



# User Guide for



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# Overview & Objectives

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This training is an overview of GetThere, your online-booking tool. It covers how to use the tool to book travel online, how to manage travel online, and how to manage your online profile.

This guide will help you with your travel reservation needs. You will learn to create and modify your profile and then to do the following:

- Book round trip, one way, and multi-destination **Air** travel online
- Search for and book **Hotels**
- Reserve rental **Cars** online
- Create and use travel **Templates**
- Complete an **Itinerary** and have it ticketed

You will also be able to view, modify, and cancel trips.

# Getting Started

The Log In screen will ask you to enter user name, which is your **employee ID** and password (A), (at least 6 digits and must contain one Capital and one number). The next step is to click the **Log In** button (B).

If you are logging in for the first time, your password will be “Adtrav” (without quotes and case sensitive) followed by the last 4 digits of your Social Security Number, ex: Adtrav5467. This can be reset after you’ve signed in.

If you can’t remember your password, click **Forgot Password** and it will be emailed to you (C). You may also get assistance with your password by calling ADTRAV at 866-530-8899, press prompt 3.

On this page you can also check arrival and departure status, and link to various travel tools to assist you in planning your travel (D).

## Log In Page 1

The screenshot shows the ADTRAV online booking system login page. The page has a header with the ADTRAV logo and the text "service nonstop" and "www.adtrav.com". Below the header is a red banner. The main content area is divided into two columns. The left column contains a login form with the following elements: a welcome message "Welcome to ADTRAV's online booking system for Corporate and State Government business travel", a prompt "Please complete the fields below.", a label "\* = Required", a text input field for "User Name:", a text input field for "Password:", a checkbox labeled "Remember my Log-in Information", a red "Log In" button, and a blue link "Forgot password". The right column contains an "Announcements" section with login instructions for the Commonwealth of Pennsylvania, a welcome message for Tyler Technologies Travelers, and a "More Booking & Planning Tools" section with links for "Restaurant Reservations", "Arrival & Departure Status", and "Travel Tools". The "Arrival & Departure Status" section includes a radio button for "Flight", a radio button for "Train", a date dropdown set to "07/15/2010", a "Select airline" dropdown, a "flight #" input field, and a red "Go" button. The "Travel Tools" section includes links for "City Information", "Currency", "Driving Directions", "Frequent Flyer Info", "Health Passport", "Languages", "Maps", "Weather", "World Clock", and "World News". Annotations A, B, C, and D point to the "User Name" field, "Password" field, "Log In" button, and "Arrival & Departure Status" section, respectively.

A

B

C

D

**TIP: You may check the box “remember my log in information” if you want the system to pre-populate your used ID each time you access the log in page.**

# Traveler Home Page

After you log in, the **Home** page will be displayed and you can begin planning your trip. You can also view unused tickets to apply to future trips, your active trips, your travel templates, and your profile pages. You may also view company announcements, check arrival and departure status, and link to various travel tools to assist you in planning your travel.

To return to this page at any time, click the Home link on the red menu bar.

**TIP: This tab only appears if you've been named an arranger by a**

English | Español

**PA** pennsylvania  
STATE OF INDEPENDENCE

ADTRAV

Welcome: Vernon E. Bear Site: COPA Site Administration | Help | Log Out

**Travel Arranger** Vernon E. Bear

Home Trips Profile Templates

**Frequent Travelers** | Trips - List View | Trips - Calendar View

Traveler (2 of 10)	Alerts	E-mail	Phone Number
Bearll, Vernon		chris_wheeler@adtrav.com	205-444-4833
bear, vernon		chris_wheeler@adtrav.com	205-444-4833

Remove Travelers

**More Booking & Planning Tools**

Restaurant Reservations

**Travel Tools**

- City Information
- Commonwealth Travel Procedures Manual
- Commonwealth Travel Policy
- Transportation Security Administration
- Health Passport
- Tutorial using this online booking tool
- Maps
- Tutorial
- tax exempt form rev-1220\_filln.pdf
- GSA per diem-lodging mileage subsistence
- temporary fleet vehicle reservation

**Announcements**

Welcome to the Commonwealth of Pennsylvania's online system for booking business travel

\*All out-of-state travel must be justified. Use of state funds, federal funds, or special funds must be pre-approved.

\*All international travel must be justified and pre-approved.

\*If you are booking a hotel using an agency lodging card, call ADTRAV 866.530.8899 prompt 1.

\*Change or modify existing trips in "My Trips". Do not start a new booking.

The Transportation Security Administration of the U.S. Department of Homeland Security requires us to collect information from you for purposes of watch list screening, under the authority of 49 U.S.C. section 114, and

**Agency Tools**

- Site Administration
- Profile Administration
- Traveler's Records
- Book for Guest
- Book for Traveler

**Arrival & Departure Status**

☒ Flight ☐ Train

08/18/2010 Select airline flight # Go

**Company Announcements**

Need Help?

- reservations & online booking
- travel policy & group travel
- reimbursement & travel audit

866.530.8899  
717.265.8409  
800.824.0626

Standard hours of operation are M-F, 7:30AM-7PM EST, but you will always be able to reach someone 24/7.

**TIP: On the bottom of every page is phone contact information for help.**

# Begin Search

Now you are ready to begin your search! Here are the quick steps to begin:

1. Check only the **travel arrangements** you need for your trip (A)
2. Select your **trip type** (B)
3. Choose how you want to search for flights: **schedule or price** (C)
4. Enter **departure** and **destination cities** (D)
5. Choose if you want to check **alternative airports** (E)
6. Choose the dates and times of your trip (F)
7. Click the **Begin Search** button (G)

More in-depth information about your options and additional questions GetThere might ask can be found throughout this guide

The screenshot shows a web form titled "Find Me The Best Trip!". It includes several sections for user input:

- Travel Arrangements:** Three checkboxes for "Flight", "Hotel", and "Rental Car", all of which are checked. An arrow labeled 'A' points to this section.
- Trip Type:** Three radio buttons for "Round-trip", "One-way", and "Multi-destination". "Round-trip" is selected. An arrow labeled 'B' points to this section.
- Search Method:** Two radio buttons for "Shop by Schedule" and "Shop by Price". "Shop by Price" is selected. An arrow labeled 'C' points to this section.
- Origin and Destination:** Two text input fields labeled "From (airport or city):" and "To (airport or city):". The first field contains "PHL" and the second contains "ATL". An arrow labeled 'D' points to these fields.
- Alternative Airports:** Two radio buttons for "Exact dates" and "Compare surrounding airports". The "Compare surrounding airports" option is checked. An arrow labeled 'E' points to this section.
- Depart and Return:** Two sets of input fields for dates and times. The "Depart" section has a date field with "1/20/11", a calendar icon, a "leaves" dropdown, and a time dropdown with "Morning (7:00 am)". The "Return" section has a date field with "1/22/11", a calendar icon, a "leaves" dropdown, and a time dropdown with "Morning (7:00 am)". An arrow labeled 'F' points to both the Depart and Return sections.
- More Search Options:** A section with a "More Search Options" header and two expandable sections: "Class of Service" and "Fare Type".
- Begin Search Button:** A green button labeled "Begin Search" at the bottom right. An arrow labeled 'G' points to this button.

A red text box on the right side of the form contains the following text: **TIP: Uncheck the arrangements you do not need to book**

# Begin Search: Uncertain City

Are you uncertain which city or airport code corresponds to your destination?

If you type in the name of a city and the system is unsure which city or airport you are looking for, a list will display on your screen. The list will include a directory of airports; you can select the location you are looking for.

Click **Select** by the correct option.

**TIP: Input the city, state (with comma) to expedite your search and avoid this step.  
Example: Harrisburg, PA**

Airport Locations Near harrisburg				
Airport Name	City/State	Country	Code	Select for
Harrisburg, CA USA				
LAS/Mccarran International	Las Vegas , NV (located 102 miles away)	USA	LAS	Select
William J Fox	Lancaster , CA (located 102 miles away)	USA	WJF	Select
Kern County	Inyokern , CA (located 53 miles away)	USA	IKY	Select
Harrisburg, NE USA				
Denver International	Denver , CO (located 100 miles away)	USA	DEN	Select
Scottsbluff County	Scottsbluff , NE (located 17 miles away)	USA	BFF	Select
Harrisburg, TX USA				
George Bush Intercontinental	Houston , TX (located 92 miles away)	USA	IAH	Select
Shreveport Regional Airport	Shreveport , LA (located 75 miles away)	USA	SHV	Select
Efd/Ellington Field	Houston , TX (located 98 miles away)	USA	EFD	Select

# Begin Search: Shop by Price

To search by price, click the **Shop by Price** button (A). This is the Commonwealth's default selection.

The screenshot shows a web form titled "Find Me The Best Trip!". At the top, there are three checked checkboxes: "Flight", "Hotel", and "Rental Car". Below these are three radio buttons for "Round-trip" (selected), "One-way", and "Multi-destination". A horizontal bar contains two radio buttons: "Shop by Schedule" and "Shop by Price" (selected). A red letter "A" with an arrow points to the "Shop by Price" radio button. Below this bar are two text input fields: "From (airport or city):" with "PHL" and "To (airport or city):" with "ATL". Underneath are three radio buttons: "Exact dates", "Compare surrounding airports" (with an unchecked checkbox), and "+/- 1 to 3 days ?". A red letter "B" with an arrow points to the "Compare surrounding airports" checkbox. A red letter "C" with an arrow points to the "+/- 1 to 3 days ?" radio button. Below these are "Depart:" and "Return:" sections, each with a date input (1/20/11 and 1/22/11 respectively), a calendar icon, a "leaves" dropdown, and a time dropdown (both set to "Morning (7:00 am)"). At the bottom, there is a "More Search Options" section with expand/collapse links and two expandable items: "Class of Service" and "Fare Type". A green "Begin Search" button is at the bottom right.

When shopping by price you have the options of comparing fares at surrounding airports (B), or to view fares for up to 3 days around the dates you selected (C).



After you select “Begin Search” button, a list of results will appear similar to the image below. Within these results, you can sort by airline, number of stops, or fare; sort results box (F).

To show only non-stop flights, click “Non-Stop” (A). To only show the selections for 1 stop flights, click on “1 Stop” (B).

You can choose to **Search by Schedule** by clicking on the link if there is not an itinerary option that meets your needs (C). To continue browsing through more pages of options, select “itinerary options” (D).

You can click on the options to see the specific flight selections for that fare or carrier in the list of flights.

**TIP: Click on the aircraft for more information on the flight equipment. Click on the fare rules for more information on the fare specifications.**

**Your trip so far...**

**Select Flight for Friday, Aug 27, 2010**  
Philadelphia, PA (PHL) to Atlanta, GA (ATL)  
[Modify search](#)

**Company Announcements**  
Choose lower airfares within 2 hours of your selected departure time when savings is \$200 or more.  
Choose alternative airports when savings is \$300 or more.  
Airfare in excess of \$800 requires justification and will be reviewed prior to ticket issuance.  
TSA required information on airflights includes: your name exactly as it appears on your drivers license or passport, your birth date, and your gender. Your flights may be cancelled without this required information. Ensure your profile is correct.

All times are local to each city

The number of stops applies to the trip segment (either to or from your destination) that has the most stops.

Airlines	American Airlines	Continental	DELTA	US Airways	UNITED	Mixed Carrier
<b>Non-stops</b>	0 non-stops	0 non-stops	from 745 USD 3 non-stops	from 745 USD 1 non-stops	0 non-stops	from 745 USD 8 non-stops
<b>1 Stop</b>	from 761 USD 1 itineraries	from 766 USD 2 itineraries	0 itineraries	from 754 USD 10 itineraries	from 756 USD 11 itineraries	from 756 USD 13 itineraries
<b>2+ Stops</b>	0 itineraries	0 itineraries	0 itineraries	0 itineraries	0 itineraries	0 itineraries

Legend: Company Negotiated Rate Out of Policy

[Search by Schedule](#)

55 itinerary options: 1-20 | 21-40 | 41-55


Departure	Arrival	Airline	Notes	Price (estimate)
<b>Option 1</b>				
6:00 AM - Fri, Aug 27 Philadelphia, PA (PHL)	8:14 AM - Fri, Aug 27 Atlanta, GA (ATL)	<b>DELTA</b> Flight 415 - Boeing 757-200 Class: Coach <a href="#">Fare Rules</a>	Non-stop Total flight time 2:14 666 miles N/A on-time <a href="#">View seats</a>	745.40 USD <a href="#">Select</a>
8:40 AM - Sat, Aug 28 Atlanta, GA (ATL)	10:54 AM - Sat, Aug 28 Philadelphia, PA (PHL)	<b>DELTA</b> Flight 1494 - Boeing 737-800 Class: Coach <a href="#">Fare Rules</a>	Non-stop Total flight time 2:14 666 miles N/A on-time <a href="#">View seats</a>	
<b>Option 2</b>				
6:00 AM - Fri, Aug 27 Philadelphia, PA (PHL)	8:14 AM - Fri, Aug 27 Atlanta, GA (ATL)	<b>DELTA</b> Flight 415 - Boeing 757-200 Class: Coach <a href="#">Fare Rules</a>	Non-stop Total flight time 2:14 666 miles N/A on-time <a href="#">View seats</a>	745.40 USD <a href="#">Select</a>
6:25 AM - Sat, Aug 28 Atlanta, GA (ATL)	8:27 AM - Sat, Aug 28 Philadelphia, PA (PHL)	<b>US Airways</b> Flight 1592 - Airbus A320 Class: Coach <a href="#">Fare Rules</a>	Non-stop Total flight time 2:02 666 miles N/A on-time <a href="#">View seats</a>	<a href="#">Select</a>

Scroll down the page to show more selections. Click the **Select** button to choose the flight(s) you would like (E).

The **Shop by Schedule** selection page is similar to the “Shop by Price” page, with an option box at the top. However, the first selection page will only show the outbound flight options based on the preferred time you input in your search.

- Departure times
- Arrival times
- Airline (code share information if applicable, flight number, equipment type, class of service)
- Number of stops, flight time, flight mileage, on-time percentage, seat map

A

7:32 AM - Mon, Oct 11	9:08 AM - Mon, Oct 11	 US	Non-stop	<a href="#">Select</a>
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Once you select the departure, the second selection page displays the return **flight options**. Select the desired return flight(s) from this availability (**B**).

**pennsylvania**  
STATE OF INDEPENDENCE

ADTRAV

Welcome: Vernon E Bear    Site: COPA

Site Administration | Log Out

Travel Arranger

Vernon E Bear

[Home](#)
[Trips](#)
[Profile](#)

[Help with this page](#)

**Your trip so far...**    Mon, Oct 11, 2010    [view details](#)

**Select Flight for Thu, Oct 14, 2010**  
Philadelphia (PHL) to Atlanta (ATL)

[Modify search](#)

**Company Announcements**

Choose lower airfares within 2 hours of your selected departure time when savings is \$200 or more.

Choose alternative airports when savings is \$300 or more.

Airfare in excess of \$800 requires justification and will be reviewed prior to ticket issuance.

