

# GetThere User Training



STUDENT GUIDE

# Table of Contents

---

Table of Contents .....	2
Objectives .....	3
Overview .....	3
Getting Started .....	4
Begin Search .....	5
Flight Availability .....	6
Lower Price Options .....	8
Policy Compliance .....	8
Seat Selection .....	9
Hotel Search.....	10
Car Search .....	14
Completing the Reservation .....	16
Passenger Information .....	17
Purchasing Information.....	18
Reservation Complete.....	19
Profiles .....	22
Templates.....	24
My Trips.....	24
Cancel a Trip .....	26
Amtrak .....	29

Edition 1.3 (July 2005)

© 2005 GetThere All rights reserved.

This documentation is the confidential and proprietary intellectual property of GetThere. Any unauthorized use, reproduction, preparation of derivative works, performance, or display of this document, or software represented by this document, without the express written permission of GetThere is strictly prohibited.

GetThere, the GetThere logo design and Product name are trademarks and/or service marks of an affiliate of GetThere. All other trademarks, service marks, and trade names are owned by their respective companies.

## Objectives

---

Upon completion of this course, you will be able to:

- Book round trip, one-way, and multi-destination air travel online
- Search for hotels and book them online
- Reserve rental cars online
- Complete an itinerary and ticket it electronically
- Create and modify a profile
- Create and use travel templates
- View, modify, and cancel trips

## Overview

---

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

## Getting Started

---

The Sign In page requires you to enter your user name and password and then click the Sign In button. If you cannot remember your password, you can click Forgot My Password and it is emailed to you.

**Skyline**

Sign in to make travel arrangements Help

Site Language: [English](#) | [Français](#) | [Deutsch](#) | [Español](#) | [Português](#) | [Français \(Canada\)](#) | [Italiano](#)

### Sign In

**Skyline**

Access to this site is restricted to Skyline Industries employees.

Please contact [Skyline Travel Services](#) for travel advice and support.

User Name

Password

[Forgot My Password](#) [Create New Account](#) [Sign In](#)

#### Arrival & Departure Information

Check status for  on

Airline

Flight

[Check Flight Status](#)

#### Travel Tools

[City Information](#) [Maps](#)  
[Currency](#) [Weather](#)  
[Driving Directions](#) [World Clock](#)  
[Frequent Flyer Info](#) [World News](#)  
[Health Passport](#)  
[Languages](#)

© 2003-2005 GetThere L.P. - All rights reserved

On this page you are also able to check flight arrival and departure information, and link to various travel tools to assist you. These tools are also available on the following Begin Search page.

## Begin Search

---





Check those trip components you wish to book, and select your trip type. Then enter flight availability options.

- Enter departure and destination cities
- Enter dates and times
- Choose a class of service
- Choose the type of fare
- Choose preferred airlines
- Click the Begin Search button

### Begin Search

**Select Trip Requirements**




I need a (check all that apply):

<input checked="" type="checkbox"/>		Flight	<input checked="" type="checkbox"/>		Hotel	<input checked="" type="checkbox"/>		Car
or								
<input type="checkbox"/>		Train						

**Other Search Options**

[Book UK Domestic Train](#) [set up your trainline options](#)

**Select Trip Type**

 round trip     one way trip     multiple destination trip

**Enter Trip Details**

I am traveling from  [Find city/airport](#) to  [Find city/airport](#)

My departing flight

My returning flight

I prefer to travel in  on my departing flight.

I prefer to travel in  on my returning flight.

I want a ticket that is

**Begin Search**

# Flight Availability

Flight availability will display. Company preferred airlines are indicated with stars. Click the Select button to choose the flight(s) you would like.

Departing Flights					
Phoenix (PHX) to Hartford-Springfield (BDL)					Flight 1 of 2
Leaves: Monday, Oct 03, 2005					
Sorted By: Fewest number of connections					
Airline/Flight ▲▼	Departs ▲▼	Arrives ▲▼	Notes	Preference ▲▼	Estimated Price ▲
<b>Departs 3:09 PM</b>					
Finish Building Your Itinerary For Complete Price					
AMERICA WEST AIRLINES Flight 418	<a href="#">Phoenix, AZ (PHX)</a> Oct 03, 2005 3:09 PM	<a href="#">Hartford-Springfield, CT (BDL)</a> Oct 03, 2005 10:46 PM	50% on-time non-stop flight 2213 miles Flight time 4:37 <a href="#">Airbus A320</a>	★ Company Preferred	<input type="button" value="Select"/>
<b>Departs 7:00 AM</b>					
Finish Building Your Itinerary For Complete Price					
UNITED AIRLINES (US Airways) Flight 1836	<a href="#">Phoenix, AZ (PHX)</a> Oct 03, 2005 7:00 AM	<a href="#">Hartford-Springfield, CT (BDL)</a> Oct 03, 2005 4:25 PM	N/A on-time 1 stop flight 2213 miles Flight time 6:25 <a href="#">Airbus A320</a>		<input type="button" value="Select"/>
<b>Departs 7:00 AM</b>					
Finish Building Your Itinerary For Complete Price					
US Airways Flight 180	<a href="#">Phoenix, AZ (PHX)</a> Oct 03, 2005 7:00 AM	<a href="#">Hartford-Springfield, CT (BDL)</a> Oct 03, 2005 4:25 PM	N/A on-time 1 stop flight 2213 miles Flight time 6:25 <a href="#">Airbus A320</a>		<input type="button" value="Select"/>
<b>Departs 7:38 AM</b>					
Finish Building Your Itinerary For Complete Price					
Delta Flight 1169	<a href="#">Phoenix, AZ (PHX)</a> Oct 03, 2005 7:38 AM	<a href="#">Hartford-Springfield, CT (BDL)</a> Oct 03, 2005 4:51 PM	90% on-time 1 stop flight 2213 miles Flight time 6:13 <a href="#">Boeing 737-800</a>		<input type="button" value="Select"/>
<b>Departs 9:20 AM</b>					
Finish Building Your Itinerary For Complete Price					
SOUTHWEST AIRLINES Flight 324	<a href="#">Phoenix, AZ (PHX)</a> Oct 03, 2005 9:20 AM	<a href="#">Hartford-Springfield, CT (BDL)</a> Oct 03, 2005 7:25 PM	60% on-time 2 stop flight 2213 miles Flight time 7:05 <a href="#">BOEING 737-700</a>		<input type="button" value="Select"/>
<b>Departs 11:24 AM</b>					
Finish Building Your Itinerary For Complete Price					
Delta Flight 1046	<a href="#">Phoenix, AZ (PHX)</a> Oct 03, 2005 11:24 AM	<a href="#">Hartford-Springfield, CT (BDL)</a> Oct 03, 2005 8:44 PM	90% on-time 1 stop flight 2213 miles Flight time 6:20 <a href="#">Boeing 757-200</a>		<input type="button" value="Select"/>
<b>Departs 7:05 AM</b>					
Finish Building Your Itinerary For Complete Price					
UNITED AIRLINES (/United For Ted) Flight 1474	<a href="#">Phoenix, AZ (PHX)</a> Oct 03, 2005 7:05 AM	<a href="#">Chicago, IL (ORD)</a> Oct 03, 2005 12:26 PM	80% on-time non-stop flight 1440 miles Flight time 3:21 <a href="#">Airbus 325</a>		<input type="button" value="Select"/>
UNITED AIRLINES Flight 1114	<a href="#">Chicago, IL (ORD)</a> Oct 03, 2005 1:25 PM	<a href="#">Hartford-Springfield, CT (BDL)</a> Oct 03, 2005 4:27 PM	80% on-time non-stop flight 783 miles Flight time 2:02 <a href="#">Boeing 757-200</a>		

Once you select the departure, the return options display. Select the desired return flights from this availability.

