

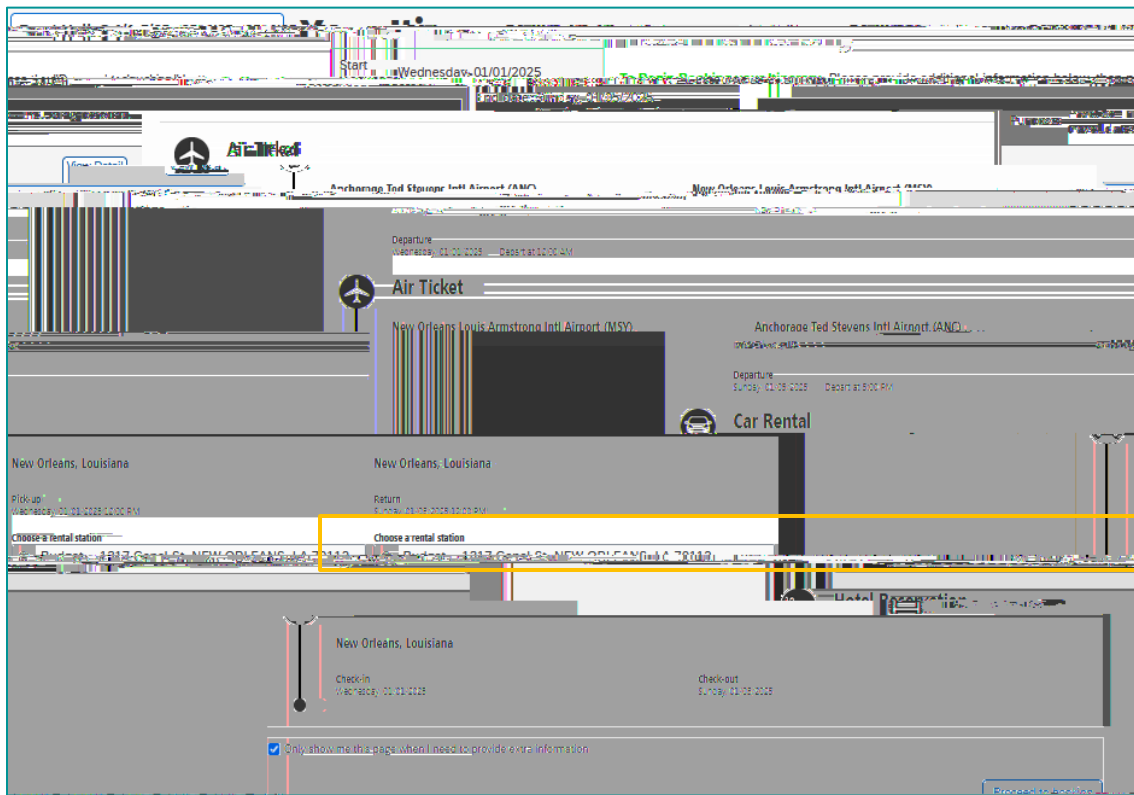


2. Click '6cc\_HfUj YI'

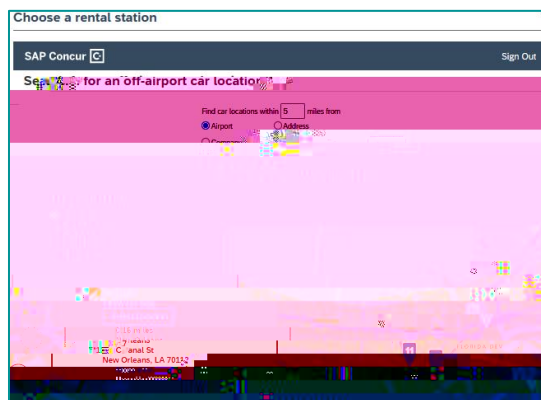


3. Your Itinerary

- 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

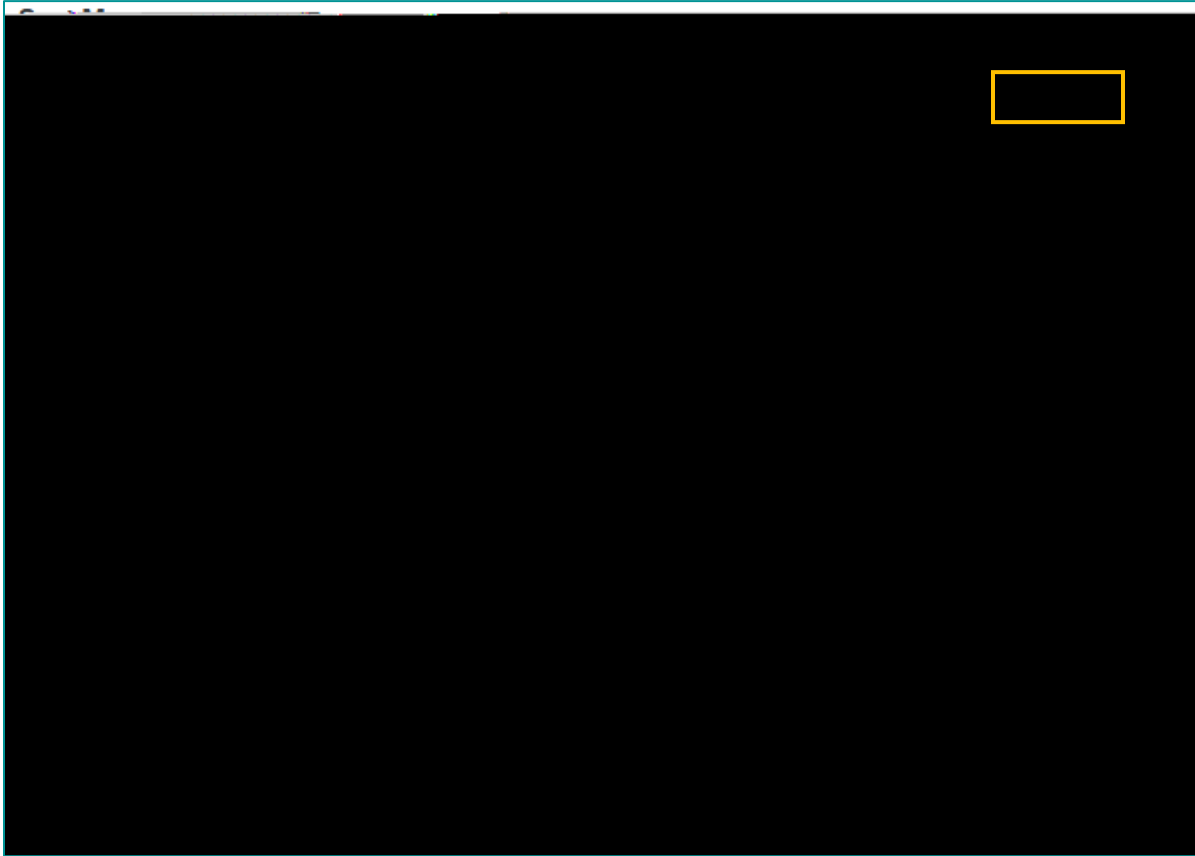


- c. If car rental is included, user must assign rental station locations on h\YÍ7\ccgY' U'fYbhU' ghUjcbÍ screen; choose any available at any location if intending to skip car rental booking

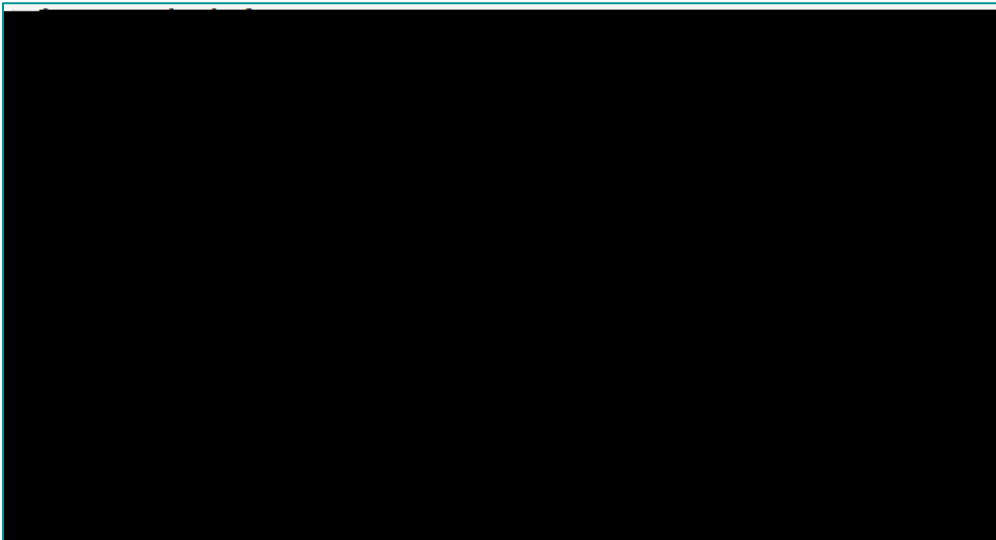








- c. Hotel
  - i. A UA corporate card is required to book through the booking tool; card
  - ii. If user needs CTM to reserve and pay for the hotel, íSkip Hotelí and enter lodging information on Trip Booking Information screen
  - iii. Review h\Y\chY`g WbW`Uh on policy before confirming



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

The screenshot displays a 'Trip Overview' section with the following details:

- Flight Itinerary:** Shows a round-trip flight from Seattle to Denver and back, operated by Alaska Airlines. The departure is on 10/07/2023 at 9:30 PM.
- Reservation Information:** Includes fields for 'Agency Reservation Location', 'Reservation Code', and 'Total Estimated Cost'.
- Actions:** A 'Change frequent flyer program' button is visible.
- Reservations Section:** Lists flight segments such as 'Alaska Airlines 0050' and 'Alaska Airlines 0051'.

The screenshot shows a 'Total Estimated Cost' summary table and a 'Remarks' section.