TSA required information on airfares includes: your name exactly as it appears on your drivers license or passport, your birthdate, and your gender. Your flights may be cancelled without this required information. Ensure your profile is correct.

Departure	Arrival	Airline	Notes	Price (estimate)
<b>Option 1</b> Finish Building Your Itinerary For Complete Price				
5:30 AM - Thu, Oct 14 Philadelphia, PA ( <a href="#">PHL</a> )	7:08 AM - Thu, Oct 14 Charlotte, NC ( <a href="#">CLT</a> )	<p>US Airways Flight 1420 - <a href="#">Boeing 737-300</a> Class: Coach</p>	Non-stop 449 miles 90% on-time <a href="#">View seats</a>	<a href="#">Select</a>
7:55 AM - Thu, Oct 14 Charlotte, NC ( <a href="#">CLT</a> )	9:13 AM - Thu, Oct 14 Atlanta, GA ( <a href="#">ATL</a> )	<p>US Airways Flight 1423 - <a href="#">Airbus A319</a> Class: Coach</p>	Non-stop Total flight time 3:43 226 miles 80% on-time <a href="#">View seats</a>	
<b>Option 2</b> Finish Building Your Itinerary For Complete Price				
5:30 AM - Thu, Oct 14 Philadelphia, PA ( <a href="#">PHL</a> )	7:08 AM - Thu, Oct 14 Charlotte, NC ( <a href="#">CLT</a> )	<p><b>UNITED</b> Operated by US Airways, Inc. Flight 1772 - <a href="#">Boeing 737-300</a> Class: Coach</p>	Non-stop 449 miles N/A on-time <a href="#">View seats</a>	<a href="#">Select</a>
7:55 AM - Thu, Oct 14 Charlotte, NC ( <a href="#">CLT</a> )	9:13 AM - Thu, Oct 14 Atlanta, GA ( <a href="#">ATL</a> )	<p><b>UNITED</b> Operated by US Airways, Inc. Flight 1773 - <a href="#">Airbus A319</a> Class: Coach</p>	Non-stop Total flight time 3:43 226 miles N/A on-time <a href="#">View seats</a>	
<b>Option 3</b> Finish Building Your Itinerary For Complete Price				
5:50 AM - Thu, Oct 14 Philadelphia, PA ( <a href="#">PHL</a> )	8:09 AM - Thu, Oct 14 Atlanta, GA ( <a href="#">ATL</a> )	<p><b>AirTran</b> Flight 331 - <a href="#">BOEING 737-700</a> Class: Coach</p>	Non-stop Total flight time 2:19 666 miles 90% on-time <a href="#">View seats</a>	<a href="#">Select</a>

# Begin Search: Lower Fare Options

Once the outbound and return flights have been selected, the screen displays the fare for **your original selection (A)**.

Below **Your Selected Itinerary**, options for a **lower fare** are shown **(B)**. The number of flights with a fare that is the same or lower is displayed **(C)**. Scroll down to see all options.

Select your preferred flight option.

**Itinerary, Price and Alternatives**  
Philadelphia (PHL) to Atlanta (ATL): Tue, Aug 17, 2010  
Atlanta (ATL) to Philadelphia (PHL): Thu, Aug 19, 2010  
[Modify search](#)

**Company Announcements**  
Choose lower airfares within 2 hours of your selected departure time when savings is \$200 or more.  
Choose alternative airports when savings is \$300 or more.  
Airfare in excess of \$800 requires justification and will be reviewed prior to ticket issuance.  
TSA required information on airflights includes: your name exactly as it appears on your drivers license or passport, your birthdate, and your gender.  
Your flights may be cancelled without this required information. Ensure your profile is correct.

All times are local to each city

Legend: Company Negotiated Rate Out of Policy

**Your Selected Itinerary**

Departure	Arrival	Airline	Notes	Price
6:00 AM - Tue, Aug 17 Philadelphia, PA (PHL)	8:13 AM - Tue, Aug 17 Atlanta, GA (ATL)	<b>DELTA</b> Flight 415 - Boeing 737-800 Class: Coach <a href="#">Fare Rules</a>	Non-stop Total flight time 2:13 666 miles 90% on-time <a href="#">View seats</a>	174.40 USD <a href="#">Select</a>
5:45 PM - Thu, Aug 19 Atlanta, GA (ATL)	8:01 PM - Thu, Aug 19 Philadelphia, PA (PHL)	<b>DELTA</b> Flight 2394 - Boeing 737-800 Class: Coach <a href="#">Fare Rules</a>	Non-stop Total flight time 2:16 666 miles 50% on-time <a href="#">View seats</a>	

**Low Fare Options**  
The following alternate itineraries, including nearby airports, may also fit your schedule and budget. [Help with this page](#)

10 flight options : 1-10

Departure	Arrival	Airline	Notes	Price (estimate)
<b>Option 1</b>				
6:00 AM - Tue, Aug 17 Philadelphia, PA (PHL)	8:13 AM - Tue, Aug 17 Atlanta, GA (ATL)	<b>DELTA</b> Flight 415 - Boeing 737-800 Class: Coach <a href="#">Fare Rules</a>	Non-stop Total flight time 2:13 666 miles N/A on-time <a href="#">View seats</a>	174.40 USD <a href="#">Select</a>
4:15 PM - Thu, Aug 19 Atlanta, GA (ATL)	6:35 PM - Thu, Aug 19 Philadelphia, PA (PHL)	<b>DELTA</b> Flight 1594 - McDonnell Douglas MD-88 Class: Coach <a href="#">Fare Rules</a>	Non-stop Total flight time 2:20 666 miles N/A on-time <a href="#">View seats</a>	

# Begin Search: Policy Compliance

If you choose flights that are out of policy, the following screen displays:

PA pennsylvania  
STATE OF INDEPENDENCE

ADTRAV

Welcome: Vernon E Bear Site: COPA Site Administration | Log Out

Travel Arranger Vernon E Bear

Home Trips Profile

Help with this page

Your trip so far... Wed, Sep 29, 2010 - Sat, Oct 02, 2010 view details

Out of Policy

\* = Required

You have made an out of policy travel choice. Please review your options and submit the information below.

Some of your choices were designated Out of Policy for the following reason(s):

- First class is not authorized. - PIT - ATL
- A connection flight option is available.
- A lower-priced flight option is available.

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

Select a Reason:

Select a Reason:

- Time Constraint
- Alternate airport declined
- Non-Jet Service
- Non-Penalty Fare Approved
- Union Contract Time Restriction

Start Over Continue with Reservation

Send us your feedback © 2003-2010 GetThere L.P. - All rights reserved Technology by GetThere

For out of policy travel a justification will be required. You can select the arrow and a drop down menu will appear (A). You must choose one of the following justifications for non-compliance from the drop down list to continue.

- Time Constraint
- Alternate Airport Declined
- Non-Jet Service
- Non-Penalty Fare Approve
- Union Contract Time Restrictions

Click **Continue with Reservation** after you have made a selection, or you can chose to begin a new search and **Start Over** (B).

# Seat Selection

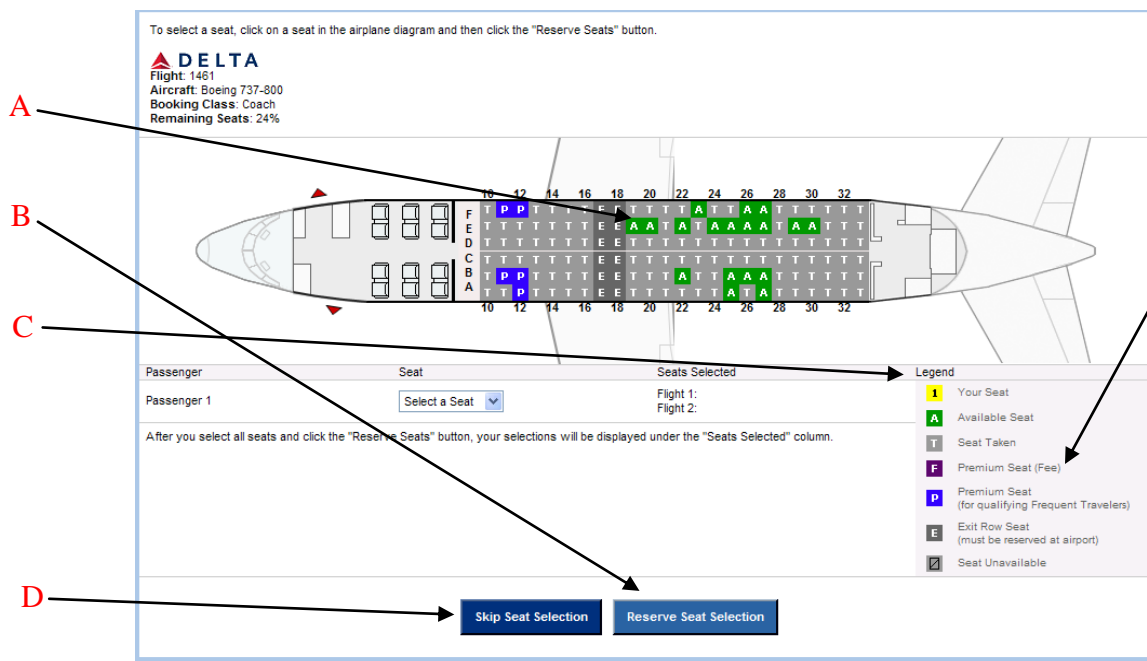
After the flight options have been selected, a seat map displays for the first air segment. You can scroll to the front and back of the plane if necessary to see more seats.

To request a seat, click on an available seat (A) and click the Reserve Seat Selection button to go to the next seat or the next step in the booking process (B).

The type of seats available on the map are explained in the legend (C).

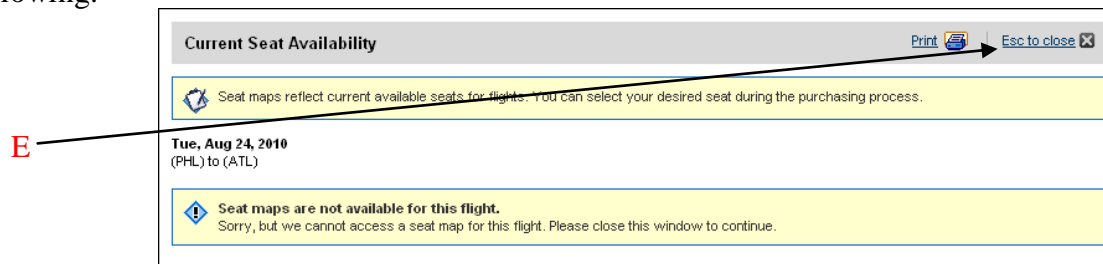
Repeat for each airline segment confirmed until all seats are assigned.

**TIP: Choosing a seat that charges a fee is not a reimbursed expense (F).**



You may skip the seat selections by clicking “**Skip Seat Selection**” (D).

Please note: Some airlines do not offer pre-assigned seat selection, in which case you will receive the following:



If this occurs, **close this page** (E) and continue with the reservation or select a different flight.

# Hotel Search

---

If you are booking a hotel only, without flights, enter your dates on the “**Begin Search**” page. You will need to add your destination (A).

The screenshot shows a web form titled "Find Me The Best Trip!". It has three radio buttons: "Flight" (unchecked), "Hotel" (checked), and "Rental Car" (unchecked). Below these are input fields for "To (airport or city):", "Country:" (with a dropdown menu showing "USA"), "Begins:" (with date "8/24/10" and time "Morning (7:00 am)" dropdown), and "Ends:" (with date "8/25/10" and time "Morning (7:00 am)" dropdown). A green "Begin Search" button is at the bottom right. Annotation A points to the "To (airport or city):" field, and annotation B points to the "Begin Search" button.

**TIP: When booking a trip with hotel and air, the check in and check out dates default to the dates of the flights you booked.**

Click **Begin Search** to start viewing hotels (B).

The following steps will begin your hotel search:

1. Choose Hotel Location Options (A)
  - a. Click on “city” or “airport”
  - b. For the most accurate search, input a street address.
2. Check to make sure the date is correct and change if needed (B)
3. Expand or narrow the distance surrounding your desired location by using the drop down box (C)
4. Optional search criteria is available -- You may input the name of the hotel or hotel chain (D)
5. You may select optional special requests (E)
6. Click Search Now (F)

The screenshot shows the 'Travel Arranger' web application interface. At the top, there's a header with 'Travel Arranger' and a user profile 'Vernon E Bear'. Navigation links for 'Home', 'Trips', and 'Profile' are on the right. A 'Help with this page' link is also present.

The main content area is titled 'Your trip so far...' with a 'view details' link. Below this is the 'Hotel Search' section. It includes 'Company Announcements' with three bullet points about preferred hotels and booking rates.

The search process is divided into four numbered steps:

- Step 1: How would you like to search?** (Annotated with A) This section has three radio buttons: 'Address or City' (selected), 'Near an Airport', and 'Negotiated Properties'. Below these are input fields for 'Country' (USA), 'Street Address' (optional), 'City' (Harrisburg), 'State/Province' (Pennsylvania), and 'Zip/Postal Code'. A link 'Show company locations and other points of interest' is also present.
- Step 2: When would you like to go?** (Annotated with B) This section has two date pickers: '\* Check-in: 8/24/10' and '\* Check-out: 8/25/10'. A note '\* = Required' is on the right.
- Step 3: What other options would you like to search?** (Annotated with C) This section has a 'Distance:' dropdown set to '5 mi' with a note 'Note: Negotiated properties within 15 mi will be displayed.' Below this is the 'Hotel Companies:' section with a radio button for 'No preference' and another for 'Hotel name contains:' with an input field. There is also a 'Hotel company:' dropdown menu showing options like 'A C Hoteles', 'ANA Hotels International', 'ATA Hotels', and 'ATEL Hotels Network'. A note says 'Hold down the "ctrl" key to select multiple companies.' and a checkbox 'Also include my Preferred Chains that I set in my Profile.' is at the bottom.
- Step 4: Do you have any special requests? (select up to three)** (Annotated with E) This section has a note 'When you book a hotel room, the hotel will be notified of your special requests, but your selections may not be available.' Below this are three columns of checkboxes for special requests: 'non-smoking room', 'king bed', 'high floor', 'low floor', 'away from elevators', 'away from ice machine', 'hypoallergenic room', 'wheelchair accessible', and 'smoking room'. The 'king bed' and 'high floor' options are checked.

At the bottom, there are two buttons: 'Skip hotel search' (Annotated with F) and 'Search Now'.

**TIP: If you decided not to confirm your hotel at this time you may select “skip hotel search” to move on to your next arrangements.**

**TIP: Special requests are sent to the hotel as a request and are not guaranteed in your booking.**



The results will appear in a list similar to the one below. You can also view the hotel options in a map by clicking the **Map View** button (A).