Returning Flights					
Hartford-Springfield (BDL) to Phoenix (PHX)					Flight 2 of 2
Sorted By: Fewest number of connections					Leaves: Wednesday, Oct 05, 2005
Airline/Flight ▲▼	Departs ▲▼	Arrives ▲▼	Notes	Preference ▲▼	Estimated Price ▲▼
<b>Departs 7:00 AM</b>					
Finish Building Your Itinerary For Complete Price					
AMERICA WEST AIRLINES Flight 419	<a href="#">Hartford-Springfield, CT (BDL)</a> Oct 05, 2005 7:00 AM	<a href="#">Phoenix, AZ (PHX)</a> Oct 05, 2005 9:30 AM	90% on-time non-stop flight 2213 miles Flight time 5:30 <a href="#">Airbus A320</a>	★ Company Preferred	<input type="button" value="Select"/>
<b>Departs 6:10 AM</b>					
Finish Building Your Itinerary For Complete Price					
Delta Flight 809	<a href="#">Hartford-Springfield, CT (BDL)</a> Oct 05, 2005 6:10 AM	<a href="#">Phoenix, AZ (PHX)</a> Oct 05, 2005 10:16 AM	90% on-time 1 stop flight 2213 miles Flight time 7:06 <a href="#">Boeing 757-200</a>		<input type="button" value="Select"/>
<b>Departs 10:55 AM</b>					
Finish Building Your Itinerary For Complete Price					
Southwest Airlines Flight 239	<a href="#">Hartford-Springfield, CT (BDL)</a> Oct 05, 2005 10:55 AM	<a href="#">Phoenix, AZ (PHX)</a> Oct 05, 2005 2:30 PM	90% on-time 1 stop flight 2213 miles Flight time 6:35 <a href="#">BOEING 737-700</a>		<input type="button" value="Select"/>
<b>Departs 1:25 PM</b>					
Finish Building Your Itinerary For Complete Price					
Southwest Airlines Flight 821	<a href="#">Hartford-Springfield, CT (BDL)</a> Oct 05, 2005 1:25 PM	<a href="#">Phoenix, AZ (PHX)</a> Oct 05, 2005 6:00 PM	80% on-time 2 stop flight 2213 miles Flight time 7:35 <a href="#">BOEING 737-700</a>		<input type="button" value="Select"/>
<b>Departs 4:45 PM</b>					
Finish Building Your Itinerary For Complete Price					
Continental (Expressjet Airlines Inc Dba Co Express) Flight 2396	<a href="#">Hartford-Springfield, CT (BDL)</a> Oct 05, 2005 4:45 PM	<a href="#">Newark, NJ (EWR)</a> Oct 05, 2005 5:47 PM	N/A on-time non-stop flight 115 miles Flight time 1:02 <a href="#">EMBRAER EMB-145</a>		<input type="button" value="Select"/>
Continental Flight 1835	<a href="#">Newark, NJ (EWR)</a> Oct 05, 2005 6:45 PM	<a href="#">Phoenix, AZ (PHX)</a> Oct 05, 2005 9:13 PM	90% on-time non-stop flight 2133 miles Flight time 5:28 <a href="#">Boeing 737-800</a>		

## Lower Price Options

Once the outbound and return flights have been selected, the screen displays the price for your original selection and flight options with a lower price. Select your preferred flight option.

Low Fare Options						
Original Selection			Phoenix (PHX) to Hartford-Springfield (BDL): Oct 3, 2005 Hartford-Springfield (BDL) to Phoenix (PHX): Oct 5, 2005			
Airline/Flight	Departs	Arrives	Notes	Preference	Select	
<b>Original: 402.40 USD</b>						
AMERICA WEST AIRLINES Flight 418 coach	<a href="#">Phoenix, AZ (PHX)</a> Oct 3, 2005 3:09 PM	<a href="#">Hartford-Springfield, CT (BDL)</a> Oct 3, 2005 10:46 PM	Flight time 4:37 <a href="#">Airbus A320</a>	★ Company Preferred	402.40 USD <b>Select</b>	
AMERICA WEST AIRLINES Flight 419 coach	<a href="#">Hartford-Springfield, CT (BDL)</a> Oct 5, 2005 7:00 AM	<a href="#">Phoenix, AZ (PHX)</a> Oct 5, 2005 9:30 AM	Flight time 5:30 <a href="#">Airbus A320</a>	★ Company Preferred		
<b>Low Fare Options</b>						
Airline/Flight ▲▼	Departs ▲▼	Arrives ▲▼	Notes	Preference ▲▼	Estimated Price ▲▼	
<b>Option 1: 274.80 USD</b>						
Delta Flight 1046 coach	<a href="#">Phoenix, AZ (PHX)</a> Oct 3, 2005 11:24 AM	<a href="#">Hartford-Springfield, CT (BDL)</a> Oct 3, 2005 8:44 PM	Total flight time 6:20 <a href="#">Boeing 757-200</a>		274.80 USD <b>Select</b>	
Delta Flight 809 coach	<a href="#">Hartford-Springfield, CT (BDL)</a> Oct 5, 2005 6:10 AM	<a href="#">Phoenix, AZ (PHX)</a> Oct 5, 2005 10:16 AM	Total flight time 7:06 <a href="#">Boeing 757-200</a>			
<b>Option 2: 274.80 USD</b>						
Delta Flight 1169 coach	<a href="#">Phoenix, AZ (PHX)</a> Oct 3, 2005 7:38 AM	<a href="#">Hartford-Springfield, CT (BDL)</a> Oct 3, 2005 4:51 PM	Total flight time 6:13 <a href="#">Boeing 737-800</a>		274.80 USD <b>Select</b>	
Delta Flight 809 coach	<a href="#">Hartford-Springfield, CT (BDL)</a> Oct 5, 2005 6:10 AM	<a href="#">Phoenix, AZ (PHX)</a> Oct 5, 2005 10:16 AM	Total flight time 7:06 <a href="#">Boeing 757-200</a>			

## Policy Compliance

If you choose flights that are out of policy, the following screen displays. You must choose a reason for non-compliance from the drop down list to continue, or start over.

Policy Compliance	
<b>Out of Policy Reasons</b>	
Some of your choices are outside the dlaughlincorp travel policy. Please review your options and submit the information below or cancel this trip.	
	<b>Warning</b> A copy of your itinerary, your reason for exceeding policy, and the purpose of your trip will be automatically emailed to an authorized individual.
This reservation will <b>not</b> be ticketed until we receive final authorization.	
Purpose of trip:	
Your trip does not comply with travel policy because:	
<ul style="list-style-type: none"> <li>• An available lower-priced itinerary was not selected.</li> <li>• An available connection flight was not selected - PHOENIX - HARTFORD-SPRINGFIELD.</li> <li>• An available connection flight was not selected - HARTFORD-SPRINGFIELD - PHOENIX.</li> </ul>	
Air	<input type="text" value="Choose a Reason"/>
<input type="button" value="Start Over"/> <input type="button" value="Continue"/>	

## Seat Selection

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

To request a seat, click on an available seat using the legend below, then click the Next Seat Selection button to go to the next seat map.

**Reserve Seats**

**Phoenix (PHX) to Hartford-Springfield (BDL)**

To select a seat, click on a seat in the airplane diagram and then click the "Next Seat Selection" button.

**AMERICA WEST AIRLINES**  
 Flight: 418  
 Aircraft: Airbus A320  
 Booking Class: coach

**Flight 1 of 2**  
Monday, Oct 3

[Scroll to front](#) [Scroll to rear](#)

Passenger	Seat	Seats Selected	Legend
Passenger 1	<input type="text" value="14C"/>	Flight 1: Flight 2:	<div style="display: flex; flex-direction: column; gap: 5px;"> <div><span style="background-color: yellow; border: 1px solid black; padding: 2px;">I</span> Your Seat</div> <div><span style="background-color: green; border: 1px solid black; padding: 2px;">A</span> Available Seat</div> <div><span style="background-color: #cccccc; border: 1px solid black; padding: 2px;">T</span> Seat Taken</div> <div><span style="background-color: #0000ff; color: white; border: 1px solid black; padding: 2px;">P</span> Premium Seat (for qualifying Frequent Travelers)</div> <div><span style="background-color: #808080; border: 1px solid black; padding: 2px;">E</span> Exit Row Seat (must be reserved at airport)</div> <div><span style="border: 1px solid black; padding: 2px;">☒</span> Seat Unavailable</div> </div>
<p><small>After you select all seats and click the "Next Seat Selection" button, your selections will be displayed under the "Seats Selected" column.</small></p>			
<input type="button" value="Skip Seat Selection"/>		<input type="button" value="Next Seat Selection &gt;&gt;"/>	

After the last seat selection, click the Reserve Seats button at the bottom of the screen. The Hotel search screen displays after the completion of seats.

