WESLEYAN UNIVERSITY

Quick Reference Guide

BUILDING YOUR PROFILE

GetThere's online profile tool is Sanditz Travel Management's preferred method for creating, modifying and accessing traveler profiles. The tool may be accessed via the Sanditz Travel website: www.sanditz.com/business.html or, by going to: http://wcp.getthere.net/sanditztravel.

- Your username is your business email address.
- If you have forgotten your password, please click the link on the sign in page to have the password sent to your business email address.
- Once signed in click on the PROFILE link in the upper right corner of the window.
- Fill in the form as completely and accurately as possible. Fields denoted with a red asterisk (*) are required fields.
- It is recommended that you check your profile frequently to ensure that all data is accurate and up to date.
- You will receive email reminders from GetThere as your credit card, passport or visa information near expiration.

ACCESSING SITE

GetThere's online booking tool is Wesleyan University's preferred method of booking business travel online. The tool may be accessed via the Sanditz Travel website: www.sanditz.com/business.html or, by going to: http://wcp.getthere.net/sanditztravel.

- Your username is your business email address.
- If you have forgotten your password, please click the link on the sign in page to have the password sent to your business email address.

ACCESSING PREVIOUS BOOKINGS

- To access previous bookings, users may either click the TRIPS link in the upper right corner of the window or choose the Active Trips Tab in the right navigation pane.
- Previous Bookings are grouped by Held Trips, Active Trips, Past Trips and Cancelled Trips.
- Click Select next to any trip you need to view.
- To purchase a Held Trip, select the trip and press Purchase Trip at the bottom of the screen.
- To cancel active trips, select the trip and press the Cancel button at the bottom of the screen.

USING TRIP TEMPLATES

- Trip Templates can be created to quickly re-book repeat trips including air/hotel/car options.
- To create a Trip Template, from the Reservation Complete, click Save This Booking As A Trip Template.
- Templates can also be created from your past trips page by selecting the trip and pressing the Save Template button.
- To use a Trip Template, from the home page click the TRIPS link, select the itinerary, enter the new Start/Return Dates and click Price.

GETTING ASSISTANCE

Online Help and Tutorial

- To access Online Help, click Help on the site navigation bar on any page.

Online Travel Information

- See Travel Tools for Maps, Directions, Weather, City Guides, World Clock, etc.
- Enter flight information in the Arrival & Departure section to receive the latest flight status.

Other Travel Assistance

- Email Isabel Monteiro at info@sanditz.com with questions or suggestions.

ARRANGING TRAVEL FOR OTHERS

For Travel Arrangers

- To add travelers, click on the PROFILE link at the top of the GetThere Home Page.
- Next, click on the My Travelers link at the bottom of the Profile page.
- Click Add, enter the traveler's name and click Search.
- Once you are back to the Home Page you will see a list of your travelers. Select for whom you are booking travel and begin your search.

For Travelers

- To assign an arranger, click on the PROFILE link at the top of the GetThere Home Page.
- Next, click on the My Arrangers link at the bottom of the Profile page.
- Click Add, enter the traveler arrangers name and click Search.

GetThere

BOOKING TRIPS

Wesleyan University's preferred providers are indicated by:

★ Company
★★ Preferred

From the Begin Search page:
- Check required search items: Hotel, Air, Car.
- Choose from roundtrip, one- way or multi-destination travel.
- Choose to search by price (pre-selected outbound and return) or choose to search by schedule (user- selected outbound and return).
- Enter your travel dates and destination information.
- Click Begin Search.

Air
- If you have opted to search by price choose the option that best fits your needs by clicking the Select button by your option.
- If you have opted to search by schedule, choose your Departing and then Returning flight options using the Select button.
- Company preferred air providers will be listed first and indicated as company preferred.
- Choose from alternative Low Price Options using the Select button.
- If your selected itinerary is not compliant with your company travel policy, a message will be displayed indicating such.
- Choose a seat and click Reserve Seat for each flight option.
- You may opt to have the system choose seating.

Hotel
- To include a hotel, ensure that Hotel is checked on the Home Search page.
- To create a hotel-only booking, uncheck the options for both Flight and Car.
- Check-In/Out Dates and Location will be based on air option if selected.
- Search for hotels by: Address, Zip Code, Hotel Name, Chain, Preferred Properties and Airport or Downtown Locations.
- Company preferred hotel properties will be listed first and indicated as company preferred.
- Choose the hotel and room rate using the Check Rates buttons on Select Hotel Page.

Rental Car
- To include a rental car, ensure that Car is checked on the Home Search page.
- To create a car-only booking, uncheck the options for both Flight and Hotel.
- Click Express Booking to choose the company's preferred rental car vendor; otherwise, click Search Cars for all vendors.
- The pick-up location defaults to airport or, click the At a City Tab.
- Pick-Up/Drop-Off Locations and corresponding Dates/Times will be based on air option.
- Choose Car Type and required equipment options.
- Company preferred rental car providers will be listed first and indicated as company preferred.
- Choose a car using the Select Car button.

CONFIRMING BOOKINGS

- Modify or Remove any itinerary options on the Review Trip page.
- Complete the Policy Compliance section if your itinerary requires.
- Verify the information on the Passenger and Purchasing information pages.
- Click Purchase Trip and print a copy of the Reservation Complete page.
- An email copy will be sent to you by Get There when the reservation is held.
- Once the reservation has been ticketed by Sanditz Travel a confirmation email will be sent.
- You may also elect to hold a trip. Check off the hold trip option at the bottom of the Purchase Page and click the Hold Trip Button.
- Held Trips must be ticketed by the end of the ticketing time limit period.
- To purchase a held trip click on the TRIPS link on the Home Page, select the Trip you would like to purchase and press the Purchase Trip Button.