The screenshot shows the Pennsylvania ADTRAV website interface. At the top, the Pennsylvania State of Independence logo and ADTRAV logo are visible. The user is logged in as Vernon E Bear, a Travel Arranger. The page displays a search for a 3-night stay from October 11 to 14, 2010. Below the search criteria, there are company announcements and a legend for preferred hotels. The 'Select a Hotel' section shows a list of hotels, with the first result being the Crowne Plaza, Downtown. A red 'A' with an arrow points to the 'Map View' button in the view toggle area.

**PA pennsylvania**  
STATE OF INDEPENDENCE

**ADTRAV**

Welcome: Vernon E Bear Site: COPA Site Administration | Log Out

**Travel Arranger** **Vernon E Bear** Home Trips Profile

Help with this page

**Your trip so far...** Mon, Oct 11, 2010 - Thu, Oct 14, 2010 [view details](#)

**Your 3 Night Stay**  
Check-in: Oct 11, 2010  
Check-out: Oct 14, 2010  
International

**Company Announcements**

- Book preferred hotels when available. Preferred hotels are designated by stars.
- When a preferred hotel is not available, book a hotel at or below the per diem rate.
- If you're having trouble finding a hotel or a hotel for a specific location, call 866.530.8899, press prompt 1.

Legend: ★★★★★ Company Preferred ☒ Out of Policy


**Select a Hotel**

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

52 Hotels: << | 1-10 | 11-20 | 21-30 | 31-40 | 41-50 | >>

**A** [List View](#) [Map View](#)

**8 Crowne Plaza , Downtown**

 Crowne Plaza , Downtown  
1800 Market Street  
Philadelphia PA 19103

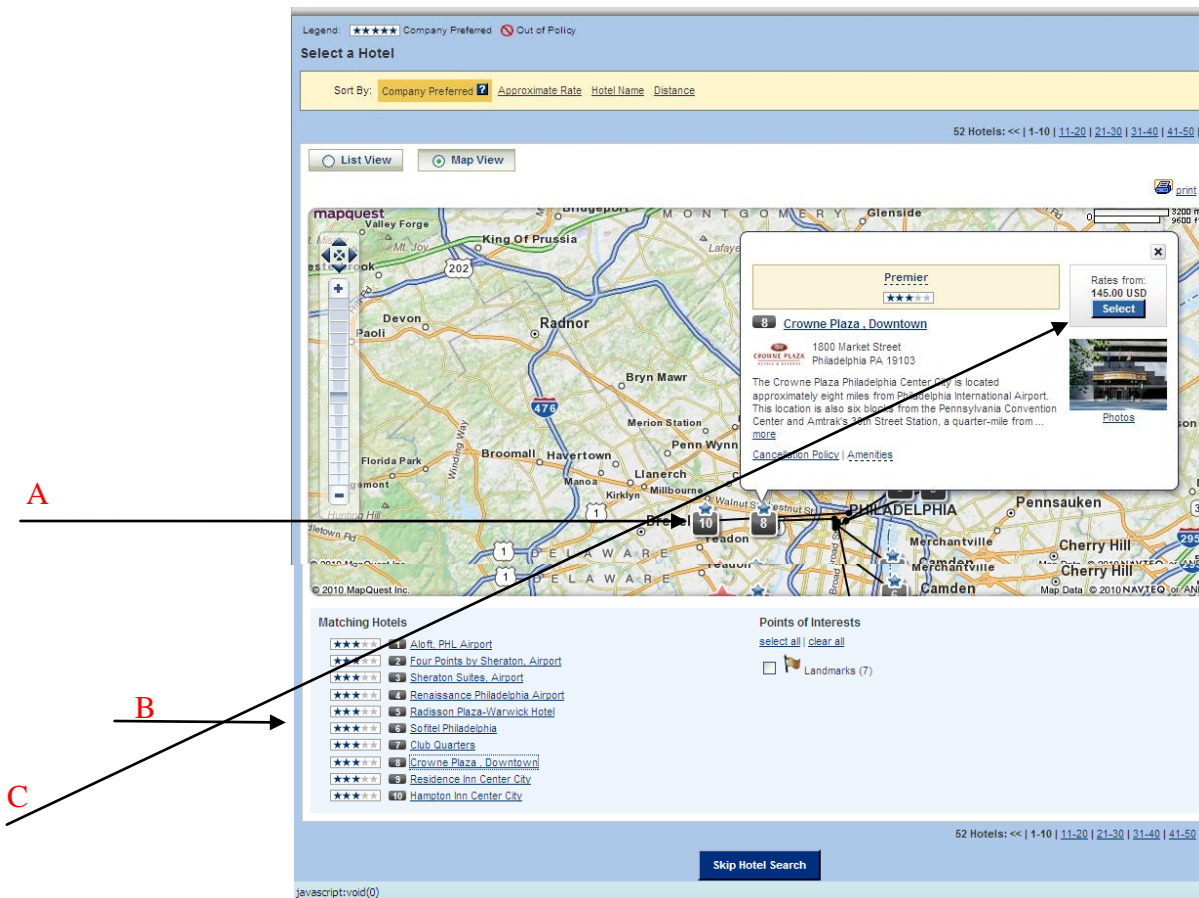
**Description:** The Crowne Plaza Philadelphia Center City is located approximately eight miles from Philadelphia International Airport. This location is also six blocks from the Pennsylvania Convention Center and Amtrak's 30th Street Station, a quarter-mile from ... [Hotel Details](#)

Distance: 5.8 NE [Cancellation Policy](#) [Amenities](#)

**Premier**  
★★★★★

Rates from:  
**145.00 USD**  
[Select](#)

The Map View will look like the image below. You can click on the different numbers (A) or the hotel name link (B) to view information about each hotel.



You can obtain more information about each hotel by clicking on the available options, such as amenities, photos, etc in the pop-up box.

Once you've found a hotel that meets your requirements, click the **Select** button to book this hotel (C).

# Select a Hotel

Available hotels display in a list view similar to the image below. Hotels can be **sorted** by approximate rate, hotel name, or distance from the search point (A). Preferred hotels display first and are identified by blue stars and the words “premier” or “preferred” (B).

Rates that are available at the hotel and the GSA per diem rate for the area display in the right hand side rate box (C).

PA pennsylvania  
STATE OF INDEPENDENCE

Welcome: Vernon E Bear Site: COPA

ADTRAV

Site Administration | Log Out

Travel Arranger Vernon E Bear

Home Trips Profile

Help with this page

Your trip so far... Mon, Oct 11, 2010 - Thu, Oct 14, 2010 view details

Your 3 Night Stay  
Check-in: Oct 11, 2010  
Check-out: Oct 14, 2010  
International

Company Announcements


- Book preferred hotels when available. Preferred hotels are designated by stars.
- When a preferred hotel is not available, book a hotel at or below the per diem rate.
- If you're having trouble finding a hotel or a hotel for a specific location, call 866.530.8899, press prompt 1.

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

Select a Hotel

Sort By: Company Preferred Approximate Rate Hotel Name Distance

8 Crowne Plaza, Downtown

 Crowne Plaza, Downtown  
1800 Market Street  
Philadelphia PA 19103

Description: The Crowne Plaza Philadelphia Center City is located approximately eight miles from Philadelphia International Airport. This location is also six blocks from the Pennsylvania Convention Center and Amtrak's 30th Street Station, a quarter-mile from ... [Hotel Details](#)

Distance: 5.8 NE

[Photos Map](#) [Cancellation Policy | Amenities](#)

Premier  
★★★★★

Rates from:  
**145.00 USD**  
[Select](#)


You can also view photos, cancellation information (D), amenity information, and mapping details on each property.


If you click the **Select** button you will see the available rates for your hotel choice (E). Also, selecting **Hotel Details** will show you detailed information about the property (F).

**F**

**E**

### Hotel Details

 **Crowne Plaza , Downtown**  
1800 Market Street  
Philadelphia, PA 19103

 **Company Announcements**

- Book preferred hotels when available. Preferred hotels are designated by stars.
- When a preferred hotel is not available, book a hotel at or below the per diem rate.
- If you're having trouble finding a hotel or a hotel for a specific location, call 866.530.8899, press prompt 1.

Features

Maps & Directions

**Room Rates from 145.00 USD**

Select your room type and continue below. 145 USD Negotiated Rate

**Room Types & Rates for Mon, Oct 11, 2010 - Thu, Oct 14, 2010**

Room Types	Rate Rules	Price Per Night
1. STATE OF PENNSYLVANIA, INCLUDES 1 BREAKFAST COUPON FOR CAFE EXPRESS, 1 KING BED NONSMOKING THIS 336 SQ FT ROOM ALLOWS YOU TO STAY, CONNECTED WITH FRE	Cancel by 6pm day of check in. <a href="#">More rate details</a>	145.00 USD <a href="#">Select</a>
2. STATE OF PENNSYLVANIA, INCLUDES 1 BREAKFAST COUPON FOR CAFE EXPRESS, 1 KING BED WHEELCHAIR ACCESS NONSMOKING THIS ACCESSIBLE ROOM, HAS FREE WIRED HIG	Cancel by 6pm day of check in. <a href="#">More rate details</a>	145.00 USD <a href="#">Select</a>
3. STATE OF PENNSYLVANIA, INCLUDES 1 BREAKFAST COUPON FOR CAFE EXPRESS, 1 QUEEN BED NONSMOKING 219 SQ FT FREE WIRED HIGH SPEED, INTERNET 27 INCH TV 2 TI	Cancel by 6pm day of check in. <a href="#">More rate details</a>	145.00 USD <a href="#">Select</a>
4. STATE OF PENNSYLVANIA, INCLUDES 1 BREAKFAST COUPON FOR CAFE EXPRESS, 2 DOUBLE BEDS NONSMOKING 336 SQ FT FREE WIRED HIGH SPEED, INTERNET 27INCH TV 2 T	Cancel by 6pm day of check in. <a href="#">More rate details</a>	145.00 USD <a href="#">Select</a>

The Hotel Details page includes three tabs (A): Features, Maps & Directions, and Room Rates. The Features page will show you the available amenities (B), options and policies including: facilities (C), credit policies (D), and transportation (E).

**A** →

**B** →

**C** →

**D** →

**E** →

Features | Maps & Directions | Room Rates from 145.00 USD

[Amenities](#) | [Hotel Details](#) | [Hotel Photos](#)



**Hotel Description**

The Crowne Plaza Philadelphia Center City is located approximately eight miles from Philadelphia International Airport. This location is also six blocks from the Pennsylvania Convention Center and Amtrak's 30th Street Station, a quarter-mile from the Kimmel Center and Rittenhouse Square, half a mile from the Franklin Institute, one mile from Independence Mall, and five miles from Philadelphia Zoo. The hotel amenities include the seasonal outdoor rooftop pool, fitness room, fitness room, Cafe Express, and Elephant and Castle, the hotel's English pub. The hotel also offers room service, laundry facilities, valet laundry service, concierge services, currency exchange, a gift shop, safety deposit, and bell service. All rooms feature cable TV, in-room movies, coffeemakers, CD players, irons and ironing boards, hairdryers, free weekday newspapers, two telephones, dataports, and high-speed Internet access.

**Hotel Amenities**

Dining Room	No Tennis Court	Fitness Room
No Kids Activities	No Game Room	No Wheelchair Accessible
No Shuttle Service	No Pets Allowed	Swimming Pool
Business Center	Dry Cleaning Onsite	Data Port
Meeting Rooms	Non-Smoking	No Golf Course

**Hotel Details**

Telephone: 1-215-561-7500  
Fax Phone: 1-215-561-4484

Check In Time: 1600  
Check Out Time: 1200  
Per Diem

**Location:**  
Primary Property Location - City District - Business - Downtown - Financial - Shopping - Theater Area - By Highway Phi Airport 8 Mi Nw Hotel Cross Streets 18th And Market Streets

**Facilities:**  
On-Site Facilities - General Facilities - Ballroom Banquet Facility Bar Coffee Shop Conference Room Dataport Elevators Executive/Club Floors Gift Shop Handicap Facilities Ice/Vending Machines Laundromat Lounge Meeting Room Non-Smoking Rooms Outdoor Pool Restaurant Service / Guide Dogs Allowed Televisions With Subtitles Or Closed Captions Train Access Wheelchair Access Wheelchair Accessible Elevators Chargeable Facilities - Business Center 24 Hours Unstaffed Fitness Center 24 Hours Health Club Parking Facilities - Disabled Parking Garage Parking For A Fee Outdoor Parking Valet Parking Public Area Facilities - High Speed Internet Access Additional Onsite Facilities - Heated Outdoor Pool Open Memorial Day - Labor Day - 6 Hearing Impaired Kits. Temporary Visitor Parking Available. Exterior Corridors. Braille In Guest Rooms. Off-Site Facilities - General Facilities - Ballroom Bank Banquet Facility Bar Barber/Beauty Shop Casino Coffee Shop Conference Room Convenience Store Disco Game Room Gift Shop Jogging Track Kennel Locker Room Lounge Meeting Room Newsstand Night Club Outdoor Pool Pharmacy Restaurant Sauna Spa Squash Courts Steam Room Tanning Beds Train Access Whirlpool Chargeable Facilities - Business Center Fitness Center Extensive Health Club Parking Facilities - Outdoor Parking Truck/Rv Parking Additional Offsite Facilities - Jewelry Store Meeting And Convention Facilities - Total Nbr Of Meeting Rooms - 10 Total Measurement, All Rooms - 10000 Sq Ft Total Meeting Room Capacity - 1000 Cap

**Family Plan:**  
N/A

**Recreation Options:**  
On-Site Recreation - Exercising Rower Stair Stepper Stationary Bike Swimming Treadmill Universal Gym Onsite Recreational Activities - Aerobic Classes Available At Nearby Health Club For A Charge Off-Site Recreation - Baseball Bicycling Billiards/Snooker Bowling Boxing Cardio Vascular Exercise Children S Activities Cricket Dancing Driving Range Exercising Fine Dining Fishing Football Game Viewing/Safari Hiking Horse Racing Horseback Riding Ice Skating Jogging Karaoke Mountain Biking Museum/Gallery Viewing Nature Preserves/Trails Night Clubs Other Activity Racquetball Rower Sailing/Boating Shopping Sightseeing Tours Soccer Sports Events Squash Stair Stepper Stationary Bike Steam Bathing Sunbathing Swimming Table Tennis Theater Treadmill Universal Gym Volleyball Weightlifting Wine Tasting Winter Sports Wrestling

**Deposit Requirements:**  
- 45 Feb 08 - End Mon-Sun Deposit Policies Vary By Hotel Since A Hotel Can Set A Deposit Policy Of Up To 30 Days In Advance Please Review Rate Rules Prior To Booking To Avoid Possible Charge Accepted Forms Of Deposit- Credit Card

**Credit Policies:**  
Accepted credit cards: American Express \* Diners Club \* Discover Card \* JCB Card \* MasterCard \* Visa