E Exit Row Seat (must be reserved at airport)

☒ Seat Unavailable

Note: If the Skip Seat Selection button is selected, no seats are assigned.

## Hotel Search

---

When searching for a hotel, the check in and check out dates default to the dates of the flights you booked.


You can search for hotels by:

- Address
- Airport Location
- Downtown City Location
- Reference Point
- Postal code

You can also set a maximum mileage area to limit the search.

### Hotel Search

Hartford, CT Oct 3, 2005



Check In  (Monday)  
Check Out  (Wednesday)

Make reservations for

Display up to  hotels per page

#### Type of Search

Search for hotels by

[Modify Location](#)

Country   
City   
State/Province

Show me hotels within  of my search type.

**Note:** Corporate preferred hotels within 50 miles of your specified location will always be displayed.

## More Search Options

To narrow the list of search results, define your options. Only hotels that match your search options will be displayed.

### Hotel Preferences

Include selected chains

To select multiple hotel chains, hold down the "Ctrl" key on your keyboard and then use your mouse to click on the hotels.

Also include my Preferred Chains that I set in My Account.

Include a specific hotel

### Special Requests

When you book a hotel room, the hotel will be notified of your special requests, but your selections may not be available.

Special Requests  [Clear Selection](#)

[Clear Selection](#)

[Clear Selection](#)

[Skip This Hotel Search](#)

[Search Hotels](#)

Additional search options include:

- Hotel Chain
- Hotel Name

You can also add Special Requests such as:

- Non Smoking
- King Bed
- High Floor
- Away From Elevator

Then click the Search Hotels button.

Available hotels display. Click the Check Rates button to see the available rates for your hotel choice.

**Select Hotel**















**Hotel Choices** - [Map of Hotels](#)

Hartford, CT USA

16 hotel matches were found

Sort By  Company Preferred  Hotel Name  Approximate Rate  Distance


**Check In:** Oct 3, 2005  
**Check Out:** Oct 5, 2005

<b>1. Holiday Inn Express Hartford</b>				Approximate Rate Not Available
	 <a href="#">More Amenities</a>	<a href="#">Directions</a> <a href="#">Cancellation Policy</a>		Distance: 0.3 NE
 <a href="#">More Photos</a>	<p>440 ASYLUM STREET Hartford, CT 06105</p> <p>Property Type - Hotel <a href="#">More Hotel Info</a></p>			<a href="#">Check Rates</a>
<b>2. The Goodwin Hotel</b>				Approximate Rate Not Available
	 <a href="#">More Amenities</a>	<a href="#">Directions</a> <a href="#">Cancellation Policy</a>		Distance: 0.4 NW
 <a href="#">More Photos</a>	<p>1 HAYNES STREET Hartford, CT 06103</p> <p>- Full Service Year Built - 1989 Additional Property Description - The Former Residence Of Oil Tycoon J.P. Morgan And A National Historic Landmark, The Goodwin Hotel With Its Queen Anne Facade Stands In Regal Contrast To The Surrounding ... <a href="#">More Hotel Info</a></p>			<a href="#">Check Rates</a>
<b>3. Hilton Hartford</b>				Approximate Rate Not Available
	 <a href="#">More Amenities</a>	<a href="#">Directions</a> <a href="#">Cancellation Policy</a>		Distance: 0.6 NE
Photo Not Available	<p>315 TRUMBULL STREET Hartford, CT 06103</p> <p>The Hilton Hartford Is A Shining Star In The Skyline Of The Historic City Of Hartford- Connecticut- A 4-diamond Quality And Service Property That Completely Satisfies All Levels Of Guests. The Hotel Recently Had Its Grand Opening On March 1 ... <a href="#">More Hotel Info</a></p>			<a href="#">Check Rates</a>
<b>4. Residence Inn Hartford Downtown</b>				Approximate Rate Not Available
	 <a href="#">More Amenities</a>	<a href="#">Directions</a> <a href="#">Cancellation Policy</a>		Distance: 0.7 E
 <a href="#">More Photos</a>	<p>942 MAIN STREET Hartford, CT 06103</p> <p>- The Residence Inn Hartford/Downtown Is The Only Hotel Of Its Kind In Downtown Hartford. The Hotel Is One Component Of The Rehabilitation Project At The Historic Richardson Building. Our Exceptional Location Puts You Close To All There Is ... <a href="#">More Hotel Info</a></p>			<a href="#">Check Rates</a>
<b>5. Crowne Plaza Hartford-Downtown</b>				Approximate Rate Not Available
	 <a href="#">More Amenities</a>	<a href="#">Directions</a> <a href="#">Cancellation Policy</a>		Distance: 0.8 NE
 <a href="#">More Photos</a>	<p>50 MORGAN ST Hartford, CT 06120</p> <p>- Full Service - Hotel Additional Property Description - Outdoor Pool Open 8am-8pm Daily. Sundeck Will Be Open. The Crowne Plaza Hartford Is The Perfect Destination For The Savvy Business And Leisure Traveler. Our Convenient ... <a href="#">More Hotel Info</a></p>			<a href="#">Check Rates</a>

Select the room rate you choose. Hotels are automatically guaranteed to the credit card in the profile.

**Select Room**


**Crowne Plaza Hartford-Downtown**



[More Photos](#)

50 MORGAN ST  
HARTFORD, CT 06120

- Full Service - Hotel Additional Property Description - Outdoor Pool Open 8am-8pm Daily, Sundeck Will Be Open. The Crowne Plaza Hartford Is The Perfect Destination For The Savvy Business And Leisure Traveler. Our Convenient Location In The Insurance Capital Is Easily Accessed From Interstates I-91 And I-84. Our Airport Shuttle Makes Transportation To And From Bradley International Airport Both Convenient And Affordable. We Feature 350 Handsomely Appointed Guestrooms - Including Five Suites - And Over 7000 Square Feet Of Event Space. Each Guestroom Features A Telephone With Voicemail And Dataports - Our Crowne Club Level Rooms Have Two Line Phones With Dataport - Coffee Maker With Complimentary Coffee And Tea - A Movable Work Desk - Iron And Ironing Board - Hairdryer - And Cable TV With Pay Per View Movies. Our Bristol Bar Grill Serves Excellent Breakfast And Lunch Buffets - Plus A Dinner Menu With Our Most Popular Items And Additional Entrees. The Crowne Club Executive Floor With The Club Lounge Offering Complimentary Continental Breakfast - Evening Hors D Oeuvres And Beverages Is Ideal For Business Travelers. Within Close Proximity Is The Hartford - Aetna - Cigna - Travelers-citigroup - Hartford Steamboiler - Lincoln Financial - United Health Group - The Phoenix - Pratt Whitney, hartford Hospital - And Ct Children S Medical Center. Attractions Close By Include Meadows Music Theater - Mark Twain House - Hartford Civic Center - Bushnell Auditorium - Wadsworth Atheneum - Webster Theater - And Hartford Stage. Foxwoods Casino - Mohegan Sun Casino - Six Flags Amusement Park - The Basketball Hall Of Fame - New England Air Museum - And Dinosaur State Park Are Also Popular Destination Points In Connecticut. Area Colleges Include Trinity College - University Of Hartford - University Of Connecticut - And The Newly Opened Capital Community College. [More Hotel Info](#)

**Amenities:** 

**Check In:** Oct 3, 2005  
**Check Out:** Oct 5, 2005

**Please Note:** All rates are per night and based on single occupancy.

Description	Room Rules	Room Rate
1. Advance Purchase No Refunds , 2 Chairs Desk 25 Inch Tv Cd Player With , Alarm Wireless Hard Wired High Speed	<a href="#">Rules</a>	<b>135.96 USD</b> <a href="#">Select</a>
2. Advance Purchase No Refunds , 2 Chairs Desk Table 25 Inch Tv Cd , Player With Alarm High Speed Internet Access	<a href="#">Rules</a>	<b>135.96 USD</b> <a href="#">Select</a>
3. Advance Purchase No Refunds , 2 Chairs Desk Table 25 Inch Tv Cd , Player With Alarm High Speed Internet Access	<a href="#">Rules</a>	<b>135.96 USD</b> <a href="#">Select</a>
4. Aaa Membership Rate Id Req , 2 Chairs Desk 25 Inch Tv Cd Player With , Alarm Wireless Hard Wired High Speed	Cancel by 6pm day of checkin. Credit card guarantee required. <a href="#">Rules</a>	<b>143.96 USD</b> <a href="#">Select</a>

Once the type of room has been selected, the Car Search screen appears.

