

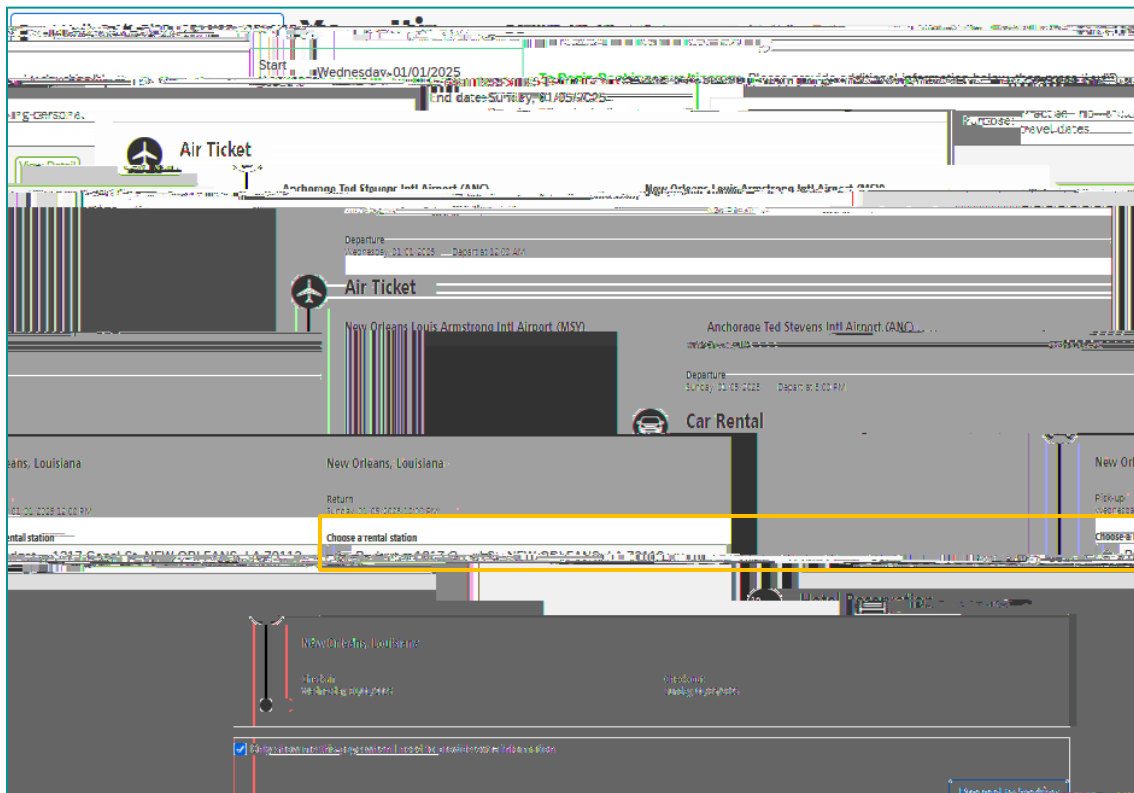


2. Click 'Request Itinerary'

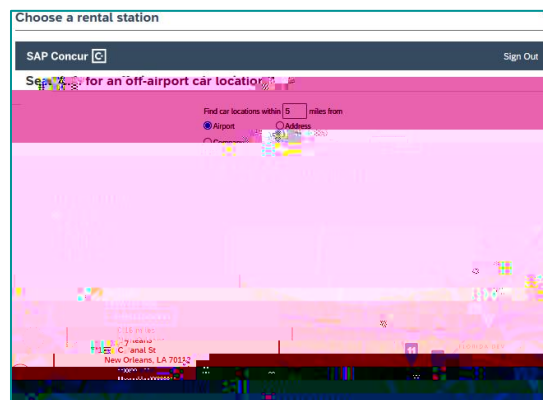


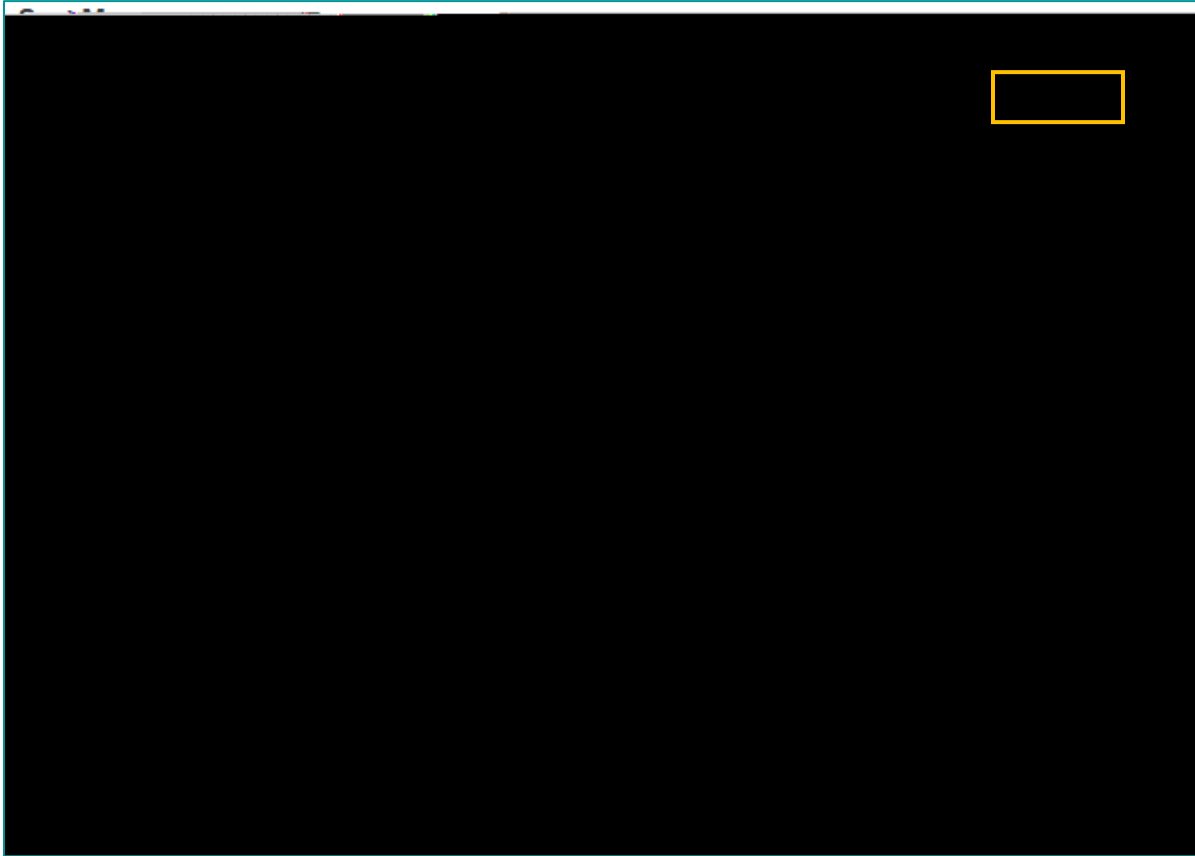
3. Your Itinerary

- a. Information entered in Expected Expenses is plugged into the booking tool
- b. Dates, times, and locations for each segment are adjustable after this screen