**Directions:**  
N/A

**Transportation:**  
Estimated Shuttle Charge 10. Distance From City Center To Property 1 Mi Nearest Railroad Station - Amtrak 30th St Station 0.5 Mi Transportation From Primary Airport To Property - Taxi - At A Charge Limo - Available At A Charge-Courtesy Phone At Baggage Claim Rail Or Subway - Amtrak Is 8 Blocks From Hotel At A Charge Bus Or Other Transportation - At A Charge Transportation From City Center To Property - Taxi - At A Charge Rental Car - At A Charge Rail Or Subway - At A Charge Bus Or Other Transportation - At A Charge

**Services:**  
On-Site General Services - Airport Shuttle Baggage Hold Banking Business Services Concierge Currency Exchange Dry Cleaning - Same Day Executive/Vip Services Express Check-Out Front Desk 24 Hrs Handicap Services Hearing Impaired Services Late Check-Out Mail Services Multilingual Staff Poolside Services Porter/Bellmen Safe Deposit Box Vcr Rental Video Billing Wake-Up Calls Wedding Services On-Site Chargeable Services - Housekeeping Full Laundry/Valet Storage Additional On-Site Property Services - Limited Room Service - Refrigerator And Microwave Rental - Languages Spoken By Staff Include English French Spanish - Club Lounge Has A Complimentary Continental Breakfast And An Evening Reception For Gold And Platinum Priority Club Members Only. Off-Site General Services - Aerobics Instructor Airport Shuttle Babysitting/Childcare Banking Business Services Currency Exchange Dietician Doctor On Call Executive/Vip Services Hair Dresser Local Shuttle Mail Services Masseuse Safe Deposit Box Shoe Shine Sports Trainer Theater Ticket Desk Vcr Rental Wedding Services Off-Site Chargeable Services - Car Rental Laundry/Valet Additional Off-Site Property Services - Airline-Travel Desk Local Area Shuttle Available At A Charge. Business Services - Audio-Visual Equipment Business Center Catering Cellular Phone Rental Computer Modem Hookups Computer Printing Computers Conference Services Copy Center Copy Machine Copy Service Courier Equipment Rental Exhibit Services Fax Service Notary Public/Pens Pager Rental Secretarial Services

**More Information About this Hotel**  
[Maps & Directions](#)  
[Hotel Photos](#)  
[Room Types & Rates](#)

[Back](#) [Skip Hotel Search](#) [Select a Room](#)

# Select a Room and Rate Type

The **Hotel Details** page displays with the available rate per night. Click on **More Rate Details** for each rate (A) for rate details and rules. The rate rules will appear in a new window and will look similar to the image on the next page (B). The per diem rate is indicated at the top right side (C).

The description of the room type is listed on the left side. The Commonwealth rate is noted here (D). Some room types may indicate such items as: bedding (double, king, etc), nonsmoking, accessible (E).

Click **Select** to book the room type and rate (F). Hotels are automatically guaranteed to the credit card in the profile.

Room Types & Rates for Mon, Oct 11, 2010 - Thu, Oct 14, 2010

Room Types	Rate Rules	Price Per Night
1. STATE OF PENNSYLVANIA, INCLUDES 1 BREAKFAST COUPON FOR CAFE EXPRESS, 1 KING BED NONSMOKING THIS 336 SQ FT ROOM ALLOWS YOU TO STAY, CONNECTED WITH FRE	Cancel by 6pm day of check in. <a href="#">More rate details</a>	145.00 USD <a href="#">Select</a>
2. STATE OF PENNSYLVANIA, INCLUDES 1 BREAKFAST COUPON FOR CAFE EXPRESS, 1 KING BED WHEELCHAIR ACCESS NONSMOKING THIS ACCESSIBLE ROOM, HAS FREE WIRED HIG	Cancel by 6pm day of check in. <a href="#">More rate details</a>	145.00 USD <a href="#">Select</a>
3. STATE OF PENNSYLVANIA, INCLUDES 1 BREAKFAST COUPON FOR CAFE EXPRESS, 1 QL NONSMOKING 219 SQ FT FREE WIRED HIGH SPEED, INTERNET 27 INCH TV 2 TI	Cancel by 6pm day of check in. <a href="#">More rate details</a>	145.00 USD <a href="#">Select</a>
4. STATE OF PENNSYLVANIA, INCLUDES 1 BREAKFAST COUPON FOR CAFE EXPRESS, 2 DOUBLE BEDS NONSMOKING 336 SQ FT FREE WIRED HIGH SPEED, INTERNET 27INCH TV 2 T	Cancel by 6pm day of check in. <a href="#">More rate details</a>	145.00 USD <a href="#">Select</a>
5. STATE OF PENNSYLVANIA, INCLUDES 1 BREAKFAST COUPON FOR CAFE EXPRESS, STANDARD ROOM WHEN YOU ARRIVE AT THE HOTEL WE WILL DO OUR, BEST TO MEET YOUR ROO	Cancel by 6pm day of check in. <a href="#">More rate details</a>	145.00 USD <a href="#">Select</a>
6. GOVERNMENT RATE ID REQ, INCLUDES 1 COUPON FOR CAFE EXPRESS WORTH 5 USD, 1 KING BED NONSMOKING THIS 336 SQ FT ROOM ALLOWS YOU TO STAY, CONNECTED WITH	Cancel by 6pm day of check in. <a href="#">More rate details</a>	170.00 USD <a href="#">Select</a>
7. GOVERNMENT RATE ID REQ, INCLUDES 1 COUPON FOR CAFE EXPRESS WORTH 5 USD, 1 QUEEN BED NONSMOKING 219 SQ FT FREE WIRED HIGH SPEED, INTERNET 27 INCH TV 2	Cancel by 6pm day of check in. <a href="#">More rate details</a>	170.00 USD <a href="#">Select</a>
8. GOVERNMENT RATE ID REQ, INCLUDES 1 COUPON FOR CAFE EXPRESS WORTH 5 USD, 2 DOUBLE BEDS NONSMOKING 336 SQ FT FREE WIRED HIGH SPEED, INTERNET 27INCH TV	Cancel by 6pm day of check in. <a href="#">More rate details</a>	170.00 USD <a href="#">Select</a>
9. STATE GOVERNMENT ID REQ, INCLUDES 1 BREAKFAST COUPON FOR CAFE EXPRESS, 1 KING BED NONSMOKING THIS 336 SQ FT ROOM ALLOWS YOU TO STAY, CONNECTED WITH F	Cancel by 6pm day of check in. <a href="#">More rate details</a>	170.00 USD <a href="#">Select</a>
10. STATE GOVERNMENT ID REQ, INCLUDES 1 BREAKFAST COUPON FOR CAFE EXPRESS, 1 QUEEN BED NONSMOKING 219 SQ FT FREE WIRED HIGH SPEED, INTERNET 27 INCH TV 2	Cancel by 6pm day of check in. <a href="#">More rate details</a>	170.00 USD <a href="#">Select</a>
11. STATE GOVERNMENT ID REQ, INCLUDES 1 BREAKFAST COUPON FOR CAFE EXPRESS, 2 DOUBLE BEDS NONSMOKING 336 SQ FT FREE WIRED HIGH SPEED, INTERNET 27INCH TV 2	Cancel by 6pm day of check in. <a href="#">More rate details</a>	170.00 USD <a href="#">Select</a>

Done

## Hotel Rate Rules:

B

### Hotel Rules

CP0003373 CROWNE PLAZA PHILADELPHIA DTWN  
INCLUDES 1 BREAKFAST COUPON FOR CAFE EXPRESS  
1 KING BED NONSMOKING THIS 336 SQ FT ROOM ALLOWS YOU TO STAY  
CONNECTED WITH FREE HIGH SPEED WIRED INTERNET ACCESS A TWO  
145.00 PER NIGHT STARTING 11OCT FOR 3 NIGHTS  
435.00 TOTAL RATE STARTING 11OCT FOR 3 NIGHTS  
15.20 PCT TAX PER NIGHT  
HOTEL TAX  
ACCEPTED CREDIT CARDS: DS CB CA JC VI DC AX  
THIS 336 SQ FT ROOM ALLOWS YOU TO STAY CONNECTED WITH FREE  
HIGH SPEED WIRED INTERNET ACCESS A TWO TIERED DESK MAKES IT  
EASY TO COMPLETE WORK WHILE A 27 INCH TV WITH PPV MOVIES  
KEEPS YOU ENTERTAINED THE SLEEP PROGRAM AMENITIES SUCH AS  
SOOTHING LAVENDER SPRAY ENSURE A GOOD NIGHTS REST TOO  
INCLUDES 1 BREAKFAST COUPON FOR CAFE EXPRESS WORTH 5 USD  
FREE INTERNET OFFICIAL STATE GOVERNMENT BUSINESS ONLY  
DEPOSIT POLICY: -05FEB08 - END MON-SUN  
DEPOSIT POLICIES VARY BY HOTEL SINCE A HOTEL CAN SET A  
DEPOSIT POLICY OF UP TO 30 DAYS IN ADVANCE PLEASE  
REVIEW RATE RULES PRIOR TO BOOKING TO AVOID POSSIBLE  
CHARGE  
ACCEPTED FORMS OF DEPOSIT-  
CREDIT CARD  
CANCELLATION POLICY: CXL AFTER 1800 11OCT FORFEIT FIRST NITE STAY  
GUARANTEE POLICY: GUARANTEE REQUIRED  
GUARANTEE METHOD: ACCEPTED CREDIT CARDS PRE APRVD ARC-IATA NBR

To select a different hotel and return to the hotel list, click the **Back** button (G)

G


Back

Skip Hotel Search

The following page gives information about **Out of Policy** hotels and rates.

Hotels that are **Out of Policy** appear like the image below and their status is indicated with a red circle icon (A).

**A** → **4 Hilton Pittsburgh**



**Hilton Pittsburgh**  
600 Commonwealth Place  
Pittsburgh PA 15222

**Description:** The Hilton Pittsburgh, 17 miles from Pittsburgh International Airport, is located downtown at Gateway Center, facing Point State Park and Pittsburgh's famed three rivers. The hotel is also six blocks from the Convention Center, and across the river ... [Hotel Details](#)

Distance: 0.5 NW

[Cancellation Policy](#) | [Amenities](#)

**Out of Policy**

Rates from:  
**269.00 USD**



[Select](#)

Rates that are out of policy appear like the image below. They are also indicated by the red circle icon (B).

**B** →

Room Types & Rates for Tue, Oct 26, 2010 - Thu, Oct 28, 2010		
Room Types	Rate Rules	Price Per Night
1. BEST AVAILABLE RATE, 1 KING BED, COMP HI SPEED-SERENITY BED-LUXURY LINENS	<a href="#">More rate details</a>	269.00 USD <a href="#">Select</a>
		<b>Out of Policy</b>

If you select a hotel or a rate that is out of policy, the below window will display. Select the appropriate justification from the drop down menu (C) and click **Continue with Reservation** (D).

Welcome: Vernon E Bear Site: COPA Site Administration | Log Out

**Travel Arranger** **Vernon E Bear** Home Trips Profile

**Your trip so far...** Tue, Oct 26, 2010 - Thu, Oct 28, 2010 [view details](#) [Help with this page](#)

**Out of Policy**

You have made an out of policy travel choice. Please review your options and submit the information below. \* = Required

Some of your choices were designated Out of Policy for the following reason(s):

- A company preferred hotel option is available. - Pittsburgh

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

**C** → **Select a Reason:**

- No preferred in area
- Preferred sold-out
- Conference location
- Client location
- Lower rate than preferred
- Preferred hotel rate not loaded
- Outside Corridor Access

**D** → [Start Over](#) [Continue with Reservation](#)

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# Car Search

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If you are renting a car and booking a flight, the pickup location defaults to your flight destination airport. The pick up and return date and time will default to the dates and times of the flights you've booked.

If you are renting a car without a flight (A), input the location, dates, and times on the “begin search” page.

You may also choose to book a car at a hotel or near an address. Click **Begin Search** to open the applicable page to input the location details (B).

The screenshot shows a web form titled "Find Me The Best Trip!". At the top, there are three radio buttons: "Flight", "Hotel", and "Rental Car". The "Rental Car" option is selected, indicated by a green checkmark. An annotation "A" with an arrow points to the "Rental Car" option. Below the radio buttons, the form has several input fields: "To (airport or city):" with "Pittsburgh, PA" entered; "Country:" with a dropdown menu showing "USA"; "Pickup:" with a date field "8/31/10" and a time dropdown "Morning (7:00 am)"; and "Dropoff:" with a date field "9/1/10" and a time dropdown "Morning (7:00 am)". At the bottom right, there is a green button labeled "Begin Search". An annotation "B" with an arrow points to this button.

If you choose to pick up a car from an address, a list of locations will display.

**A** →

### Refine Search Criteria

Select a Pick-up Rental Location

We found 52 rental locations near 600 Commonwealth Place, Pittsburgh  
The distance is estimated by the car vendor. The accuracy of this information can vary.

Vendor	Location	Preferred	Policy	Distance
<input type="radio"/> Enterprise	Pitc59 Downtown 6th St 120 6th St Pittsburgh USA	★★★★		0.3 mi
<input type="radio"/> Enterprise	Pitc015 Pittsburgh Downtown 1318 5th Ave Pittsburgh USA	★★★★		1.0 mi
<input type="radio"/> Enterprise	Pitc75 Oakland Central 2843 Blvd Of The Allies Pittsburgh USA	★★★★		2.3 mi
<input type="radio"/> Enterprise	Pitc23 W Liberty Ave 1900 W Liberty Ave Pittsburgh USA	★★★★		2.6 mi
<input type="radio"/> Enterprise	Pitc29 Pittsburgh Crafton 2335 Noblestown Rd Pittsburgh USA	★★★★		2.7 mi
<input type="radio"/> Enterprise	Pitc04 Pittsburgh Oakland 756 S Millvale Avenue Pittsburgh USA	★★★★		3.3 mi
<input type="radio"/> Enterprise	Pitc03 Pittsburgh South Hills 2590 Library Rd Pittsburgh USA	★★★★		4.2 mi
<input type="radio"/> Enterprise	Pitc05 Pittsburgh North Hills 2260 Babcock Blvd Pittsburgh USA	★★★★		4.9 mi
<input type="radio"/> Enterprise	Pitc33 Etna 737 Butler St Pittsburgh USA	★★★★		5.4 mi
<input type="radio"/> Enterprise	Pite68 Munhall 908 East 8th Avenue Munhall USA	★★★★		6.2 mi

If the rental location you want is not in the list, please close this window and modify your search criteria.

**B** →

You will need to select a Vendor (**A**) and click on Continue (**B**).