## Car Search

---


When searching for a car, the pickup location defaults to your flight destination airport; and the pick up and return dates and times default to the dates and times of the flights you booked.

The following are options when booking a car:

- Intermediate size cars are the default but can be modified to any car size
- Transmission type and number of doors
- Special Requests can be added

### Car Search

BDL Oct 3, 2005

 Search for rental cars

Pick Up Location  [Find airport location](#)

Pick Up Date/Time

Drop Off Location  [Find airport location](#)

Drop Off Date/Time

Car Size

---

**More Search Options**

Car Transmission










Number Of Doors

Special Requests  [Clear Selection](#)  
 [Clear Selection](#)  
 [Clear Selection](#)

Preferred Agencies  [Clear Selection](#)  
 [Clear Selection](#)  
 [Clear Selection](#)

Click the Search Cars button to display availability.

The company preferred car companies are marked with stars. Three stars indicate the most preferred vendor.

Select Car					
Hartford-Springfield, CT (BDL)					Pick Up Oct 3, 2005
					Drop Off Oct 5, 2005
Unless otherwise noted, rates are based on unlimited mileage and cars include automatic transmission and air conditioning.					
					
		Hyundai Accent or similar economy	Ford Focus or similar compact	Oldsmobile Alero or similar intermediate	
Select a car by clicking a price below.					
Sort By	<input type="radio"/> Vendor	<input type="radio"/> Company Preferred	<input type="radio"/> Price	<input type="radio"/> Price	<input type="radio"/> Price
			Total Price <a href="#">242.26 USD</a> 99.00 USD/day 99.00 USD/extra day 49.50 USD/extra hour	Total Price <a href="#">242.26 USD</a> 99.00 USD/day 99.00 USD/extra day 49.50 USD/extra hour	Total Price <a href="#">242.26 USD</a> 99.00 USD/day 99.00 USD/extra day 49.50 USD/extra hour
Terminal Pick Up					
			Total Price <a href="#">191.22 USD</a> 77.99 USD/day 77.99 USD/extra day 26.00 USD/extra hour	Total Price <a href="#">203.35 USD</a> 82.99 USD/day 82.99 USD/extra day 27.67 USD/extra hour	Total Price <a href="#">220.34 USD</a> 89.99 USD/day 89.99 USD/extra day 30.00 USD/extra hour
Off Terminal Pick Up					
			Total Price <a href="#">176.83 USD</a> 71.99 USD/day 76.99 USD/extra day 36.00 USD/extra hour	Total Price <a href="#">188.96 USD</a> 76.99 USD/day 81.99 USD/extra day 38.50 USD/extra hour	Total Price <a href="#">220.49 USD</a> 89.99 USD/day 45.00 USD/extra hour
Off Terminal Pick Up					
			Total Price <a href="#">179.09 USD</a> 72.99 USD/day 72.99 USD/extra day 24.34 USD/extra hour	Total Price <a href="#">191.22 USD</a> 77.99 USD/day 77.99 USD/extra day 26.00 USD/extra hour	Total Price <a href="#">208.20 USD</a> 84.99 USD/day 84.99 USD/extra day 28.34 USD/extra hour
Terminal Pick Up					

Select your preferred car option.

# Completing the Reservation

After selecting your car, the Review Trip screen displays. At this point, modifications can be made prior to purchasing the trip. You can also Start Over by clicking this button.

Note: Any important information is displayed at the top of this screen.

**Skyline**  
Home | My Account | My Trips | My Templates | Help | Logout

**Message** Flight segments must be ticketed by close of business on **July 08**.  
**Please Note:** NONREF/PENALTY FOR CHANGE/VALID HP ONLY. Fares not guaranteed until ticketed.  
**Your travel selections include non-refundable fares. If your ticket is not used on or by the travel date(s) specified on your tickets, the unused portion may have no value after that date and/or after the flight has departed.**

### Review Trip

**Phoenix (PHX) to Hartford-Springfield (BDL)** Monday, Oct 3

America West Airlines	Departs	Arrives	Notes	
Flight 418 coach Airbus A320 <a href="#">Fare Rules</a>	Phoenix (PHX) Oct 3 3:09 PM	Hartford-Springfield (BDL) Oct 3 10:46 PM	non-stop flight 4:37	<a href="#">Modify</a> <a href="#">Remove</a>

Crowne Plaza	Check In	Check Out	Notes	
Crowne Plaza Hartford-Downtown <a href="#">Directions</a> 50 MORGAN ST HARTFORD, CT 06120	Oct 3	Oct 5	1 room <b>Cancel Rules</b> CXL AFTER 1800 03OCT FORFEIT FIRST NITE STAY <b>Guarantee Rules</b> GUARANTEE REQUIRED GUARANTEE METHOD: ACCEPTED CREDIT CARDS PRE APRVD ARC-IATA NBR <b>Deposit Rules</b> 12JUL02 - 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. <a href="#">Rules</a>	<a href="#">Modify</a> <a href="#">Remove</a>

National terminal	Pick Up Location	Drop Off Location	Notes	
	Hartford-Springfield (BDL) Oct 3 11:00 PM	Hartford-Springfield (BDL) Oct 5 7:00 AM	intermediate 2 or 4 door Pontiac Grand Am Air Conditioning Automatic Transmission	<a href="#">Modify</a> <a href="#">Remove</a>

#### Reservation Steps

- Select Flights
- Select Hotel Rooms
- Select Rental Cars
- Review Itinerary**
  - Checkout Complete

---

#### Cost Breakdown

- Base Airfare: 355.34 USD
- Taxes: 47.06 USD
- Subtotal: 402.40 USD
- Passengers: 1
- Total Airfare: 402.40 USD**

---

#### Crowne Plaza Hartford-Downtown

- Room rate: 159.95 USD
- Rooms: 1
- Nights: 2
- Location Total: 319.90 USD
- Hotel Cost Estimate: 319.90 USD**  
(may not include taxes/fees)

---

#### National Car Rental

- Days: 2
- Location Total: 242.26 USD
- Total Car Cost: 242.26 USD**  
(includes taxes/fees)

**Hartford-Springfield (BDL) to Phoenix (PHX)** Wednesday, Oct 5

America West Airlines	Departs	Arrives	Notes	
Flight 419 coach Airbus A320 <a href="#">Fare Rules</a>	Hartford-Springfield (BDL) Oct 5 7:00 AM	Phoenix (PHX) Oct 5 9:30 AM	non-stop flight 5:30	<a href="#">Modify</a> <a href="#">Remove</a>

**Need to add something?**

Add  in or near  [Add Item](#)

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

**Next Steps**

Place this trip on hold? [Hold Trip](#)

Would you like to save this trip as a template?

Trip Name   As a Global Template [Save as Template](#)

© 2003-2005 GetThere L.P. - All rights reserved  
Send us your [feedback](#)

If you are satisfied with the itinerary, click the Continue button.

You can also use this trip to create a trip template. Simply enter the trip name and click the Save as Template button.

The below displays indicating your template has been saved.

### My Templates

Your trip has been saved as a trip template.

To use this trip template, click the "My Templates" link in the navigation bar.

[Return](#)

## Passenger Information

---

Once the Continue button is selected, a passenger information page appears to reconfirm the passenger's name, meal, special requests, frequent flyer data, and emergency contact information. Click the Continue button.

### Passenger Information

**Passenger 1:**

Fields marked with a "\*" are mandatory.

Title  \*

First Name  \*

Last Name  \*

Meal

Special Requests

**Frequent Traveler Programs**

Airline

Frequent Flyer Number

Hotel Chain

Frequent Guest Number

# Purchasing Information

Verify passenger information, delivery address, email address, and payment information. Fields indicated with a star are mandatory.

### Purchasing Information

#### Passenger Information

<b>Vernon Bear</b> standard meal	<b>Frequent Traveler Program</b> No information entered	<b>Seat Assignment</b> 14C 16C
-------------------------------------	--	--------------------------------------

#### Delivery Address

Fields marked with a "\*" are mandatory.