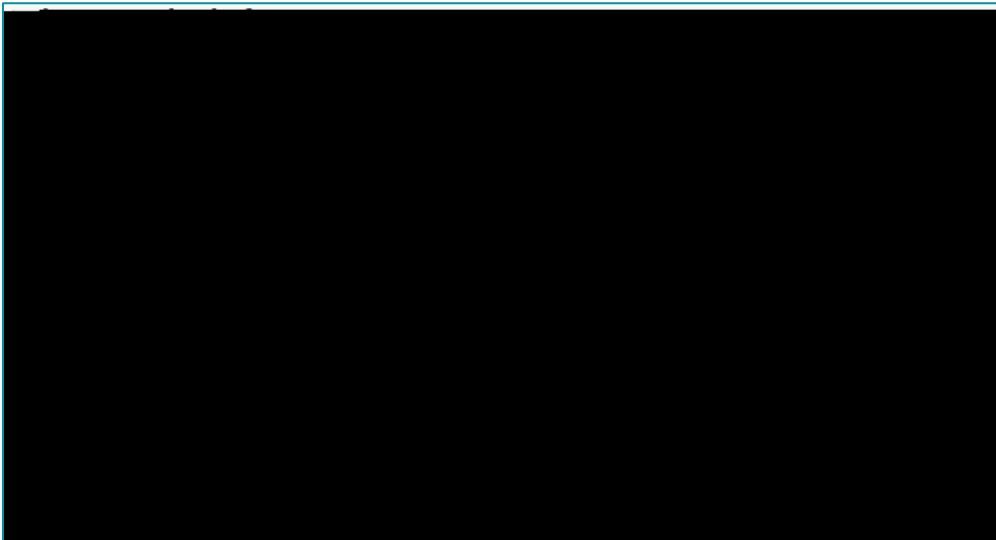


- c. If car rental is included, user must assign rental station locations on the 'Choose a rental station' screen; choose any available at any location if intending to skip car rental booking





- c. Hotel
 - i. A UA corporate card is required to book through the booking tool; card
 - ii. If user needs CTM to reserve and pay for the hotel, íSkip Hotelí and enter lodging information on Trip Booking Information screen
 - iii. Review h\Y\chY`g WbW`Uh on policy before confirming



6. Travel Details
 - a. Overview of full trip itinerary
 - b. Cancel or change airfare, lodging, and car rental before booking completes
 - c. View total estimated costs

Trip Overview

Agency: [Redacted] Location: [Redacted]
 Passenger: [Redacted]
 Total Estimated Cost: [Redacted]

Reservations

Flight	Carrier	Class	Status
AM 4110 to M 4111	Alaska Airlines 0060	Y	OK

Alaska Airlines 0060
 Departure: 04/03M
 Arrival: 04/03M

Total Estimated Cost

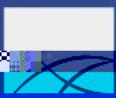
Category	Amount
Airfare quoted	\$350.00 USD
Taxes and Fees	[Redacted]
Total Estimated Cost	\$788.77 USD

[View Fare Rules](#)

Remarks

TICKET NOT YET ISSUED. AIRFARE QUOTED. ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.

FOR +EMERGENCY+ AFTER HOURS SERVICE WITHIN THE US OR CANADA CALL 833-500-4292 AND GIVE CALLING CODE.



7. Trip Booking Information

a. If requesting CTM book a portion of air travel on a rural carrier, enter that

i. If requesting CTM book a portion of air travel on a rural carrier, enter that airfare information here

ii. If requesting CTM book and pay for airfare information here

8. Trip Confirmation - Final step to complete booking

Trip Confirmation

To COMPLETE BOOKING, please press the "Confirm Booking" Button after reviewing this page.

Finalize Trip

Start Date: April 01, 2024
End Date: April 06, 2024
Created: October 06, 2023, Travis Miles (Modified: October 06, 2023)

Description: Conference Training...

