GetThere User Training

GetThere
UNIVERSITY

STUDENT GUIDE

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Objectives

Upon completion of this guide, you will be able to:
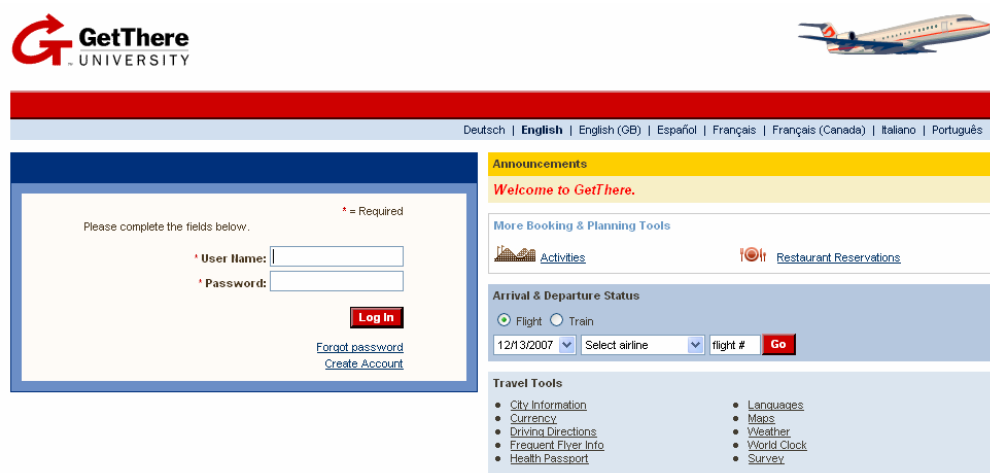
- Book round trip, one-way, and multi-destination air travel online

- 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.

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.

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.

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)
					Finish Building Your Itinerary For Complete Price
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
					Finish Building Your Itinerary For Complete Price
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
					Finish Building Your Itinerary For Complete Price
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
					Finish Building Your Itinerary For Complete Price
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
					Finish Building Your Itinerary For Complete Price
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
					Finish Building Your Itinerary For Complete Price
4:15 PM - Thu, Apr 17 Phoenix, AZ (PHX)	8:40 PM - Thu, Apr 17 Dallas, TX (DAL)	Flight 1348 - BOEING 737-700 Class: Coach	1 Stop Flight time 2:25 879 miles 80% on-time		⊘ Select
					Finish Building Your Itinerary For Complete Price
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

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 aiports

> 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) Fare Rules	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) Fare Rules	US Airways Flight 551 - 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) Fare Rules	SOUTHWEST AIRLINES 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) Fare Rules	SOUTHWEST AIRLINES 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) Fare Rules	SOUTHWEST AIRLINES 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) Fare Rules	SOUTHWEST AIRLINES 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]

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):

DFW   PHX

⊙ Exact dates
☐ Compare surrounding airports
○ +/- 1 to 3 days ❓

Depart:
4/15/08 | 📅 | leaves ∨ | 11:00 am ∨
Return:
4/17/08 | 📅 | leaves ∨ | 3:00 pm ∨

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.

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.

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.

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.

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.

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 AUTO 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 BEDDING2, 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.
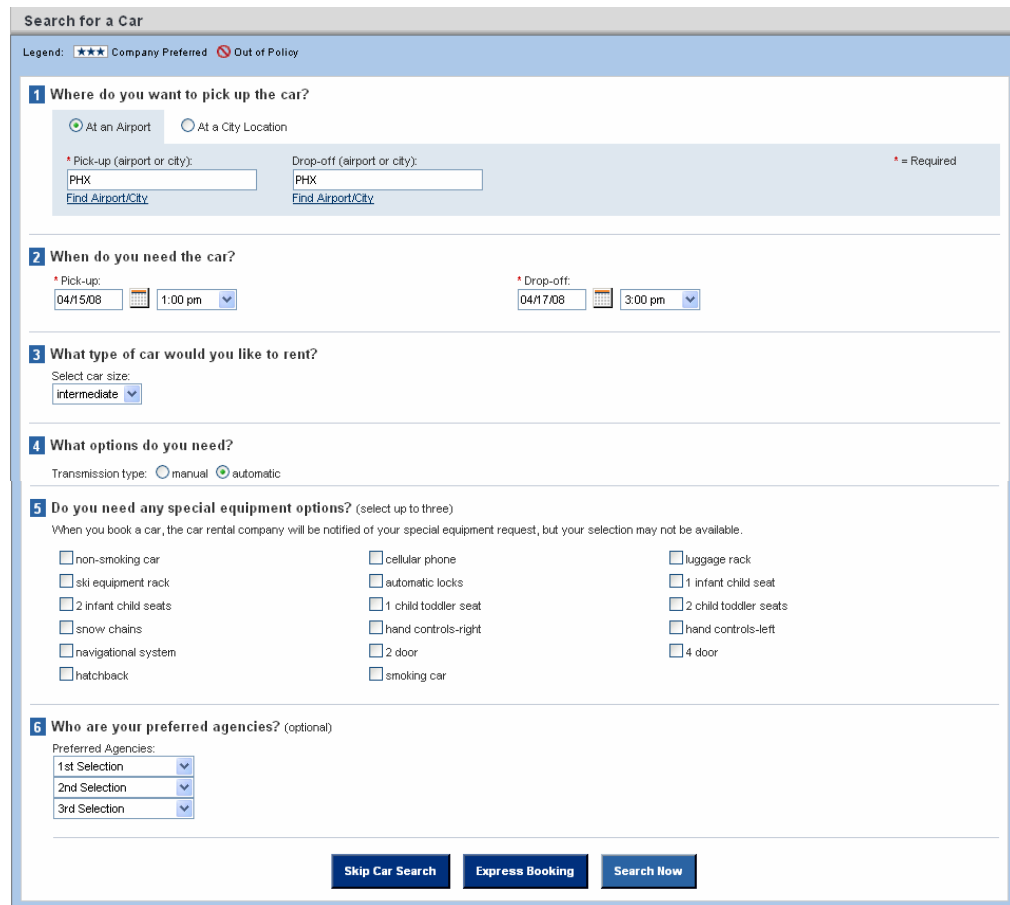
The pickup location defaults to your flight destination airport; and the pick up and return dates and times default to the dates and times of the flights you booked.