Title  \*

Recipient  \*

Delivery Address  \*

Address 2

City  \*

State/Province  \*

Zip Code  \*

Delivery Country  \*

Phone Number  \*

E-mail Address  \*

Ticket Type

Check if signature is not required for express deliveries.

Delivery Instructions

#### Payment Information

Fields marked with a "\*" are mandatory

##### Airfare and Hotel Guarantee Card

Card Type  \*

Card Number  \*

Expiration Date   \*

Name on Card  \*

##### Rental Car Information


The car rental agency you selected does not require a credit card guarantee. Your confirmation number will serve as proof of your reservation.

#### Additional Notes and Special Requests

General Requests or Special Needs

After clicking Purchase Trip, an itinerary confirmation displays.

# Reservation Complete



Skyline

[Home](#) | [My Account](#) | [My Trips](#) | [My Templates](#) | [Help](#) | [Logout](#)


**Please Note:** NONREF/PENALTY FOR CHANGE/VALID HP ONLY. Fares not guaranteed until ticketed. Your travel selections include non-refundable fares. If your ticket is not used on or by the travel date(s) specified on your tickets, the unused portion may have no value after that date and/or after the flight has departed.

Reservation Complete


**Phoenix (PHX) to Hartford-Springfield (BDL)** Monday, Oct 3

 Flight 418 coach Airbus A320 <a href="#">Fare Rules</a>	<b>Departs</b> Phoenix (PHX) Oct 3 3:09 PM	<b>Arrives</b> Hartford-Springfield (BDL) Oct 3 10:46 PM	<b>Notes</b> non-stop flight 4:37
---	---	---	---

---

 Crown Plaza Hartford-Downtown <a href="#">Directions</a> 50 MORGAN ST HARTFORD, CT 06120	<b>Check In</b> Oct 3	<b>Check Out</b> Oct 5	<b>Notes</b> 1 room CXL AFTER 1800 03OCT FORFEIT FIRST NITE STAY <b>Guarantee Rules</b> GUARANTEE REQUIRED GUARANTEE METHOD: ACCEPTED CREDIT CARDS PRE APRVD ARC-IATA NBR <b>Deposit Rules</b> -12JUL02 - 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 <a href="#">Rules</a>
---	--------------------------	---------------------------	---

---

 terminal	<b>Pick Up Location</b> Hartford-Springfield (BDL) Oct 3 11:00 PM	<b>Drop Off Location</b> Hartford-Springfield (BDL) Oct 5 7:00 AM	<b>Notes</b> 1 room Intermediate 2 or 4 door Pontiac Grand Am Air Conditioning Automatic Transmission
---	---	---	---

Reservation Steps

- Select Flights
- Select Hotel Rooms
- Select Rental Cars
- Review Itinerary
- Checkout
- Checkout Complete

---

Cost Breakdown

Base Airfare: 355.34 USD  
 Taxes: 47.06 USD  
 Subtotal: 402.40 USD  
 Passengers: 1  
**Total Airfare: 402.40 USD**

---

**Crown Plaza Hartford-Downtown**  
 - HARTFORD, CT  
 Room rate: 159.95 USD  
 Rooms: 1  
 Nights: 2  
 Location Total: 319.90 USD  
**Hotel Cost Estimate: 319.90 USD**  
 (may not include taxes/fees)

---

**National Car Rental**  
 Days: 2  
 Location Total: 242.26 USD  
**Total Car Cost: 242.26 USD**  
 (includes taxes/fees)

Trip Downloads

Printable Version

[Print this Itinerary](#)


---

**Outlook/Palm Calendar Dates**  
 Keep track of this trip by adding it to your Outlook or Palm calendar.  
[America West Airline flight 418 on Oct 3](#)  
[Hotel stay in Hartford-Springfield at the Crown Plaza Hartford-Downtown from Oct 3 to Oct 5](#)  
[Car rental at BDL with National Car Rental from Oct 3 to Oct 5](#)  
[America West Airline flight 419 on Oct 5](#)

---

**Palm OS Module**  
 Install our Palm OS module and get real-time access to your trip. You can check flight status or even change your reservation.  
[Download Palm OS Module](#)

**Hartford-Springfield (BDL) to Phoenix (PHX)** Wednesday, Oct 5

 Flight 419 coach Airbus A320 <a href="#">Fare Rules</a>	<b>Departs</b> Hartford-Springfield (BDL) Oct 5 7:00 AM	<b>Arrives</b> Phoenix (PHX) Oct 5 9:30 AM	<b>Notes</b> non-stop flight 5:30
---	--	---	---

---

**Record Locator(PNR):** FJQFFX  
**Airline Confirmation:** America West: USLXIM  
  
**Hotel Confirmation:** Crown Plaza Hotels and Resorts: 67643980  
**Car Confirmation:** National Car Rental: 721223788COUNT (National Car)  
**Deliver To:** Vernon Bear  
 345 N. Central Avenue  
 Phoenix , AZ 85007  
 USA  
**Special Instructions:** Test booking.

Passenger Information

<b>Passenger 1:</b> Vernon Bear standard meal	<b>Frequent Traveler Program</b>	<b>Seat Assignment</b>
		14C 16C

---

Travel Agency Information

**Contact Information:** Phone: Toll Free: Fax:

---

Next Steps


Would you like to save this trip as a template?

Trip Name   As a Global Template? Save as Template

---

If you are finished with your travel arrangements, please sign off now. Logout

© 2003-2005 GetThere L.P. - All rights reserved  
 Send us your [feedback](#).



In addition to the displayed confirmation, an itinerary confirmation is emailed to you. An example continues over the next two pages.

\*\*\*\*\*  
\*\*\*\*\*

TRAVEL BOOKING CONFIRMATION

\*\*\*\*\*  
\*\*\*\*\*

\*\*\*\*\*  
\*\*\*\*\*

CRS Locator # FJQFFX  
Airline Record Locator #1 HP-U5LXIM  
Car Rental Confirmation #1 ZL-721223788COUNT (National Car Rental)  
Hotel Confirmation #1 CP-67643980 (Crowne Plaza Hotels And Resorts)

\*\*\*\*\*  
\*\*\*\*\*

Name(s) of people traveling:  
Vernon Bear  
Meal: standard

Fare Details: PHX HP BDL177.67BA14N2W HP PHX177.67BA14N2W  
355.34 END ZPPHX BDL XFPHX4.5BDL4.5 NONREF/PEN FOR CHG/VALID  
HP ONLY

Penalty: NONREF/PENALTY FOR CHANGE/VALID HP ONLY

\*\*\*\*\*  
\*\*\*\*\*

ITINERARY

Flight/Equip.: America West Airline 418 Airbus A320  
Depart: Phoenix (PHX)/Monday October 3 3:09 pm  
Arrive: Hartford-Springfield (BDL)/Monday October 3 10:46 pm  
Stops: non-stop Miles:2213 <BR>Seats Requested: 14C  
Class: Coach

Car: National Car Rental (airport)  
Pick-up: Oct 03 Hartford-Springfield  
Drop-Off: Oct 05 Hartford-Springfield  
Car size: Intermediate Conf: 721223788COUNT  
Rate: USD 99.00/day Extra Day: 99.00 Extra Hour: 49.50  
Total Car Cost: USD 242.26

Hotel: Crowne Plaza Hartford-Downtown Location:Hartford, CT  
Check-in:Oct 03 Check-out:Oct 05 Conf: 67643980  
Tel.: 860-549-2400  
Rooms: Rate:USD 159.95/ night

Flight/Equip.: America West Airline 419 Airbus A320  
Depart: Hartford-Springfield (BDL)/Wednesday October 5 7:00 am  
Arrive: Phoenix (PHX)/Wednesday October 5 9:30 am  
Stops: non-stop Miles:2213 <BR>Seats Requested: 16C

Class: Coach

Total Airfare (including taxes and/or applicable fees)  
USD 402.40

Flight segments must be ticketed by close of business on  
July 8.