Estimated Cost: \$1,187.40 USD

Airfare must be ticketed by: 10/07/2023 9:30 PM Alaskan

Address:
Daytime Phone: 1-833-500-4292

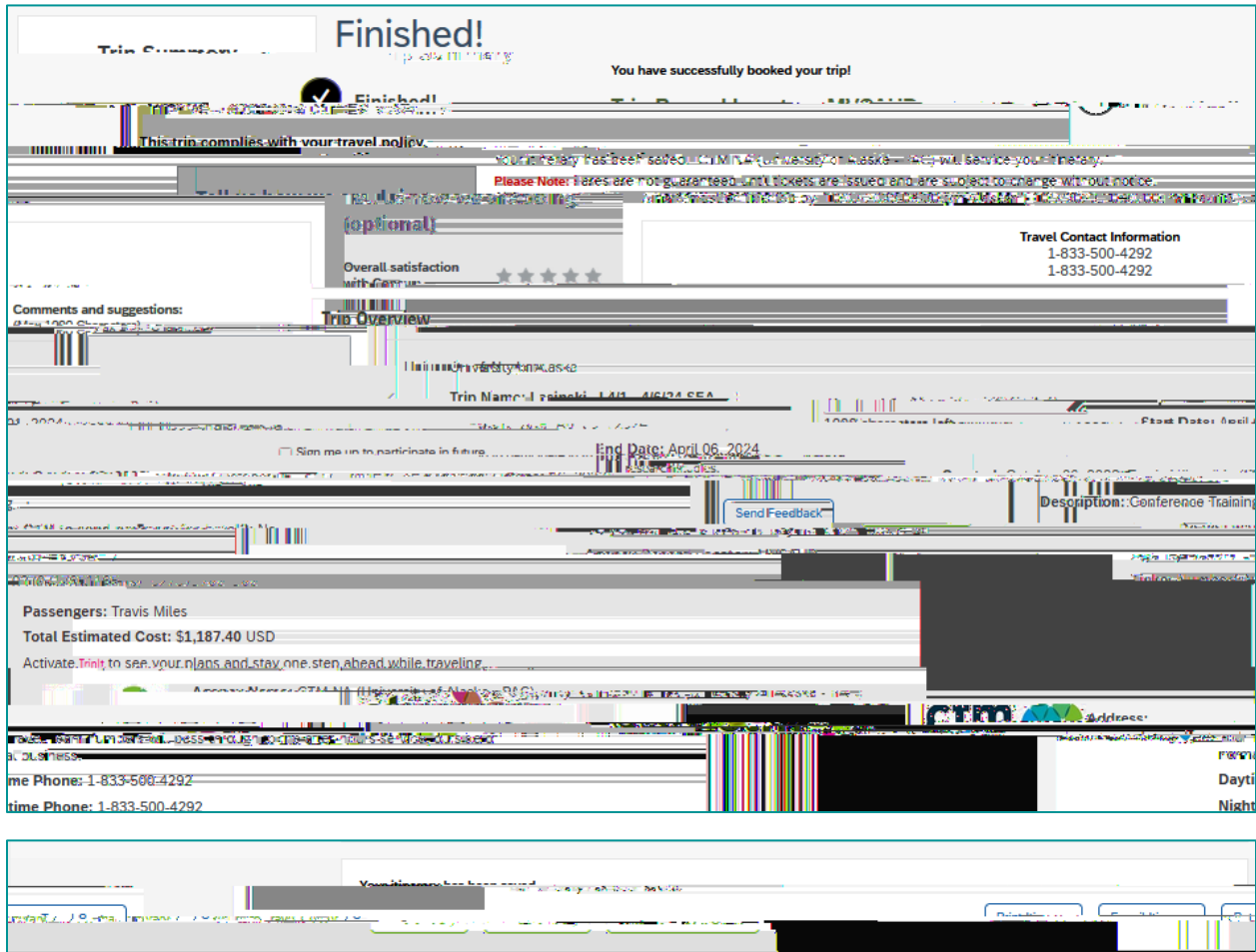
Total Estimated Cost

Category	Amount
Airfare quoted amount	\$258.00 USD
Hotel	\$1,187.40 USD
Total Estimated Cost	\$1,445.40 USD

Remarks:

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9. Finished Final booked itinerary with option to Print or Email



10. Print or Email the ticketed itinerary - this is the flight itinerary receipt required for the Report