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.

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	★★★ ⇄	mini	economy	compact	intermediate
		Ford Ka or similar	Hyundai Accent or similar	Ford Focus or similar	Oldsmobile Alero or similar
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.

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.

Car Details

Phoenix, AZ   Modify this car | Remove this car

Pick-up: 1:00 PM, Tue, Apr 15   intermediate   *Hertz*
Drop-off: 3:00 PM, Thu, Apr 17   2 or 4 door   Hertz
                                           Mazda 626   in terminal
                                           air conditioning
                                           automatic transmission
                                                                 Pick-up Location:
                                                                 Phoenix (PHX)

                                                                 Drop off Location:
                                                                 Phoenix (PHX)
                                                                 ★★★

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

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.

* = Required

Complete traveler information below.

1 **Review Traveler Information**

Who is traveling?

Vernon Bear

Any special requests?

Special Needs:

[▼]

Meal Requests (when possible):

[standard   ▼]

Provide frequent traveler numbers if available

Airline:

[US Airways   ▼]

Frequent Flyer Number:

[   ]

Hotel Chain:

[Marriott Brands   ▼]

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.

[Start Over]   [**Continue with 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.

* = Required

1 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.

2 Traveler Information

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

3 Delivery Address

* Recipient:

Vernon Bear

* Address Line 1:

346 Oak St

Address Line 2:

* City

Phoenix

* State/Province: * Zip Code:

AZ   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:	XXXXXXXXXXXXX1111
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.

Microsoft Internet Explorer

You are about to purchase a reservation. If you choose to proceed, your credit card will be charged. Click OK to confirm your purchase or click CANCEL.

[OK] [Cancel]
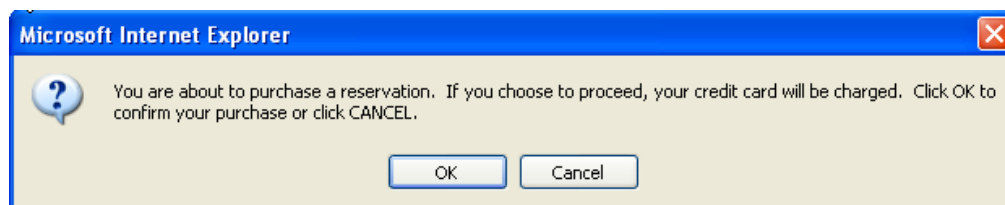
An itinerary confirmation displays.

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 (PNR):	KWBQJT
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
US Airways
Flight 625
Seat not assigned
Class: *Coach*
★★★ |

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
US Airways
Flight 551
Seat 9C
Class: *Coach*
★★★ |

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
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
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

 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.

Home			Trips	Profile	Templates
		Deutsch	**English**	English (GB)	Español	Français	Français (Canada)	Italiano	Português			

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.

Profile

Profile Settings

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

Travel Preferences

Frequent Traveler	Add, modify, or remove frequent flyer, rail loyalty, hotel loyalty, and car loyalty programs.
Passport and Visas	Add, modify, or remove passport and travel visa information.
Flight Preferences	Edit your preferences for airlines, seat selection, meal types, and special requests.
Hotel Preferences	Edit your preferences for hotel chains and special requests.
Car Preferences	Edit your preferences for rental car agencies, car type, car size, transmission, and special requests.
Rail Preferences	Edit your preferences for rail travel.

Arranger Settings

My Travelers	Add or remove users for whom you arrange travel.
My Arrangers	Add or remove users allowed to arrange your travel.

Exit Profile

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.

Cancel   Save

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

Save

Cancel   Add a Travel Arranger

Templates

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

Home			**Trips**	**Profile**	**Templates**

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 AIRLINES	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 AIRLINES	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 **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.

Home			Trips	Profile	Templates

Deutsch | **English** | English (GB) | Español | Français | Français (Canada) | Italiano | Português

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 | A A 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 | A A 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 [a hotel room ▼] in or near [Los Angeles (LAX) - MAY 16 ▼] **Add Item**

Trip Downloads

Sabre VirtuallyThere

Sabre virtually there   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

Back To Trips   **Cancel Trip**

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.

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-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: XXXXXXXXXX0003
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.

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

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) | *acela* Amtrak Train 2107 *Business* |

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) | *acela* Amtrak Train 2170 *Business* |

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

* = Required

Complete traveler information below.

1 Review Traveler Information

Who is traveling?

Mr Vernon 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

* = 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:
Mr   Vernon Bear

* Address Line 1:
7685 Central Avenue

Address Line 2:

* City:
Phoenix

* State/Province: Zip Code:
AZ   85007

* Country:
USA

* Telephone #:
602-555-3456

E-mail Address:
david.laughlin@getthere.c

Ticket Type: Pick Up Ticket

Delivery Instructions:

4 Rail Billing Information

* Bill to: American Express-ON FILE-0

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

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 (PNR):	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)	acela Amtrak Train 2107 Business

WAS to NYP

Thu, Mar 08	3:00 PM to 5:50 PM	(Washington Union Station) to (New York Penn. Station)	acela Amtrak Train 2170 Business

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=NB0CB
GCD1TN9&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
```