Category	Item	Estimated Cost
Air	Airfare quoted	\$350.00 USD
Air	Agency Fee	\$100.00 USD
Air	Travel Insurance	\$100.00 USD
Air	Tax	\$100.00 USD
Air	Other	\$100.00 USD
Air	Total Estimated Cost	\$750.00 USD

**Remarks:** 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 airfare information here
  - i. If requesting CTM book and pay for airfare information here
  - ii. If requesting CTM book and pay for airfare information here

8. Trip Confirmation É 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 Trainide...  
Do you want CTM to send payment for hotel?: No

Your reservation is complete, but not yet ticketed. A final itinerary will be sent in a separate email.

Passengers: Travis-Miles  
Total 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

Airfare quoted amount:	\$258.00 USD
Hotel:	\$929.40 USD
<b>Total Estimated Cost:</b>	<b>\$1,187.40 USD</b>

NONREF/ABDQ/CYL BY FLT TIME OR NOVALHEM/HD AS/

Remarks:

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

PLEASE CONTACT TRAVEL SERVICE CENTER FOR ASSISTANCE

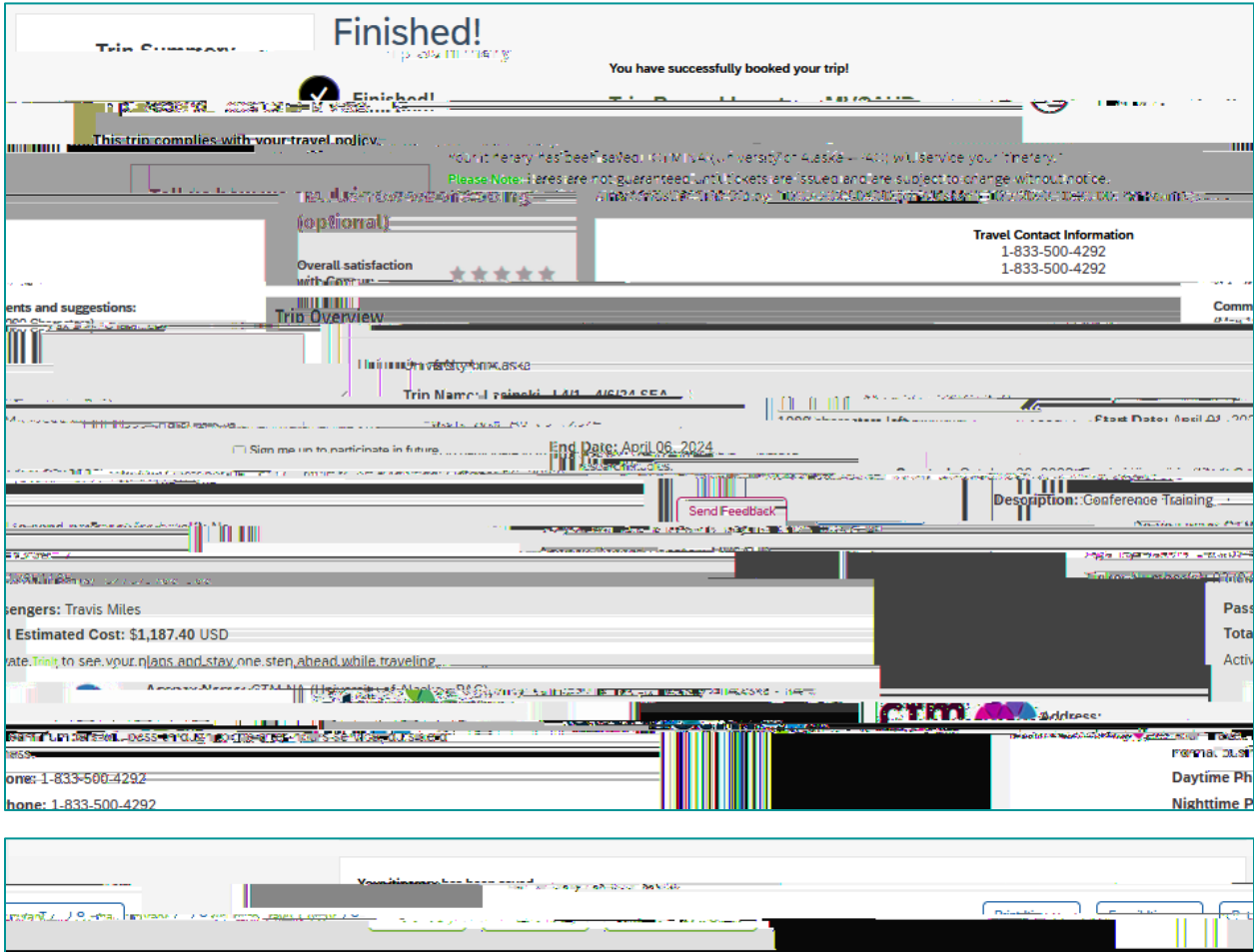
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9. 'Finished' - Final booked itinerary with option to Print or Email



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