TMG Travel Management Group
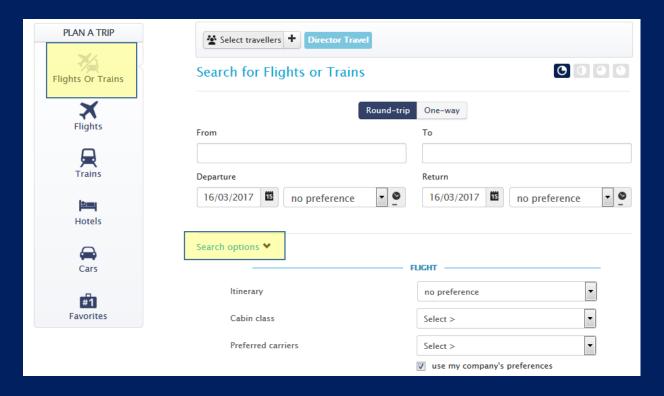Part of **GrayDawesGroup**

LOGGING IN

Your username and password will be sent to you by Traveldoo via email. When you have received these details please visit **www.gdg.travel** where you will find the login box in the top left hand corner.

BOOKING FOR OTHERS

If you are a booker you will be able to select from a list of travellers by clicking the Select **Travellers Tab**. This is shown just below.

PLAN A TRIP

Flights Or Trains

Flights

Trains

Hotels

Cars

#1 Favorites

👥 Select travellers ➕ | Director Travel

Search for Flights or Trains

Round-trip | One-way

From

To

Departure
16/03/2017 📅 | no preference ▾

Return
16/03/2017 📅 | no preference ▾

Search options ❤

—————— FLIGHT ——————

Itinerary — no preference ▾

Cabin class — Select > ▾

Preferred carriers — Select > ▾

☑ use my company's preferences

ICONS

The Icons reflect the aspect of travel available for you to book.

SEARCH

To return more defined and accurate results, Please see the **search options** tab highlighted in the screenshot.
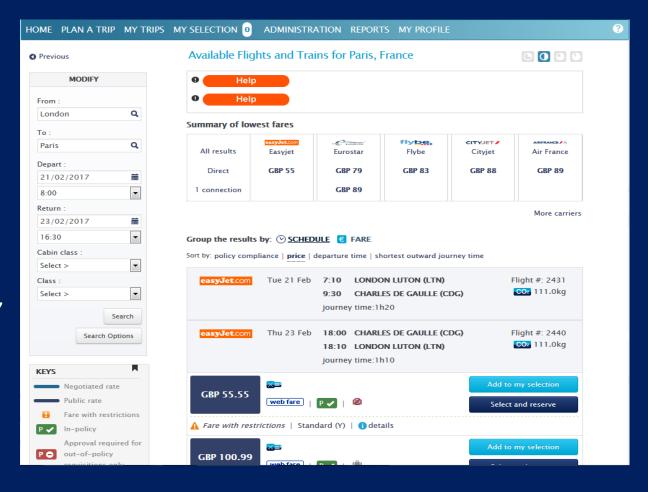
HINT!

The Flights/Trains Icon is great for searching Eurostar!

SEARCH RESULTS

GDbookonline displays flight availability information according to your company's travel policy. You can choose a display according departure time or price.

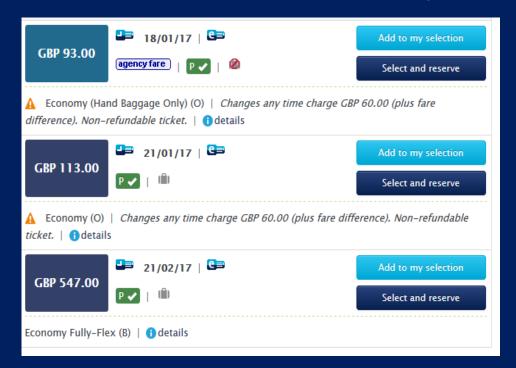For further information on your flight, terminal, aircraft type etc. Click on "details"

P✔   Indicates travel policy compliant.

P⊖   Indicates non-compliant. If a flight is shown as a flight, it means that the traveller is not permitted to travel in this class.

HANDY TO KNOW!

The search results will show you options of 2 hours either side of the time you input into the system. This is to provide you with all options that may be of use to you.

FARES & FARE INFORMATION

You can view the fare rules for the trip you have selected including taxes.
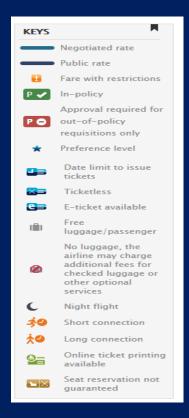

There are warning triangles in front of flights with any restricted fares, and a summary of the restrictions will be shown. For full details on fare restrictions, click on "details" and the pop up giving brief details of the fare notes will appear.
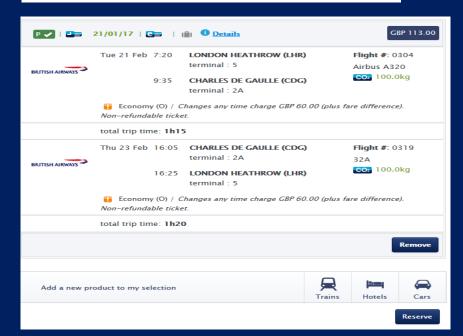
SELECTING YOUR FLIGHTS

To select the required flights, click on the word **'Select and reserve'** and this will take you to the final page to complete. The **'add to my selection'** creates a shopping basket for you to add hotel and car hire.

There is a Key reference table on the page explaining what all the icons mean.

KEYS

▬▬▬	Negotiated rate
▬▬▬	Public rate
⚠	Fare with restrictions
P✔	In-policy
P⊖	Approval required for out-of-policy requisitions only
★	Preference level
	Date limit to issue tickets
	Ticketless
	E-ticket available
🧳	Free luggage/passenger
🚫	No luggage, the airline may charge additional fees for checked luggage or other optional services
☾	Night flight
	Short connection
	Long connection
	Online ticket printing available
	Seat reservation not guaranteed

If you select 'add to my selection' it will allow you to add a new product

COMPLETING YOUR BOOKING

If your company set up requires reference fields you will be asked to input this data before completing.

When you are ready to complete, click on 'Complete this reservation' to confirm the reservation.

A confirmation reference will appear at the top of the page followed by a summary of your reservation. You will also see a confirmation reference.

This is the e-ticket reference that you will need.

After continuing, this will open the final summary page and transfer all the information from the traveller profile into your booking.