Penalty / Deposit: NONREF/PENALTY FOR CHANGE/VALID HP ONLY

\*\*\*\*\*  
\*\*\*\*\*

AGENCY INFORMATION

\*\*\*\*\*  
\*\*\*\*\*

BILLING INFORMATION

Name: Mr Vernon Bear

Address: 345 N. Central Avenue  
Phoenix, AZ 85007

Country: USA

Day Phone: 602-555-3738

Email: david.laughlin@getthere.com

Shipment: E-ticket

\*\*\*\*\*  
\*\*\*\*\*

PAYMENT INFORMATION

American Express Number: ON FILE

Expires: ON FILE

\*\*\*\*\*  
\*\*\*\*\*

SPECIAL REQUESTS

General Requests or Special Needs: Test booking.

\*\*\*\*\*  
\*\*\*\*\*

HAVE A GREAT TRIP!

# Profiles

---

From the home page, you can select the My Account tab to update your profile. Click on the link containing the information you would like to update.

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

My Account	
<b>Account Settings</b>	
<a href="#">Personal Information</a> Edit your name, address, phone number, and miscellaneous personal information.	<a href="#">Charge Card Settings</a> Add, modify, or remove charge card information.
<a href="#">Web Connect Accounts</a> Add, modify, or remove airline website accounts	<a href="#">E-mail Settings</a> Edit the e-mail address for yourself and others who receive copies of your itinerary.
	<a href="#">Display Preferences</a> Edit your preferences for time format, default currency, and preferred language.
<b>Travel Preferences</b>	
<a href="#">Flight Preferences</a> Edit your preferences for airlines, seat selection, meal types, and special requests.	<a href="#">Frequent Traveler Programs</a> Add, modify, or remove frequent flyer, rail loyalty, hotel loyalty, and car loyalty programs.
<a href="#">Hotel Preferences</a> Edit your preferences for hotel chains and special requests.	<a href="#">Passport and Travel Visas</a> Add, modify, or remove passports and travel visas.
<a href="#">Rental Car Preferences</a> Edit your preferences for rental car agencies, car type, car size, transmission, and special requests.	
<a href="#">Rail Preferences</a> Edit your preferences for rail travel.	
<b>Travel Arranger Settings</b>	
<a href="#">People I Arrange Travel For</a> Add or remove users for whom you arrange travel.	
<a href="#">People Allowed to Arrange my Travel</a> Add or remove users allowed to arrange your travel.	
<a href="#">Exit My Account</a>	

Following is the Personal Information link page

## My Account Personal Information

### Name, Address and Phone Number

Fields marked with a "\*" are mandatory

First Name	<input type="text"/>	*
Middle Initial	<input type="text"/>	
Last Name	<input type="text"/>	*
E-mail Address	<input type="text"/>	*
Job Title	<input type="text"/>	
Company	<input type="text"/>	
Country	<input type="text" value="(Select Country)"/>	*
Address 1	<input type="text"/>	*
Address 2	<input type="text"/>	
City	<input type="text"/>	*
State/Province	<input type="text"/>	*
Postal Code	<input type="text"/>	*
Work Phone	<input type="text"/>	*
Home Phone	<input type="text"/>	
Fax Phone	<input type="text"/>	
Expiration Date Reminders	<input type="text" value="ON"/>	

## Templates

---

Once you have saved a template, it can be used by clicking on My Templates from the home page.

My Templates					
Template Name	Locations	Duration	Trip Type	Template Type	Select
Chicago - AA	Sky Harbor International (PHX) Chicago (ORD)	3 Day	Flight Hotel Room Rental Car	Personal Template	<a href="#">Select</a>
<a href="#">Exit My Templates</a>				<a href="#">Acquire Trip Template</a>	

Simply Select the template you wish to use. You also have the option to acquire the template of another user by clicking on the Acquire Trip Template button.

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

## My Trips

---

From the home page you can also view Upcoming Trips, Past Trips, and Cancelled Trips by clicking on the My Trips tab.

My Trips					xxx xxxxs Trips
Show <input type="text" value="all trips"/> for myself in the list below.					
Upcoming Trips					
Traveler	Travel	Trip Type	Notes	Select	
Vernon Bear	to <a href="#">Chicago</a> on June 7, 2005 at 8:26 AM	Flight Rental Car Hotel Room	Record #IRIAIO Active	<a href="#">View</a>	
VERNON BEAR	to <a href="#">Dallas/Ft Worth</a> on May 10, 2005 at 6:46 AM	Flight Rental Car Hotel Room	Record #HKUAFF Active	<a href="#">View</a>	
Past Trips					
Traveler	Travel	Trip Type	Notes	Select	
VERNON BEAR	to <a href="#">Daytona Beach</a> on February 21, 2005 at 8:20 AM	Flight Rental Car Hotel Room	Record #Q87PNG Archived	<a href="#">View</a>	
Cancelled Trips					
<b>You have no cancelled trips.</b>					
Please note that not all trips can be cancelled online. If the flight portion of a trip has been ticketed, or if the minimum cancellation period for a hotel stay or car rental has elapsed, you may be responsible for a cancellation penalty.					

Click the View button to display the trip you are interested in. Following is an example of a previously booked trip display.

[Home](#) | [My Account](#) | [My Trips](#) | [My Templates](#) | [Help](#) | [Logout](#)

My Trips				Record Locator Number: IRIAIO			
<b>Phoenix (PHX) to Chicago (ORD)</b>				Tuesday, Jun 7			
 American Airlines Flight 1836 Coach MD Super 80	<b>Departs</b> <a href="#">Phoenix (PHX)</a> Jun 7 8:26 AM	<b>Arrives</b> <a href="#">Chicago (ORD)</a> Jun 7 1:46 PM	<b>Notes</b> non-stop flight 3:20	<a href="#">Modify</a>  <a href="#">Remove</a>			
 Marriott Marriott Chicago O Hare	<b>Check In</b> Jun 7	<b>Check Out</b> Jun 9	<b>Notes</b> Hotel Confirmation: 85949387 <a href="#">Rules</a>	<a href="#">Modify</a>  <a href="#">Remove</a>			
 National	<b>Pick Up Location</b> <a href="#">Chicago (ORD)</a> Jun 7 2:00 PM	<b>Drop Off Location</b> <a href="#">Chicago (ORD)</a> Jun 9 3:00 PM	<b>Notes</b> Car Confirmation: 327682756COUNT Intermediate 2 or 4 door Air Conditioning Automatic Transmission	<a href="#">Modify</a>  <a href="#">Remove</a>			
<b>Chicago (ORD) to Phoenix (PHX)</b>				Thursday, Jun 9			
 American Airlines Flight 1249 Coach MD Super 80	<b>Departs</b> <a href="#">Chicago (ORD)</a> Jun 9 3:09 PM	<b>Arrives</b> <a href="#">Phoenix (PHX)</a> Jun 9 4:46 PM	<b>Notes</b> non-stop flight 3:37	<a href="#">Modify</a>  <a href="#">Remove</a>			
<b>Details</b> Record Locator (PNR): IRIAIO Airline Confirmation 1: AA-IRIAIO Hotel Confirmation 1: MC-85949387 Car Confirmation 1: ZL-327682756COUNT Deliver To: 123 Main St Phoenix, AZ85009 USA							
<b>Passenger Information</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;"> <b>VERNON BEAR</b>            standard meal         </td> <td style="width: 33%; padding: 2px;"> <b>Frequent Traveler Program</b>            No information entered         </td> <td style="width: 33%; padding: 2px;"> <b>Seat Assignment</b>            17D            24D         </td> </tr> </table>					<b>VERNON BEAR</b> standard meal	<b>Frequent Traveler Program</b> No information entered	<b>Seat Assignment</b> 17D 24D
<b>VERNON BEAR</b> standard meal	<b>Frequent Traveler Program</b> No information entered	<b>Seat Assignment</b> 17D 24D					
<b>Need to add something?</b> <div style="display: flex; align-items: center; gap: 10px;"> <span></span> <span>Add <input type="text" value="a hotel room"/> in or near <input type="text" value="Chicago (ORD) - Jun 7"/></span> <span style="margin-left: auto;"><a href="#">Add Item</a></span> </div> <div style="text-align: right; margin-top: 5px;"> <a href="#">Go To My Trips</a>   <a href="#">Cancel Trip</a> </div>							
<b>Next Steps</b> Would you like to save this trip as a template? Trip Name <input style="width: 150px;" type="text"/> <input type="checkbox"/> As a Global Template? <span style="float: right;"><a href="#">Save as Template</a></span>							