After you select Begin Search, a screen will appear asking for more information about your trip. The following steps will help begin your reservation:

1. Choose the location for the rental car **pick up** (A)
  - a. For **airport**, enter the airport code or city
  - b. **Hotel** will default to the hotel booked in the record (use only if rental car company has a location at hotel)
  - c. For **address**, the minimum input is the city (choose the distance from the address in the drop down menu)
2. Choose the **drop off** location (B)
  - a. The system defaults to the same as the pickup location
  - b. Choose “**Different Location**” if the drop off will be at a different rental office than the pick up
3. Verify the **dates and times** and change if needed (C)
4. To **change vehicle types**, click to uncheck the default and then click on the preferred type (maximum of 5 types) (D)
5. If you prefer, you may change your transmission type. (E)
6. Click **Search Now** to display car availability (G)

The screenshot shows a car rental reservation form with the following sections and annotations:

- Section 1: Where do you want to pick up the car?** (Annotation A points to the "Address" radio button). This section includes fields for Country (USA), Street Address (600 Commonwealth Place), City (Pittsburgh), State/Province (Pennsylvania), and Zip/Postal Code. A dropdown menu for "Distance from Address" is set to "Within 50mi/80km" (Annotation B points to this dropdown).
- Section 2: Where do you want to drop off the car?** (Annotation C points to the "Same Location" radio button). Options are "Same Location" and "Different Location".
- Section 3: When do you need the car?** (Annotation D points to the "Pick-up" date field). This section includes "Pick-up" and "Drop-off" date and time fields. The "Pick-up" date is 10/24/10 at 7:00 am, and the "Drop-off" date is 10/26/10 at 7:00 am.
- Section 4: What type of car would you like to rent? (Select up to five types)**. This section has four columns of checkboxes:
  - Cars:** Mini (checked), Economy (checked), Compact (checked), Intermediate (checked), Standard (checked), Full Size, Premium, Luxury.
  - SUV & Trucks:** Compact SUV, Intermediate SUV, Standard SUV, Full Sized SUV, Premium SUV, Luxury SUV, All Terrain, Compact Truck, Standard Truck, Full Sized Truck.
  - Vans & Wagons:** Mini Van, Standard Van, Full Sized Van, Compact Wagon, Intermediate Wagon, Standard Wagon, Premium Wagon, Luxury Wagon.
  - Specialty:** Crossover, Convertible, Specialty Car, Specialty Sport, Specialty Luxury, Premium Sport.
- Section 5: What options do you prefer?** (Annotation E points to the "Transmission type" section). This section includes "A/C/AWD", "Transmission type" (yes/no/manual/automatic/hybrid/green/diesel/unspecified), and "Preferred fuel type, if available".
- Section 6: Do you need any special equipment options? (select up to three)** (Annotation F points to the "non-smoking car" checkbox). This section includes a note: "When you book a car, the car rental company will be notified of your special equipment request, but your selection may not be available." It lists various options like non-smoking car, ski equipment rack, 2 infant child seats, snow chains, navigational system, hatchback, cellular phone, automatic locks, 1 child toddler seat, hand controls-right, 2 door, smoking car, luggage rack, 1 infant child seat, 2 child toddler seats, hand controls-left, and 4 door (checked).
- Section 7: Search Now** (Annotation G points to the "Search Now" button). This section includes a "Begin Search" button and a "Search Now" button.

**TIP: Special requests options are not guaranteed and may be at an additional cost (F)**

# Select a Rental Car

The commonwealth's preferred car companies are marked with stars (A). Three stars indicate the most preferred vendor. Out of policy options may be indicated with the red circle icon (B).

The rental car company and location address are on the left side (C).

The car type and an example are indicated by the picture and type name (D). For more information on the car type click the name. Specific cars are not guaranteed, only the type is confirmed.

Select your preferred car option by clicking on the rate link to confirm (E).

**Your trip so far...** [view details](#)

**Your Rental**  
Pick-up: 10:00 AM, Oct 25, 2010 Pittsburgh, PA, USA  
Drop-off: 10:00 AM, Oct 27, 2010 Pittsburgh, PA, USA


**Company Announcements**  
Please note: Enterprise or National will not display if either not represented at the location or are sold out.

- Choose an economy, compact or mid-size vehicle. All other vehicles require business-related justification.
- To book a car, click on the bolded rate that appears below the photo of the vehicle you'd like to choose.

[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	Car Type		
	Compact	Intermediate	Standard
 Enterprise Pitts89 Downtown 6th St Pittsburgh 120 6th St PA, USA 412-325-7042	★★★		
	<b>Total Price</b> <b>88.66 USD</b> Daily Rate 37.00 USD extra day 37.00 USD	<b>Total Price</b> <b>88.66 USD</b> Daily Rate 37.00 USD extra day 37.00 USD	<b>Total Price</b> <b>99.56 USD</b> Daily Rate 42.00 USD extra day 42.00 USD
	<a href="#">Car Details</a>	<a href="#">Car Details</a>	<a href="#">Car Details</a>


[Skip Car Search](#)

Annotations: D points to car type header; A points to company name; C points to company address; B points to out of policy icon; E points to rate link.

# Completing the Reservation: Review & Modify Trip

After the reservation steps are completed, the **Review Trip** screen displays. Any important information is displayed in the yellow box at the top of the screen:

**Sorry, but you cannot hold this trip with this flight.**  
The airline or flight you selected requires ticketing at the time of booking (and cannot be placed on hold). Please select Continue to purchase this trip or, if you need to hold this reservation, please select an alternate carrier.

**Flight segments must be ticketed by close of business on August 25.**

**Please Note:** NON-REFUNDABLE. Fares not guaranteed until ticketed.  
Click on the Fare Rules link for itinerary rules and restrictions prior to purchase.

**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.**

Your itinerary includes travel on more than one airline. The fare may change substantially when ticketed since separate tickets must be issued. Your travel professional will determine the best fare upon ticketing.

At this point, you can **Modify** or **Remove** any segment of your trip (A). Review the arrangements carefully for accuracy; read any **cancellation** details (B). You can also **Start Over** and all arrangements will be deleted (C). If you are satisfied with the itinerary, click **Continue with Reservation** (D).

**1 Review Trip Details**

**Flight Details | Roundtrip**

PHL to ATL - Non-stop

Wed, Aug 25

6:00 AM - 8:15 AM

Philadelphia, PA (PHL) to Atlanta, GA (ATL)

[Fare Rules](#)

[Modify this flight](#) | [Remove this flight](#)

ATL to PHL - Non-stop

Thu, Aug 26

6:25 AM - 8:27 AM

Atlanta, GA (ATL) to Philadelphia, PA (PHL)

[Fare Rules](#)

[Modify this flight](#) | [Remove this flight](#)

Base Airfare: 673.48 USD

Taxes and Fees: 71.92 USD

Flight Total: 745.40 USD

**Seat Assignment**

Add or modify your flight seat assignments.

[Select Modify Seats](#)

**Hotel Details**

Atlanta, GA

Check-in: 2:00 PM, Wed, Aug 25

Check-out: 11:00 AM, Thu, Aug 26

2ND BD SOFA, MICROS, DESK, FULL BREAKFAST

Special Requests: King bed, high floor

Total Hotel stay: 1 night

[Modify this hotel](#) | [Remove this hotel](#)

**Best Western Atlanta Airport**

301 N Central Ave

Hapeville, GA 30354

[Map & Directions](#)

Telephone: 1-404-7638777

Fax Phone: 1-404-7611171

★★★★

**Cancellation Rules**

MUST BE CANCELLED BY 1600 ON 08/25/10

**Guarantee Rules**

\* CC-GT-D COR-ID

**Deposit Rules**

DPST CHROD FULL STAY/NO REFUNDS AFTER CNCL POLICY

Rate Per Room: 67.22 USD

Sum of Nightly Rates: 67.22 USD

Taxes and Fees: unavailable

Hotel Total: 67.22 USD

**Car Details**

Lake City, GA

Pick-up: 10:00 AM, Aug 25, 2010

Drop-off: 10:00 AM, Aug 26, 2010

Lake City, GA, USA

Compact

Kia Rio or similar

2 or 4 door

air conditioning

automatic transmission

Special Requests: automatic locks, 4 door

[Car Rate Policy](#)

[Modify this car](#) | [Remove this car](#)

**Enterprise**

Alt25 Forest Park Lake City

1171 Forest Pkwy

GA, USA

404-366-1204

★★★★

Daily Car Rate: 37.00 USD

Unlimited Mileage

Extra Day: 37.00 USD

Estimated Car Total: 40.45 USD

**2 Review Estimated Trip Cost**

**Estimated Trip Cost Breakdown**

Atlanta, GA - Flight Total: 745.40 USD

Atlanta, GA - Hotel Total: 67.22 USD

Lake City, GA - Car Total: 40.45 USD

**Trip Total: 853.07 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  in or near  [Add Item](#)

☐ To hold this trip, check the box and Continue to complete the reservation process.

☐ To purchase an online trip, go to "My Trips." If you do not purchase the trip within the time frame, we will automatically cancel the reservation.

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

**TIP: You may add more reservations to this trip by using the drop down menu and inputting the location.**

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# 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 screen.

The screenshot shows a web interface with a red navigation bar at the top containing 'Home', 'Trips', and 'Profile'. Below this is a grey sidebar with a blue square and a link '? Help with this page'. The main content area features a 'Trip templates' box. Inside this box, there is a text prompt: 'Save this trip as a trip template if you plan on booking this itinerary again.' followed by a 'Template Name:' label and an empty text input field. Below the input field is a question: 'Would you like to make this template available to other travelers?' with two radio buttons, 'Yes' (which is selected) and 'No'. At the bottom of the box is a blue 'Save Template' button. Three red labels with arrows point to specific elements: 'A' points to the 'Template Name' input field, 'B' points to the 'Yes' radio button, and 'C' points to the 'Save Template' button.

Enter a template name that identifies the trip for you (A). You can also make this template available to other travelers by clicking **Yes** (B). Click the **Save Template** button (C). The box below displays indicating your template has been saved. Click the **Back** button to return to your booking (D).

The screenshot shows a confirmation box titled 'Templates'. Inside, there is a blue header bar that says 'Trip Template Saved'. Below this, the text reads: 'Your trip has been saved as a trip template.' and 'To use this trip template, click the "Templates" link in the navigation bar.' At the bottom right of the box is a blue 'Back' button. A red label 'D' with an arrow points to the 'Back' button.

# Traveler Information

The **Traveler Information** page appears to confirm the traveler's name, meal, special requests, and frequent traveler data. Data will pre-populate from the profile if the information is stored in the profile.

The **Gender** and **Birthdate** of the traveler are **required** for flights per TSA regulations (A). This information **must** be entered if blank.

You may also put the trip on **Hold** by clicking the checkbox (B).

**Important:** The **Hold** button is to be used only if you are unsure of the certainty of the trip or if you do not want airline tickets issued at this time. **Your arrangements will be cancelled by the system if you do not return to this trip and confirm the booking.** Airline flights will cancel within 24 hours and hotel only reservations will cancel 48 hours prior to your departure date if not confirmed.

Verify the information for accuracy and click **Continue with Reservation** (C).

The screenshot shows a web form titled "Review Traveler Information" with a sub-header "Complete traveler information below. For your security, some information on this page may be masked." and a legend "\* = Required".

**Who is traveling?**  
Vernon E Bear

**Gender**  
A points to a dropdown menu showing "\*\*\*\*" with a note "(Requested by: TSA)".

**Date of Birth:**  
A points to a date selection field showing "\*\*\*\*" with a note "(Requested by: TSA)".

**Redress Number:**  
A text input field with a note "(Requested by: TSA)".

**Any special requests?**  
Special Needs: A dropdown menu.  
Meal Requests (when possible): A dropdown menu showing "standard".

**Provide frequent traveler numbers if available**  
Airline: A dropdown menu showing "AirTran Airways".  
Frequent Flyer Number: A text input field.  
Hotel Chain: A dropdown menu showing "Best Western".  
Frequent Guest Number: A text input field.

**Hold option:**  
B points to an unchecked checkbox with the text "To hold this trip, check the box and Continue to complete the reservation process." Below it, a note states: "To purchase an on-hold trip, go to 'My Trips.' If you do not purchase the trip within the timeframe determined by the airline, the system automatically cancels the reservation."

**Buttons:**  
C points to two buttons at the bottom: "Start Over" and "Continue with Reservation".

# Billing Information

After you have verified your traveler information, you will need to verify your trip and billing information. Fields indicated with a red star are mandatory. The following steps will help to ensure that your trip information is correct:

1. Read the important information in the **yellow box** at the top of the page (A)
2. Verify **traveler information** (B), delivery address, email address, ticket type, and **billing information**
3. Input a temporary credit card under **Hotel Billing** if there is no corporate card on file to guarantee your hotel reservation (C)
4. Commonwealth Information:
  - a. If your trip is being **Reimbursed by a Third Party** input the information here (D)
  - b. If your agency requires the information, input your **SAP**, cost center fund code, and internal order information (E)
  - c. All **International Trips** require an international approval number (F)
  - d. All **Out of State Travel** requires justification from the drop down menu. In the second box, input the additional information that applies to your justification (G)
5. **Optional comments** to relay to the travel agency can be inputted here (H)
6. Click **Purchase Trip** to complete the booking (I)

\*Due to the amount of information on this screen, it is continued on the next page.

**A** →

Due to sensitive information, do not leave this page unattended.

Flight segments must be ticketed by close of business on **August 26**.

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

Click on the Fare Rules link for itinerary rules and restrictions prior to purchase.

**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.**

Your itinerary includes travel on more than one airline. The fare may change substantially when ticketed since separate tickets must be issued. Your travel professional will determine the best fare upon ticketing.

**B** →

<b>1 Traveler Information</b>	<b>Frequent Traveler Program(s)</b>	<b>Seat(s)</b>
Traveler's Name Vernon E Bear	No information entered	No information entered
Meal Preference standard	<b>Special Requests</b> No information entered	

**2 Delivery Address**

\* Recipient:  
Vernon Bear

\* Address Line 1:  
4555 southlake pkwy

Address Line 2:

\* City:  
birmingham

\* State/Province:  
al

\* Zip Code:  
35244

\* Country:  
USA

\* Telephone #:  
205-444-3209

E-mail Address:  
chris.wheeler@adtrav.

Ticket Type: E-Ticket

Delivery Instructions:

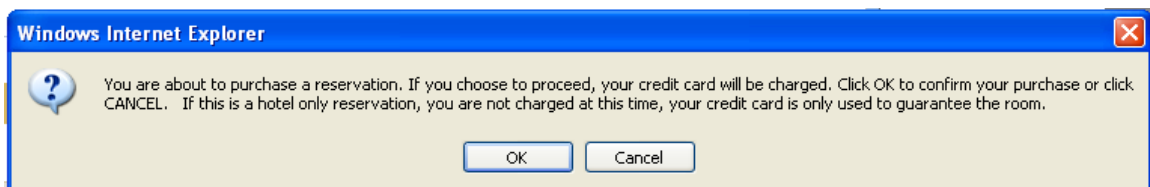




Once you click **Purchase Trip**, a dialogue box will appear that advises that your credit card will be charged if you continue.

Please note if this is a **hotel-only reservation**, the credit card is used to hold the hotel room and not charged at this point.

Click **OK** once to confirm the purchase.



An **Itinerary Confirmation** displays. At this point your trip is confirmed.

# Reservation Complete

The **Reservation Complete** screen will provide all the trip details. The first box displays your **Reservation Record Locator (A)**.

The vendor confirmation numbers (airline, hotel, car rental) are found under the **Details (B)**.

