$0.00 ‡
	Total: \$320.00 ‡

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

2 Traveler Information

not assigned

Vernon Bear Frequent Traveler Program(s)
No information entered

3 Delivery Address

* Title: * Recipient:

* Address Line 1:

Address Line 2:

* City:

* State/Province: Zip Code:

* Country:

* Telephone #:

E-mail Address:

Ticket Type:

Delivery Instructions:

4 Rail Billing Information

* Bill to:

Card Type: American Express

Card Number: On File

Expiration Date: 12/2007

Name on card: Vernon Bear

Address Line 1: 7456 Central Avenue

Address Line 2:

City: Phoenix

State/Province: AZ

Zip Code: 85007

Country: USA

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](#)

[Purchase Trip](#)

Click the Purchase Trip button.

After clicking Purchase Trip, an itinerary confirmation displays.

Reservation Complete

Legend: ★★★ Company Preferred Out of Policy [Print this itinerary](#)

Confirmation Information

Record Locator (PHR): DFAYKP

Rail Confirmation: 16BEC9

Deliver To: Vernon Bear
7685 Central Avenue
Phoenix, AZ 85007
USA

Traveler Information

Name: Vernon Bear

Train Details | Roundtrip

NYP to WAS

Tue, Mar 06	7:00 AM to 9:49 AM	(New York Penn. Station) to (Washington Union Station)	
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WAS to NYP

Thu, Mar 08	3:00 PM to 5:50 PM	(Washington Union Station) to (New York Penn. Station)	
--------------------	---------------------------	--	--

Base Fare: \$320.00
Taxes and Fees: unavailable
Train Total: **\$320.00**


Estimated Trip Cost Breakdown

Train Total:	\$320.00
Service Fees:	\$0.00 ‡
Total:	\$320.00 ‡


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


Trip Downloads


Sabre VirtuallyThere

 [View this itinerary](#) in Sabre VirtuallyThere for online access to your current itinerary, travel tools, flight notification, maps and driving directions, eTicket Receipt, weather and more.

Outlook/Palm Calendar Dates
Keep track of this trip by adding it to your outlook or Palm calendar.

 [Amtrak 2107 on Mar 6](#)

 [Amtrak 2170 on Mar 8](#)

 **Palm OS Module**
Install your [Palm OS module](#) and get real-time access to your trip. You can check flight status or even change your reservation.

Travel Agency Information

Address: David's Travel
.

Email Address: david.laughlin@getthere.com

[Logout](#) [Book Another Trip](#)

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