**My Trips Options**

- Trip Management**
- [My Trips](#)
- [My Itinerary](#)

- Reservation Tools**
- [My Templates](#)
- [Flight Alerts](#)

[Exit My Trips](#)

**Cost Breakdown**

- Base Airfare: 193.49 USD
- Taxes: 34.91 USD
- Subtotal: 228.40 USD
- Passengers: 1
- Total Airfare: 228.40 USD**

- Marriott Chicago O Hare**  
- Chicago, IL
- Room rate: 189.00 USD
- Rooms: 1
- Nights: 2
- Location Total: 378.00 USD
- Hotel Cost Estimate: 378.00 USD**  
(may not include taxes/fees)

- National Car Rental** - ,
- Daily Car Rate: 59.54 USD
- Days: 2
- Location Total: 119.08 USD
- Car Cost Estimate: 119.08 USD**  
(may not include taxes/fees)

**Trip Downloads**

- Printable Version**
- [Print this Itinerary](#)

**Site Options**

- Administrative Options**
- [Site Administration](#)  
Modify site settings and create new users
- [User Profile Administration](#)  
Modify a specific user's account settings

- Agency Options**
- [View Traveler's Records](#)  
Review or Modify a traveler's PNR.
- [Make a Reservation for Guest](#)  
Make a travel reservation for a company guest.
- [Make a Reservation for a User](#)  
Make a travel reservation for a registered traveler.

© 2009-2005 GetThere L.P. - All rights reserved  
 Send us your [feedback](#).

## Cancel a Trip

---

To cancel a trip, click on the Cancel Trip button once you have displayed it from My Trips.

When you choose to cancel a trip, the below screen displays to reconfirm that you wish to cancel this trip.

**Cancellation Details** Record Locator Number: IRIAIO

---

**Review Terms of Cancellation** Fields marked with a "\*" are mandatory

**Please note:**  
If the hotel has a cancellation policy, you may be **charged additional penalty fees** for cancelling your hotel reservations.  
All segments within this itinerary will be cancelled.

\*  **I have read the information above and agree to cancelling this trip.**

[Back](#) [Cancel Trip Now](#)

If you still wish to cancel this trip, click the check box that you agree to cancel this trip and click the Cancel Trip Now button.

When you reconfirm that you wish to cancel the trip, the below Cancellation Confirmation screen displays.

**Skyline**  
Home | My Account | My Trips | My Templates | Help | Logout

**Task Successful** This trip has been successfully cancelled.  
All segments within this itinerary have been cancelled.

Please print this page for your records.

---

Cancellation Confirmation		Record Locator Number: IRIAIO	
Phoenix (PHX) to Chicago (ORD)		Tuesday, Jun 7	
American Airlines Flight 1836 Coach MD Super 80	<b>Departs</b> Phoenix (PHX) Jun 7 8:26 AM	<b>Arrives</b> Chicago (ORD) Jun 7 1:46 PM	<b>Notes</b> non-stop flight 3:20
Marriott Marriott Chicago O Hare	<b>Check In</b> Jun 7	<b>Check Out</b> Jun 9	<b>Notes</b> Hotel Confirmation: 85949387 1 room
National	<b>Pick Up Location</b> Chicago (ORD) Jun 7 2:00 PM	<b>Drop Off Location</b> Chicago (ORD) Jun 9 3:00 PM	<b>Notes</b> Car Confirmation: 327682756COUNT intermediate 2 or 4 door Air Conditioning Automatic Transmission
Chicago (ORD) to Phoenix (PHX)		Thursday, Jun 9	
American Airlines Flight 1249 Coach MD Super 80	<b>Departs</b> Chicago (ORD) Jun 9 3:09 PM	<b>Arrives</b> Phoenix (PHX) Jun 9 4:46 PM	<b>Notes</b> non-stop flight 3:37
<b>Original Trip Details</b>			
<b>Record Locator (PNR):</b> IRIAIO		<b>Ticket Number:</b> N/A	
<b>Airline Confirmation 1:</b> AA-IRIAIO			
<b>Hotel Confirmation 1:</b> MC-85949387			
<b>Car Confirmation 1:</b> ZL-327682756COUNT			
<b>Deliver To:</b> 123 Main St Phoenix, AZ85009 USA			
<b>Passenger Information</b>			
<b>VERNON BEAR</b> standard meal	<b>Frequent Traveler Program</b> No information entered	<b>Seat Assignment</b> 17D 24D	
<a href="#">Go To My Trips</a>			

**Cost Breakdown**

We are unable to display your previous fares online. Please contact your travel agent for fare information.

**Site Options**

**Administrative Options**

**Site Administration**  
Modify site settings and create new users

**User Profile Administration**  
Modify a specific user's account settings

**Agency Options**

**View Traveler's Records**  
Review or Modify a traveler's PNR.

**Make a Reservation for Guest**  
Make a travel reservation for a company guest.

**Make a Reservation for a User**  
Make a travel reservation for a registered traveler.

© 2003-2005 GetThere L.P. - All rights reserved  
Send us your [feedback](#)

In addition to the displayed cancellation, an itinerary cancellation notice is emailed to you. An example is below.

THIS RESERVATION HAS BEEN CANCELLED:  
Record Identifier: 1112728907.03820 dlaughlincorp  
Record Creation Time: 2005-04-05 12:41:52.0  
This PNR was queued to SABRE  
SABRE Record Locator #IRIAIO  
Airline Record Locator #1 AA-IRIAIO  
Car Rental Confirmation #1 ZL-327682756COUNT  
Hotel Confirmation #1 MC-85949387

Agency:  
, ,  
Phone:

Deliver To:  
VERNON BEAR  
Address: 123 Main St  
Phoenix, AZ, 85009

Day Phone: 602-555-3567

Name(s) of people traveling:

VERNON BEAR

\*\*\*\*\* ITINERARY  
\*\*\*\*\*

AIR

Flight/Equip.:American Airlines 1836 MD Super 80  
Depart:Phoenix(PHX)/Tuesday, Jun 7 8:26 AM  
Arrive:Chicago(ORD)/Tuesday, Jun 7 1:46 PM

CAR

National Car Rental  
Pick-up: Tuesday, Jun 7 2:00 PM Chicago  
Drop-Off: Thursday, Jun 9 3:00 PM

HOTEL

Marriott Chicago O Hare  
Check-in: Tuesday, Jun 7 2005 Check-out: Thursday, Jun 9 2005  
Confirmation: 85949387

AIR

Flight/Equip.:American Airlines 1249 MD Super 80  
Depart:Chicago(ORD)/Thursday, Jun 9 3:09 PM  
Arrive:Phoenix(PHX)/Thursday, Jun 9 4:46 PM

\*\*\*\*\*  
\*\*\*\*\*

Name on charge card: Vernon Bear  
Type: American Express  
Card Number: ON FILE  
Expires: ON FILE

# Amtrak

---





Check the Train trip type, and the other trip components you wish to book. Then enter train availability options.

- Enter departure and destination stations
- Enter dates and times
- Choose a class of service

## Begin Search

### Select Trip Requirements




I need a (check all that apply):

<input type="checkbox"/>		Flight	<input type="checkbox"/>		Hotel	<input type="checkbox"/>		Car
or								
<input checked="" type="checkbox"/>		Train						

### Other Search Options

[Book UK Domestic Train](#) [set up your trainline options](#)

### Select Trip Type

 round trip      one way trip      multiple destination trip

### Enter Trip Details

I am traveling from  to

My departing train

My return train

I prefer to travel in

**Begin Search**




Train availability will display. Click the Select button to choose the train(s) you would like.