A copy of the itinerary can be **printed or downloaded (C)**.

**Reservation Complete**

Company Announcements

Thank you for completing your trip today!  
Review your itinerary carefully for accuracy and cancellation penalties.

Please Note: NONREFUNDABLE/CHANGE FEE MAY APPLY. Fares not guaranteed until ticketed.  
Click on the Fare Rules link for itinerary rules and restrictions prior to purchase.  
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 (PHR):** BXP RRS  
**Airline Confirmation:** Delta Airlines: CWFYB2  
**Hotel Confirmation:** Best Western Atlanta Airport E: N/A  
**Car Confirmation:** National: 28923389COUNT

**Driver To:** Vernon Bear  
4555 Southside Parkway  
Birmingham, AL 35244  
USA

**Traveler Information**

**Traveler 1:** Vernon E Bear

**Name:** Vernon E Bear  
**Meal Preference:** Standard

**Flight Details | Roundtrip**

PHL to ATL - Non-stop

**Thu, Aug 26**    **6:00 AM - 8:14 AM**    Philadelphia, PA (PHL) to Atlanta, GA (ATL) [Fare Rules](#)    **DELTA**  
Delta Airlines Flight 415  
Seat not assigned  
Class: Coach

ATL to PHL - Non-stop

**Hotel Details**

Atlanta, GA

**Check-in:** 2:00 PM, Thu, Aug 26    **Check-out:** 11:00 AM, Fri, Aug 27    **AAA RATE\*SHOWID AT CHECK IN, 1 QUEEN BED, NSMK, HI SPEED NET, MICR RFRG, BALCONY, DESK, FULL BREAKFAST**

**Total Hotel Stay:** 1 night    **Special Requests:** king bed, high floor

**Best Western Atlanta Airport E**  
301 N Central Ave  
Hapeville, GA 30354  
[Maps & Directions](#)  
Telephone: 1-404-7638777  
Fax Phone: 1-404-7611171

**Cancellation Rules**  
MUST BE CANCELLED BY 1600 ON 08/26/10  
**Guarantee Rules**  
\* CC-GTD COR-ID  
**Deposit Rules**  
DP-ST-CHRGD FULL STAY-NO REFUNDS AFTER CNCL POLICY

**Rate Per Room:** 62.99 USD    **Sum of Nightly Rates:** 62.99 USD  
**Taxes and Fees:** unavailable  
**Hotel Total:** 62.99 USD

**Car Details**

Atlanta, GA

**Pick-up:** 9:00 AM, Aug 26, 2010    **Atlanta, GA (ATL)**    **Economy:** Chevrolet Aveo or similar  
**Drop-off:** 8:00 AM, Aug 27, 2010    **Atlanta, GA (ATL)**    2 or 4 door  
air conditioning  
automatic transmission

**Special Requests:** automatic locks, 4 door  
[Car Rate Policy](#)

**National**  
Atlanta, GA (ATL)  
4205 Car Rental Road  
USA  
404-530-2800

**Daily Car Rate:** 44.00 USD    **Estimated Car Total:** 59.75 USD  
Unlimited Mileage  
Extra Day: 44.00 USD

**Estimated Trip Cost Breakdown**

Flight Total:	745.40 USD
Atlanta, GA - Hotel Total:	62.99 USD
Atlanta, GA - Car Total:	59.75 USD
<b>Trip Total:</b>	<b>868.14 USD</b>

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

**Trip Synchronization**

**Sabre Virtually There**  
View this itinerary in Sabre Virtually There 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.

- Delta Airlines Flight 415 on Aug 26
- Delta Airlines Flight 1494 on Aug 27
- Hotel stay in Atlanta at the Best Western Atlanta Airport E from Aug 26 to Aug 27
- Car rental at ATL with National from Aug 26 to Aug 27

**Travel Agency Information**

**Address:** ADTRAV Travel Management  
4555 Southside Parkway  
Birmingham, AL 35244  
USA  
**Toll-free Telephone #:** 866-530-8899  
**Email Address:** orez@adtrav.com  
**Hours of Operation:** 7:30A-7P EST, M-F 866.530.8899

**Duplicate Trip**

Duplicate this exact trip for another person?:  Myself

You can now logout or book another trip (D).

In addition to the confirmation displayed on the screen, an itinerary confirmation will be **emailed** to you.  
Example:

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=NB1DB11DORNG&name=Bear&language=0>

\*\*\*\*\*

CONFIRMATION NUMBERS

SABRE Record Locator #: ENMWUQ  
Airline Record Locator #1 US-CEZFX1 (US Airways)  
Car Rental Confirmation #1 ZL-962313903COUNT (National)  
Hotel Confirmation #1 BW-NULI (Best Western)

\*\*\*\*\*

Name(s) of people Traveling

Name: Vernon E Bear  
Meal: standard

Fare Details: ATL US X/CLT US SAN138.60GXAUNJ6P US X/PHX US ATL138.60GXAUNJ6P USD277.20END ZPATCLT SANPHX XFATL4.5CLT3SAN4.5PHX4.5

Penalty: STNDBY/CHANGE FEE/NO RFND/CXL BY FLT DT/

\*\*\*\*\*

ITINERARY

AIR

Flight/Equip: US Airways 1408 Airbus A319  
Depart: Atlanta(ATL) Tuesday, Sep 21 5:30 AM  
Arrive: Charlotte(CLT) Tuesday, Sep 21 6:37 AM  
Stops: non-stop Miles: 226  
Class: Coach  
Status: Confirmed  
Seats Requested:

AIR

Flight/Equip: US Airways 162 Airbus A321  
Depart: Charlotte(CLT) Tuesday, Sep 21 7:55 AM  
Arrive: San Diego(SAN) Tuesday, Sep 21 10:01 AM  
Stops: non-stop Miles: 2074  
Class: Coach  
Status: Confirmed  
Seats Requested:

CAR

Vendor: National  
Pick-up: Tuesday, Sep 21 11:00 AM San Diego  
Address: 3280 North Harbor Drive  
Tel.: 888-826-6890  
Drop-Off: Wednesday, Sep 22 6:00 AM San Diego  
Address: 3280 North Harbor Drive  
Tel.: 888-826-6890  
Car size: Economy  
Confirmation #: 962313903COUNT  
Rate: 36.00 USD/daily; Extra Day: 36; Extra Hour: 18  
Total Car Cost: 56.04 USD  
Special Requests: automatic locks, 4 door

HOTEL

Name: Best Western Bayside Inn Location: San Diego, CA  
Address: 555 West Ash St. San Diego, CA 92101  
Check-in: Tuesday, Sep 21 3:00 PM  
Check-out: Wednesday, Sep 22 12:00 PM  
Hotel Confirmation #:  
Phone: 1-619-2337500  
Fax: 1-619-2390060  
Rate:  
113.39 USD/night  
Special Requests: king bed, high floor

AIR

Flight/Equip: US Airways 220 Airbus A320  
Depart: San Diego(SAN) Wednesday, Sep 22 6:25 AM  
Arrive: Phoenix(PHX) Wednesday, Sep 22 7:49 AM  
Stops: non-stop Miles: 303  
Class: Coach  
Status: Confirmed  
Seats Requested:

AIR

Flight/Equip: US Airways 610 Airbus A321  
Depart: Phoenix(PHX) Wednesday, Sep 22 9:10 AM  
Arrive: Atlanta(ATL) Wednesday, Sep 22 3:58 PM  
Stops: non-stop Miles: 1585  
Class: Coach  
Status: Confirmed  
Seats Requested:

Total Airfare (including taxes and/or applicable fees) 339.30 USD

Total Airfare (per person) 339.30 USD

Flight segments must be ticketed by close of business on Wednesday, Jul 28, 2010

Penalty: STNDBY/CHANGE FEE/NO RFND/CXL BY FLT DT/

\*\*\*\*\*

AGENCY INFORMATION

Agency: ADTRAV Travel Management  
Birmingham, AL, USA

\*\*\*\*\*

DELIVERY INFORMATION

Deliver To:  
Name: Vernon Bear  
Address: 4555 southlake plwy  
Birmingham, al, 35244  
Phone: 205-444-3209  
Email: [chris.wheeler@adtrav.com](mailto:chris.wheeler@adtrav.com)  
Shipment: E-Ticket

\*\*\*\*\*

PAYMENT INFORMATION

Visa Number: ON FILE

\*\*\*\*\*

SPECIAL REQUESTS

General Requests or Special Needs:

\*\*\*\*\*

# Profiles

From the home page, click on **Profile** (A) in the red menu bar, or click the applicable page link on the **Profile Settings** or **Travel Preferences** tab to update your profile (B).

Your **initial profile** is automatically loaded in the travel system from your HR profile. Changes to your HR profile such as name, agency, work address and phone, employee ID, email address, or corporate card information will **automatically** update your travel profile. **Personal information and travel preferences must be updated by you.**

A ————— Home — Trips — **Profile**

**Announcements**

Homeland Security requires us to collect information from you for purposes of watch list screening, under the authority of 49 U.S.C. section 114, and the Intelligence Reform and Terrorism Prevention Act of 2004. Providing this information is voluntary; however, if it is not provided, you may be subject to additional screening or denied transport or authorization to enter a sterile area. TSA may share information you provide with law enforcement or intelligence agencies or others under its published system of records notice. For more on TSA Privacy policies, or to view the system of records notice and the privacy impact assessment, please see TSA's website at [www.tsa.gov](http://www.tsa.gov).

\*You must grant permission for another person to arrange travel on your behalf. Update your profile to indicate your travel arrangers.

Ensure that your profile information is accurate.

Update your profile as needed.

HOLD BUTTON INFO: Only select the "hold" button if you wish to hold the reservation and not complete the process. Your reservation will be cancelled if you do not return and confirm the trip. Do not select the hold button if you wish to purchase this trip now.

**Active Trips** | **Templates**

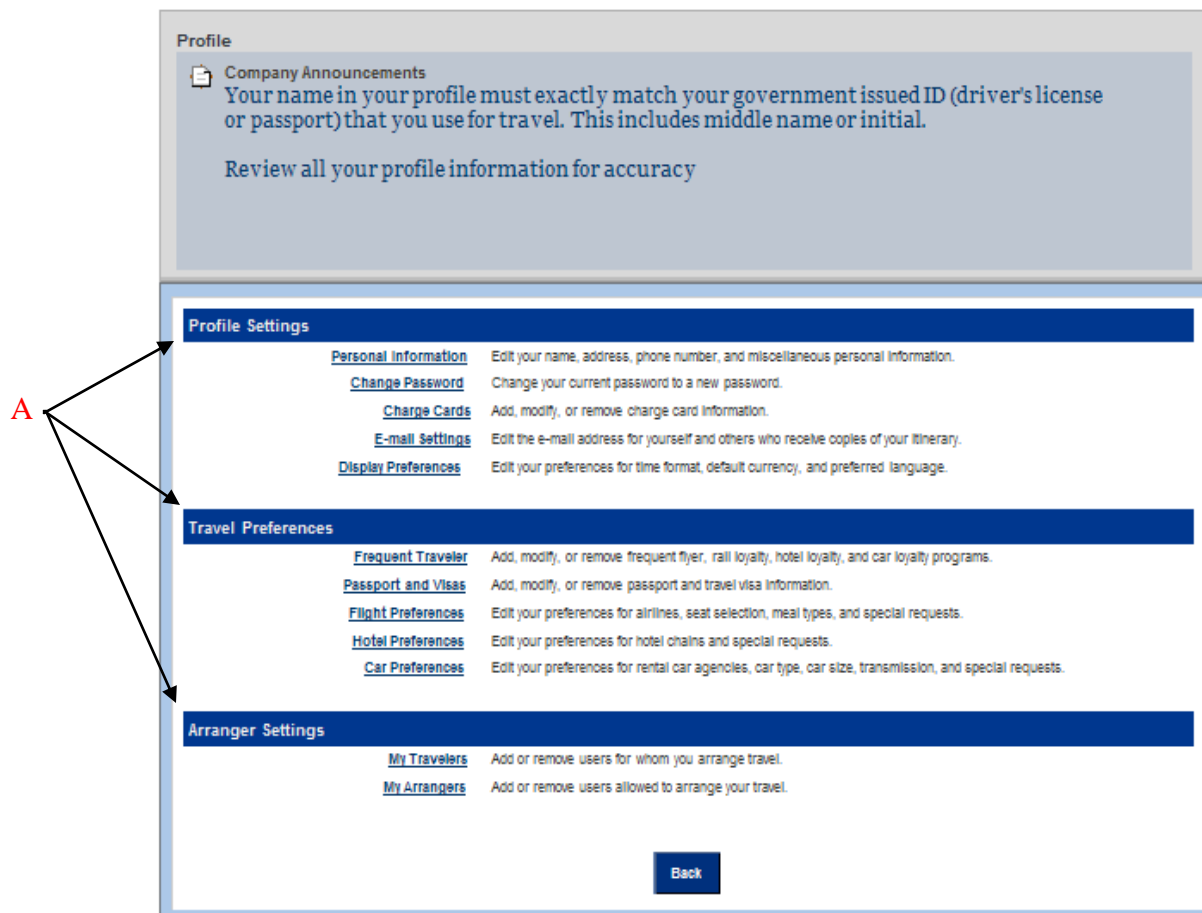
<u>Location</u>	<u>Date</u>	<u>Trip Type</u>	<u>Record #</u>	<u>Status</u>
You do not have any active trips within the next two weeks.				
The trip information is only viewable for a two-week period. <a href="#">View All Trips</a>				

B ————— **Profile Settings** | **Travel Preferences**

- [Personal Information](#)
- [Charge Cards](#)
- [E-mail Settings](#)
- [Display Preferences](#)

If you click the **Profile** link in the red menu bar, the page below will be displayed. Click on the link containing the information you would like to update (A).

Note: Be sure to click the **Save** button at the bottom of each screen being modified to save your changes.



If you click a link on the **Profile Settings** or **Travel Preferences** tab, that page displays automatically.

On the following page are examples of **two** of the **Profile** pages you can update.

The following is the **Personal Information** page:

\* = Required

### Name, Address and Phone Number

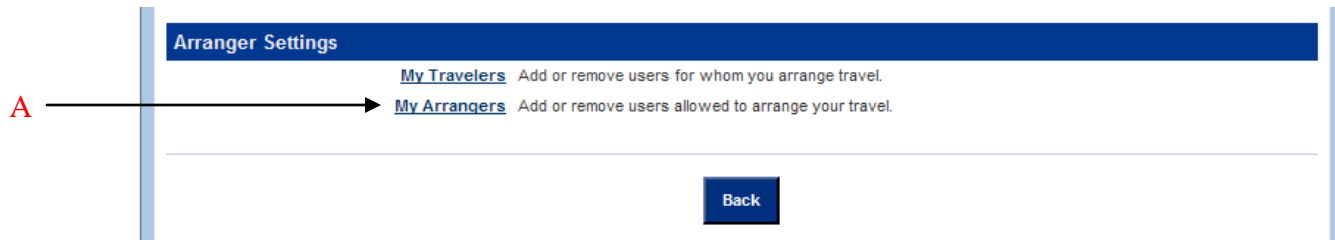
For your security, information stored in your profile may be masked.

\* First Name:   
Middle Name:   
\* Last Name:   
\* E-mail Address:   
Gender:  (Requested by: TSA)  
Date of Birth:    (Requested by: TSA)  
Redress Number:  (Requested by: TSA)  
  
Job Title:   
Company:   
Division:   
  
Need Help?  
- reservations & online booking 866.530.8899  
- travel policy & group travel 717.265.8409  
- reimbursement & travel audit 800.824.0626  
  
Standard hours of operation are M-F, 7.30AM-7PM EST, but you will always be able to reach someone 24/7.  
  
\* Country:   
\* Address 1:   
Address 2:   
\* City:   
\* State/Province:   
\* Postal Code:   
\* Work Phone:   
Cell Phone:   
Fax Phone:   
Expiration Date Reminders:   
  
Additional Information  
Section:   
Job Code Description:   
  
Personal Information  
\* Home Phone:   
Personal Email:   
  
Supervisor  
Supervisor Name:   
Supervisor Phone:   
Supervisor Email:   
  
Home Address  
Street Address  
Home Address:   
Apt. or Other:   
City:   
State:   
Zip or Postal Code:   
  
Emergency Contact  
Emergency Contact Name:   
Emergency Contact Phone:   
Alternate Emergency Contact Phone:

A

**TIP: Remember to Save any changes (A).**

You can also add a **Travel Arranger** to your profile (A). Only the traveler can name an arranger in their profile. An arranger cannot make reservations for another until the traveler names them in their profile.



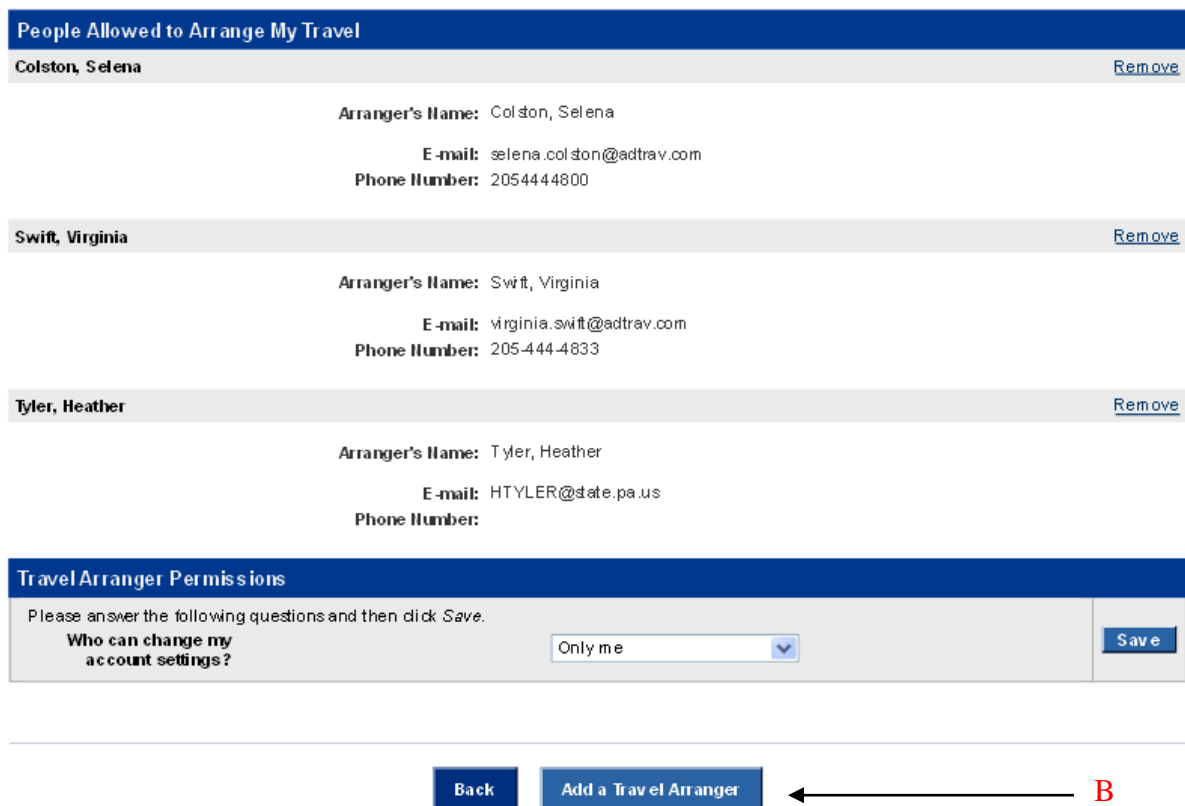
**Arranger Settings**

[My Travelers](#) Add or remove users for whom you arrange travel.

[My Arrangers](#) Add or remove users allowed to arrange your travel.

[Back](#)

The following screen displays to edit your **Travel Arrangers**:



**People Allowed to Arrange My Travel**

Colston, Selena [Remove](#)

Arranger's Name: Colston, Selena

E-mail: selena.colston@adtrav.com

Phone Number: 2054444800

Swift, Virginia [Remove](#)

Arranger's Name: Swift, Virginia

E-mail: virginia.swift@adtrav.com

Phone Number: 205-444-4833

Tyler, Heather [Remove](#)

Arranger's Name: Tyler, Heather

E-mail: HTYLER@state.pa.us

Phone Number:

**Travel Arranger Permissions**

Please answer the following questions and then click Save.

Who can change my account settings?  [Save](#)

[Back](#) [Add a Travel Arranger](#)

To add a travel arranger, you will need to click “Add Travel Arranger” (B).



On the next screen, you will be prompted to add the arranger. Once you have entered in the first and last name of the person, you will need to click “Search” (A).

**Search for a Travel Arranger**

Please enter any of the following information and then click the Search button.

First Name:

Last Name:

A

The following screen will display the contact information of the arranger you entered in previously.

**Search Again for a Travel Arranger**

Please enter any of the following information and then click the Search Again button.

First Name

Last Name

B

C

**Add a Travel Arranger**

Arranger's Name	E-mail	Phone Number	Add Arranger
McDonald, Jeanne	JEMCDONALD@state.pa.us	717-265-8409	<input type="button" value="Add"/>

D

If this is not the arranger you would like, please re-enter the correct arranger (B) and click “Search Again” (C). If the correct person displays, please click “Add” (D).

After you click “Add” to add your travel arranger, you will receive a confirmation that the arranger has been successfully added (A). Also, all of your arrangers will be displayed (B). You may also choose who can access your account settings(C).

A →

B →

C →

D ←

You have successfully added Jeanne McDonald as one of your travel arrangers.

People Allowed to Arrange My Travel

Colston, Selena

Remove

Arranger's Name: Colston, Selena  
E-mail: selena.colston@adtrav.com  
Phone Number: 2054444800

Swift, Virginia

Remove

Arranger's Name: Swift, Virginia  
E-mail: virginia.swift@adtrav.com  
Phone Number: 205-444-4833

Tyler, Heather

Remove

Arranger's Name: Tyler, Heather  
E-mail: HTYLER@state.pa.us  
Phone Number:

McDonald, Jeanne

Remove

Arranger's Name: McDonald, Jeanne  
E-mail: JEMCDONALD@state.pa.us  
Phone Number: 717-265-8409

Travel Arranger Permissions

Please answer the following questions and then click Save.

Who can change my account settings?

Only me

Save

Back

Add a Travel Arranger

Once the all the information is correct, you will need to click “Save” (D).

# Templates

Once you have saved a template, it can be used to make the same arrangements by clicking on the **Templates** link. Select the template you wish to use.

Enter your new **trip dates** (A) and click the **Price Itinerary** button (B). Continue with the reservation to confirm.

To delete a template, Select it and then click the Delete button at the bottom of the display.


**Template Details**

**Template Name:** COPA

**Flight Details | Roundtrip**


PHX to ATL

**Travel Date: (Begin)** 9:15 AM - 4:14 PM Phoenix, AZ (PHX) to Atlanta, GA (ATL)  
Fri, Aug 21, 2009

  
US Airways  
Flight 610  
Class: Coach

ATL to PHX


**Travel Date: (End)** 9:41 PM - 10:40 PM Atlanta, GA (ATL) to Phoenix, AZ (PHX)  
Fri, Aug 21, 2009

  
Delta Airlines  
Flight 1037  
Class: Coach

**Hotel Details**

Atlanta, GA

**Check In:** Fri, Aug 21, 2009  
**Check Out:** Sat, Aug 22, 2009  
**Total Hotel Stay:** 1 nights


  
**Marriott Atlanta Downtown**  
160 Spring Street Nw  
Atlanta, GA 30303  
Telephone: 404-688-8600  
Fax Phone: 404-524-5543

**Car Details**

Atlanta, GA


**Pick Up:** 5:00 PM, Fri, Aug 21, 2009  
Atlanta, GA (ATL)  
**Drop Off:** 9:00 PM, Fri, Aug 21, 2009  
Atlanta, GA (ATL)  
**Total Rental Time:** 0 days


**Car Type / Details:**  
Economy  
Chevy Aveo or similar  
2 or 4 door  
air conditioning  
automatic transmission

  
**Enterprise**  
Atlanta, GA (ATL)  
2045 Car Rental RowPo Box  
45147  
USA  
Telephone: 404 763 5220

**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.

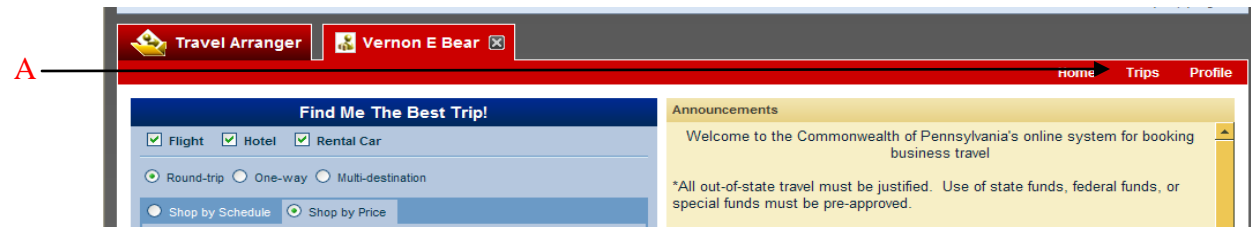
**A** → **Travel Date: (Begin)** 8/26/10 

**Travel Date: (End)** 8/27/10 

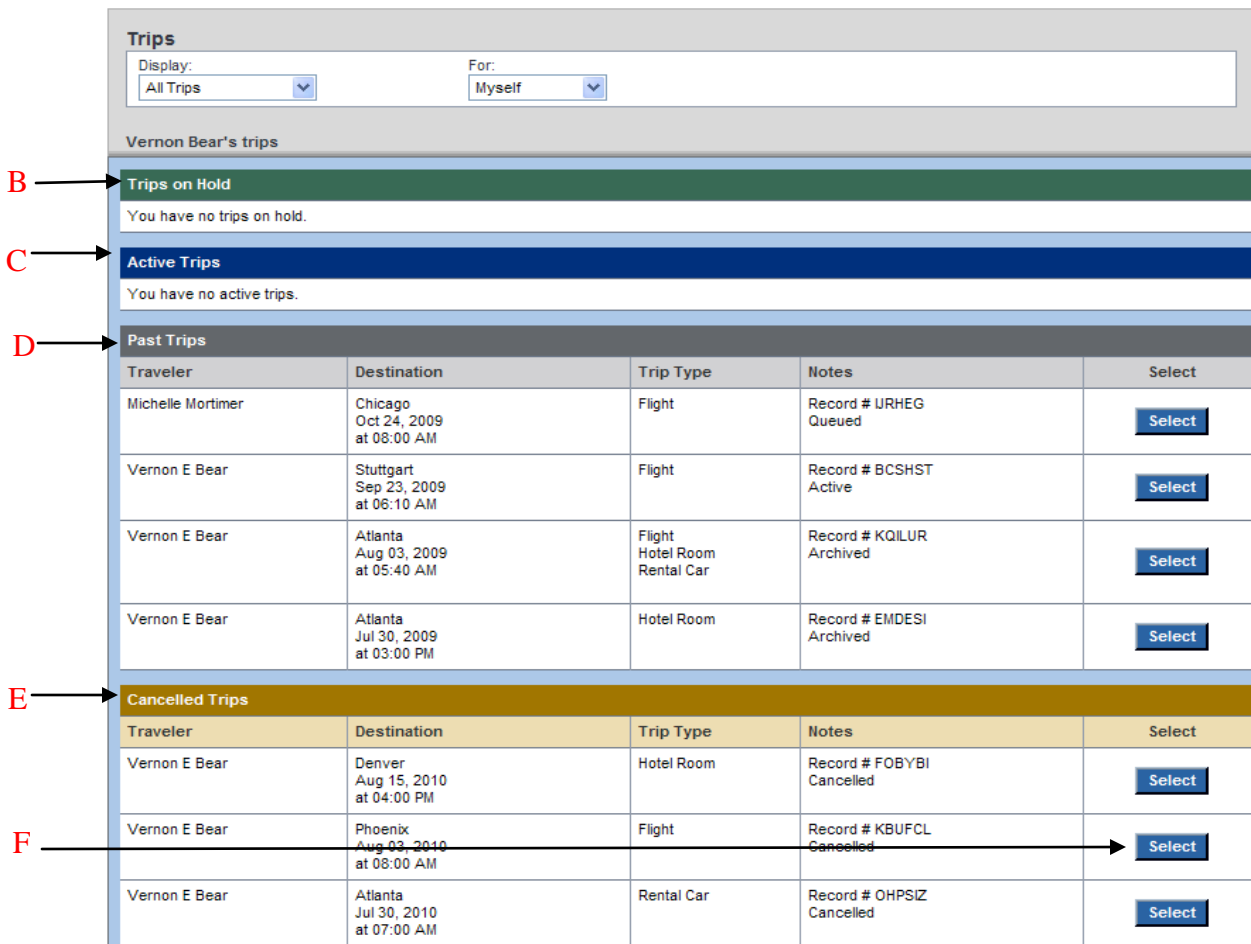
**B** → **Cancel** **Price Itinerary**

# Trips

If you select **Trip** at the top of the screen (A), you can view **Trips on Hold** (B), **Active Trips** (C), **Past Trips** (D), and **Cancelled Trips** (E).



Click on the **Select** button to view, modify, or cancel a trip (F). If the trip is on hold, click the Select button to purchase it (F).



**TIP: If you have trips on hold (B), action must be taken to either confirm or cancel the trip.**

The following is an example of a **previously booked trip display**:

Mon, Aug 03, 2009 - Tue, Aug 04, 2009

Company Announcements

Out of State travel requires justification in the designated area below. Fill in the drop down approved reason for out of state travel and the additional information box. Failure to do so will delay the process of your reservation

HOLD BUTTON INFO: Only select the "hold" button if you wish to hold the reservation and not complete the process. Your reservation will be cancelled if you do not return and confirm the trip. Do not select the hold button if you wish to purchase this trip now.