Departing Trains				
New York (NYP) to Washington (WAS)				Train 1 of 2 Tuesday, Jun 7
Train	Departs ▲▼	Arrives ▲▼	Notes	Estimated Price ▲▼
<b>Departs 6:00 AM</b>				
<b>Metroliner</b> <a href="#">Train 2103</a>	<a href="#">New York , NY (NYP)</a> June 7, 2005 6:00 AM	<a href="#">Washington , DC (WAS)</a> June 7, 2005 8:59 AM	Business Journey time 2:59 Metroliner	<b>Select</b>
<b>Departs 7:00 AM</b>				
<b>Metroliner</b> <a href="#">Train 2107</a>	<a href="#">New York , NY (NYP)</a> June 7, 2005 7:00 AM	<a href="#">Washington , DC (WAS)</a> June 7, 2005 9:59 AM	Business Journey time 2:59 Metroliner	<b>Select</b>
<b>Departs 8:00 AM</b>				
<b>Metroliner</b> <a href="#">Train 2109</a>	<a href="#">New York , NY (NYP)</a> June 7, 2005 8:00 AM	<a href="#">Washington , DC (WAS)</a> June 7, 2005 10:59 AM	Business Journey time 2:59 Metroliner	<b>Select</b>
<b>Departs 9:00 AM</b>				
<b>Metroliner</b> <a href="#">Train 2111</a>	<a href="#">New York , NY (NYP)</a> June 7, 2005 9:00 AM	<a href="#">Washington , DC (WAS)</a> June 7, 2005 11:59 AM	Business Journey time 2:59 Metroliner	<b>Select</b>

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

Returning Trains				
Washington (WAS) to New York (NYP)				Train 2 of 2 Thursday, Jun 9
Train	Departs ▲▼	Arrives ▲▼	Notes	Estimated Price ▲▼
<b>Departs 2:00 PM</b>				
<b>Metroliner</b> <a href="#">Train 2168</a>	<a href="#">Washington , DC (WAS)</a> June 9, 2005 2:00 PM	<a href="#">New York , NY (NYP)</a> June 9, 2005 4:50 PM	Business Journey time 2:50 Metroliner	<b>Select</b>
<b>Departs 3:00 PM</b>				
<b>Metroliner</b> <a href="#">Train 2118</a>	<a href="#">Washington , DC (WAS)</a> June 9, 2005 3:00 PM	<a href="#">New York , NY (NYP)</a> June 9, 2005 6:00 PM	Business Journey time 3:00 Metroliner	<b>Select</b>
<b>Departs 4:00 PM</b>				
<b>Metroliner</b> <a href="#">Train 2120</a>	<a href="#">Washington , DC (WAS)</a> June 9, 2005 4:00 PM	<a href="#">New York , NY (NYP)</a> June 9, 2005 6:59 PM	Business Journey time 2:59 Metroliner	<b>Select</b>
<b>Departs 5:00 PM</b>				
<b>Metroliner</b> <a href="#">Train 2122</a>	<a href="#">Washington , DC (WAS)</a> June 9, 2005 5:00 PM	<a href="#">New York , NY (NYP)</a> June 9, 2005 7:59 PM	Business Journey time 2:59 Metroliner	<b>Select</b>

After selecting your return, the Review Trip screen displays. If you had checked that you wish to book car and/or hotel on the Begin Search page, you would have proceeded through those steps prior to this screen. You may also add a car or hotel at this point by clicking the Add Item button, or modify what you have booked prior to purchasing the trip. You can also Start Over by clicking this button.

Review Trip				
New York Penn. Station (NYP) to Washington Union Station (WAS)				Tuesday, Jun 7
 <b>Metroliner</b> <a href="#">Train 2107</a>	<b>Departs</b> <a href="#">New York Penn. Station (NYP)</a> Jun 7 7:00 AM	<b>Arrives</b> <a href="#">Washington Union Station (WAS)</a> Jun 7 9:59 AM	<b>Notes</b> Business Journey time 2:59 Metroliner	<a href="#">Modify</a> <a href="#">Remove</a>
Washington Union Station (WAS) to New York Penn. Station (NYP)				Thursday, Jun 9
 <b>Metroliner</b> <a href="#">Train 2118</a>	<b>Departs</b> <a href="#">Washington Union Station (WAS)</a> Jun 9 3:00 PM	<b>Arrives</b> <a href="#">New York Penn. Station (NYP)</a> Jun 9 6:00 PM	<b>Notes</b> Business Journey time 3:00 Metroliner	<a href="#">Modify</a> <a href="#">Remove</a>
Need to add something?				
 Add <input type="text" value="a hotel room"/> in or near <input type="text" value="Washington (WAS) - Jun 7"/>				<a href="#">Add Item</a>
				<a href="#">Start Over</a> <a href="#">Continue</a>
<b>Next Steps</b>				
Would you like to save this trip as a template?				
Trip Name <input type="text"/>				<input type="checkbox"/> As a Global Template? <a href="#">Save as Template</a>

You may save this trip as a template.

If you are satisfied with the itinerary, click the Continue button. The Passenger Information window displays to reconfirm the passenger's name and frequent rail number. Click the Continue button.

Passenger Information	
<b>Passenger 1:</b>	
Fields marked with a "*" are mandatory.	
First Name	<input type="text" value="Vernon"/> *
Last Name	<input type="text" value="Bear"/> *
Rail Vendor	<input type="text" value="Amtrak"/>
Frequent Rail Number 1	<input type="text"/>
<a href="#">Start Over</a> <a href="#">Continue</a>	

The Purchasing Information page displays. Verify passenger information, delivery address, email address, and payment information. Fields indicated with a star are mandatory.

Click the Purchase Trip button.

**Purchasing Information**

**Passenger Information**

<b>Vernon Bear</b>	<b>Frequent Traveler Program</b> No information entered	<b>Seat Assignment</b>
--------------------	--	------------------------

**Delivery Address** Fields marked with a "\*" are mandatory.

Recipient	Vernon Bear *
Delivery Address	1276 Fifth Avenue *
Address 2	
City	New York *
State/Province	NY *
Zip Code	10012 *
Delivery Country	USA *
Phone Number	212-555-7467 *
E-mail Address	vbear@getthere.com
Ticketing	Pick Up Ticket
Delivery Instructions	

**Payment Information** Fields marked with a "\*" are mandatory

**Airfare and Hotel Guarantee Card**

Card Type		*
Card Number		*
Expiration Date	January - (01)   Select One	*
Name on Card		*

**Rental Car Information**

The car rental agency you selected does not require a credit card guarantee. Your confirmation number will serve as proof of your reservation.

**Additional Notes and Special Requests**

Start Over
Purchase Trip

**Reservation Steps**

- Select Trains
- Review Itinerary
- Checkout**
- Checkout Complete

**Current Itinerary**

**NYP to BBY**

Train 2190 NYP to BBY  
 Dep. Jun 7 at 6:20 AM  
 Arr. Jun 7 at 9:45 AM

**BBY to NYP**

Train 2171 BBY to NYP  
 Dep. Jun 9 at 3:25 PM  
 Arr. Jun 9 at 6:42 PM

Base Railfare:	218.00 USD
Passengers:	1
<b>Total Fare:</b>	<b>218.00 USD</b>

**Site Options**

**Administrative Options**

- [Site \(transient\) Administration](#)  
Modify site settings and create new users
- [User Profile Administration](#)  
Modify a specific user's account settings

After clicking Purchase Trip, an itinerary confirmation displays.

**Reservation Complete**

**New York Penn. Station (NYP) to Washington Union Station (WAS)** Tuesday, Jun 7

	<b>Metroliner</b> <a href="#">Train 2107</a>	<b>Departs</b> <a href="#">New York Penn. Station (NYP)</a> Jun 7 7:00 AM	<b>Arrives</b> <a href="#">Washington Union Station (WAS)</a> Jun 7 9:59 AM	<b>Notes</b> Business Journey time 2:59 Metroliner
--	---	--	--	---

**Washington Union Station (WAS) to New York Penn. Station (NYP)** Thursday, Jun 9

	<b>Metroliner</b> <a href="#">Train 2118</a>	<b>Departs</b> <a href="#">Washington Union Station (WAS)</a> Jun 9 3:00 PM	<b>Arrives</b> <a href="#">New York Penn. Station (NYP)</a> Jun 9 6:00 PM	<b>Notes</b> Business Journey time 3:00 Metroliner
--	---	--	--	---

**Rail Record Locator:** EFCLRU  
**Rail Confirmation:** 106DCE  
**Deliver To:** Vernon Bear  
 345 Park Avenue  
 New York, NY 10045  
 USA

**Traveler Information**

Traveler 1: Vernon Bear	Frequent Traveler Program	Seat Assignment
-------------------------	---------------------------	-----------------

In addition to the displayed confirmation, an itinerary confirmation is emailed to you.