Legend: ★★★ Company Preferred ✖ Out of Policy

Print this Itinerary

Confirmation Information

Record Locator (PNR): KQILUR

Airline Confirmation: Delta Airlines: D3H1S1

Hotel Confirmation: Renaissance Concourse Atl Arpt: 87205278

Car Confirmation: National: 354232409COUNT

Deliver To: Vernon Bear  
4555 southlake pkwy  
Birmingham, AL 35244  
USA

Traveler Information

Traveler 1: Vernon E Bear

Name: Vernon E Bear

Meal Preference: standard

Flight Details | Roundtrip

PIT to ATL - Non-stop

Mon, Aug 03

5:40 AM - 7:25 AM

Pittsburgh, PA (PIT) to Atlanta, GA (ATL)

DELTA

Delta Airlines

Flight 1431

Seat 28A

Class: Coach

ATL to PIT - Non-stop

Tue, Aug 04

7:30 AM - 9:12 AM

Atlanta, GA (ATL) to Pittsburgh, PA (PIT)

DELTA

Delta Airlines Operated by EV

Flight 5246

Seat 19D

Class: Coach

Base Airfare: 146.97 USD

Taxes and Fees: 32.23 USD

Flight Total: 179.20 USD

Hotel Details

Atlanta, GA

Check-in: 3:00 PM, Wed, Aug 03

Check-out: 1:00 PM, Thu, Aug 04

GOVERNMENT-STATE, GOVERNMENT-STATE, GOVERNMENT RATE WITH INTERNET, SEE RATE RULES, GUEST ROOM, 1 KING OR 2 QUEEN

Total Hotel Stay: 1 night

Special Requests: king bed, high floor

RENAISSANCE

Renaissance Concourse Atl Arpt

1 Hartsfield Centre Parkway

Atlanta, GA 30354

Maps & Directions

Telephone: 404-209-9999

Fax Phone: 404-305-2343

Rate Per Room: 141.00 USD

Estimated Sum of Nightly Rates: 162.15 USD

Taxes and Fees: unavailable

Estimated Hotel Total: 162.15 USD

Car Details

Atlanta, GA

Pick-up: 8:00 AM, Aug 03, 2009

Drop-off: 7:00 AM, Aug 04, 2009

Atlanta, GA (ATL)

Atlanta, GA (ATL)

Compact Chevrolet Cobalt or similar

2 or 4 door

air conditioning

automatic transmission

Special Requests: automatic locks, 4 door

Car Rate Policy

National

National

Atlanta, GA (ATL)

4205 Car Rental Road

USA

404-530-2800

Estimated Car Total: 61.29 USD

Estimated Trip Cost Breakdown

Flight Total: 179.20 USD

Atlanta, GA - Hotel Total: 162.15 USD

Atlanta, GA - Car Total: 61.29 USD

Trip Total: 402.63 USD

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

Trip Synchronization

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.

Delta Airlines flight 1431 on Aug 3

Delta Airlines flight 5246 on Aug 4

Hotel stay in Atlanta at the Renaissance Concourse Atl Arpt from Aug 3 to Aug 4

Car rental at ATL with National from Aug 3 to Aug 4

Travel Agency Information

Address: ADTRAV Travel Management  
4555 Southlake Parkway  
Birmingham, AL 35244  
USA

Toll-free Telephone #: 866-530-8899

Email Address: erez@adtrav.com

Hours of Operation: 7:30A-7P EST, M-F 866.530.8899

Back To Trips

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# Cancel a Trip

To **cancel a trip**, select the trip under active trips (A) and it will be displayed.

**Trips**

Display:

For:

All Trips

Myself

**Vernon Bear's trips**

**Trips on Hold**

You have no trips on hold.

**Active Trips**









Traveler	Destination	Trip Type	Notes	Select
Vernon E Bear	Atlanta Aug 26, 2010 06:00 AM	Flight Hotel Room Rental Car	Record # BXPRRS Active	<div>Select</div>

**Past Trips**

Traveler	Destination	Trip Type	Notes	Select
Michelle Mortimer	Chicago Oct 24, 2009 at 08:00 AM	Flight	Record # IJRHEG Queued	<div>Select</div>
Vernon E Bear	Stuttgart Sep 23, 2009 at 06:10 AM	Flight	Record # BCSHST Archived	<div>Select</div>
Vernon E Bear	Atlanta Aug 03, 2009 at 05:40 AM	Flight Hotel Room Rental Car	Record # KQILUR Archived	<div>Select</div>
Vernon E Bear	Atlanta Jul 30, 2009 at 03:00 PM	Hotel Room	Record # EMDESI Archived	<div>Select</div>

The Itinerary and information for the selected trip will appear and you will have options.

The below screen displays to reconfirm that you wish to cancel a trip. Click on **Cancel Trip (A)**.

<b>Confirmation Information</b>	
<b>Record Locator (PHR):</b> <b>Airline Confirmation:</b> <b>Hotel Confirmation:</b> <b>Car Confirmation:</b>	BXP RRS Delta Airlines: CWFYB2 Best Western Atlanta Airport E: N/A National: 363923389COUNT
<b>Deliver To:</b> Vernon Bear 4555 Southlake Pkwy Birmingham, AL 35244 USA	
<b>Traveler Information</b>	
<b>Traveler 1:</b> Vernon E Bear	<b>Name:</b> Vernon E Bear <b>Meal Preference:</b> standard
<b>Flight Details   Roundtrip</b>	
PHL to ATL - Non-stop	
<b>Thu, Aug 26</b>	<b>6:00 AM - 8:14 AM</b> Philadelphia, PA (PHL) to Atlanta, GA (ATL)
 Delta Airlines Flight 415 Seat 36F Class: Coach	
<a href="#">Online Check-in available</a>	
ATL to PHL - Non-stop	
<b>Fri, Aug 27</b>	<b>8:40 AM - 10:54 AM</b> Atlanta, GA (ATL) to Philadelphia, PA (PHL)
 Delta Airlines Flight 1494 Seat 11A Class: Coach	
<a href="#">Online Check-in is available 24 hours before the scheduled departure time.</a>	
Base Airfare: 673.48 USD Taxes and Fees: 71.92 USD Flight Total: <b>745.40 USD</b>	
<b>Hotel Details</b>	
Atlanta, GA	
Check-in: 2:00 PM, Thu, Aug 26 Check-out: 11:00 AM, Fri, Aug 27 Total Hotel Stay: 1 night	
AAA RATE*SHOWID AT CHECK IN, 1 QUEEN BED, NSMK, HI SPEED NET, MICR RFRG, , BALCONY, DESK, FULL BREAKFAST Special Requests king bed, high floor	
 Best Western Atlanta Airport E 301 N Central Ave Hapeville, GA 30354 Maps & Directions Telephone: 1-404-7638777 Fax Phone: 1-404-7611171	
Rate Per Room: 62.99 USD Estimated Sum of Nightly Rates: 62.99 USD Taxes and Fees: unavailable Estimated Hotel Total: <b>62.99 USD</b>	
<b>Car Details</b>	
Atlanta, GA	
Pick-up: 9:00 AM, Aug 26, 2010 Drop-off: 8:00 AM, Aug 27, 2010	
Atlanta, GA (ATL) Atlanta, GA (ATL)	
Economy Chevrolet Aveo or similar 2 or 4 door air conditioning automatic transmission Special Requests automatic locks, 4 door <a href="#">Car Rate Policy</a>	
 National Atlanta, GA (ATL) 4205 Car Rental Road USA 404-530-2600	
Estimated Car Total: <b>59.75 USD</b>	
<b>Estimated Trip Cost Breakdown</b>	
Flight Total: 745.40 USD Atlanta, GA - Hotel Total: 62.99 USD ‡ Atlanta, GA - Car Total: 59.75 USD ‡ Trip Total: <b>868.14 USD ‡</b>	
‡ Please note that this total is based on available information. The estimated cost may not include taxes and fees.	
<b>Add to Your Trip</b>	
Add <input type="text" value="a hotel room"/> in or near <input type="text" value="Atlanta (ATL) - AUG 26"/> <input type="button" value="Add Item"/>	
<b>Trip Synchronization</b>	
Sabre Virtually There View this itinerary in Sabre Virtually There for online access to your current itinerary, travel tools, flight notification, maps and driving directions, eTicket Receipt, weather and more.	
<b>Outlook/Palm Calendar Dates</b> Keep track of this trip by adding it to your outlook or Palm calendar.	
 Delta Airlines Flight 415 on Aug 26  Delta Airlines Flight 1494 on Aug 27  Hotel stay in Atlanta at the Best Western Atlanta Airport E from Aug 26 to Aug 27  Car rental at ATL with National from Aug 26 to Aug 27	
<b>Travel Agency Information</b>	
Address: AD TRAV Travel Management 4555 Southlake Parkway Birmingham, AL 35244 USA Toll free Telephone #: 866-530-8899 Email Address: erez@adtrav.com Hours of Operation: 7:30A-7P EST, M-F 866.530.8899	
<input type="button" value="Back To Trips"/> <input type="button" value="Cancel Trip"/>	

A

To cancel, click the check box that you **agree to cancel this trip** (A) and click **Cancel Trip Now** (B).

**Your trip so far...** Thu, Aug 26, 2010 - Fri, Aug 27, 2010 [view details](#)

**Cancellation Information**

\* = Required

**Cancellation Summary**  
All items within this itinerary will be cancelled.

**Hotel Cancellation Details**  
If the hotel has a cancellation policy, you may be **charged additional penalty fees** for canceling your hotel reservations.

A → ☒ I have read the information above and agree to canceling this trip.

B → [Back](#) [Cancel Trip Now](#)

When you reconfirm that you will need to cancel the trip, the below Cancellation Confirmation screen will be displayed.

**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

You will be returned to the Trips page. Please note your cancellation number (B). In addition to the displayed cancellation, an itinerary cancellation notice will be emailed to you.

Cancelled Trips				
Traveler	Destination	Trip Type	Notes	Select
C → Vernon E Bear	Birmingham Sep 29, 2010 at 05:40 AM	Flight	Record # JYFYLG Cancelled	<a href="#">Select</a>



# Modifying a Trip

Throughout the booking process, you are able to add, cancel, and change your hotel, air, or car reservation at any point.

If any changes need to be made after your trip has been confirmed, you may change the hotel or car reservation.

**TIP: If you need to make a change to your airfare reservation, please call ADTRAV, 866-530-8899.**

To change your hotel or car reservation after a trip has been completed, you will need to click on “Trips” (A) from the main page.

English | Español

PA pennsylvania STATE OF INDEPENDENCE

ADTRAV

Welcome: Vernon E Bear Site: COPA Site Administration | Help | Log Out

Travel Arranger Vernon E Bear

Home Trips

**Find Me The Best Trip!**

☒ Flight ☒ 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: 8/31/10 leaves Morning (7:00 am)

Return: 9/1/10 leaves Morning (7:00 am)

More Search Options expand | collapse

Class of Service

Fare Type

Begin Search

**Announcements**

Welcome to the Commonwealth of Pennsylvania's online system for booking business travel

\*All out-of-state travel must be justified. Use of state funds, federal funds, or special funds must be pre-approved.

\*All international travel must be justified and pre-approved.

\*If you are booking a hotel using an agency lodging card, call ADTRAV 866 530 8899 prompt 1.

\*Change or modify existing trips in "My Trips". Do not start a new booking.

The Transportation Security Administration of the U.S. Department of Homeland Security requires us to collect information from you for purposes of watch list screening, under the authority of 49 U.S.C. section 114, and the Intelligence Reform and Terrorism Prevention Act of 2004. Providing this information is voluntary; however, if it is not provided, you may be subject to additional screening or denied transport or authorization to enter a sterile area. TSA may share information you provide with law enforcement or intelligence agencies or others under its published system of records notice. For more on TSA Privacy policies, or to view the system of records notice and the agency impact

**Active Trips** Templates

Location	Date	Trip Type	Record #	Status
You do not have any active trips within the next				

You will then select the trip you would like to modify.

Active Trips				
Traveler	Destination	Trip Type	Notes	Select
Vernon E Bear	Pittsburgh Oct 26, 2010 09:00 AM	Hotel Room Rental Car	Record # PII/AFRF Active	Select

Once you click on “Select” (A) the following page will display:

To cancel or modify the hotel, see (A).

**Traveler Information**  
Traveler 1: Vernon E Bear  
Name: Vernon E Bear

**Hotel Details**  
Pittsburgh, PA  
Check-in: 4:00 PM, Tue, Oct 26  
Check-out: 12:00 PM, Thu, Oct 28  
COMMONWEALTH OF PENNSYLVANIA S, 1 KING BED ACCESSIBLE ROOM  
NONSMOKING, GRAB BARS IN BATH-FREE HI SPEED-LAPDESK  
Total Hotel Stay: 2 nights  
Special Requests: king bed, high floor  
[Modify this hotel](#) [Remove this hotel](#)  
Hampton Inn Downtown  
1247 Smallman St  
Pittsburgh, PA 15222  
[Maps & Directions](#)  
Telephone: 1-412-288-4350  
Fax Phone: 1-412-338-8420

Rate Per Room: 109.00 USD  
Estimated Sum of Nightly Rates: 218.00 USD  
Taxes and Fees: unavailable  
Estimated Hotel Total: 218.00 USD

**Car Details**  
Pittsburgh, PA  
Pick-up: 9:00 AM, Oct 26, 2010  
Drop-off: 12:00 PM, Oct 28, 2010  
Pittsburgh, PA, USA  
Pittsburgh, PA, USA  
Compact  
Kia Ria or similar  
2 or 4 door  
air conditioning  
automatic transmission  
[Modify this car](#) [Remove this car](#)  
Enterprise  
Pitc59 Downtown 6th St Pittsburgh

To cancel or modify the car, see (B).

Once you select the reservation you would like to modify, you will be brought to the booking screen and will then be able to choose a different hotel.

**1 How would you like to search?**

☒ Address or City ☐ Near an Airport ☐ Negotiated Properties

Country:  
USA

Street Address:  
optional

City: Pittsburgh State/Province: Pennsylvania Zip/Postal Code:

**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?**

\* Check-in: 10/26/10 \* Check-out: 10/28/10

\* = Required

3

What other options would you like to search?

Distance:

5 mi

Note: Negotiated properties within 15 mi will be displayed.

Hotel Companies:

☒ No preference

☐ Hotel name contains:

☐ Hotel company:

A C Hoteles

ANA Hotels International

ATAhotels

ATEL Hotels Network

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

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

TIP: You can use this same process to add or change your car reservation.

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.

☐ non-smoking room

☒ king bed

☒ high floor

☐ low floor

☐ away from elevators

☐ away from ice machine

☐ hypoallergenic room

☐ wheelchair accessible

☐ smoking room

Skip Hotel Search

Search Now

You can use this same feature to add a hotel to your existing reservation.

50