

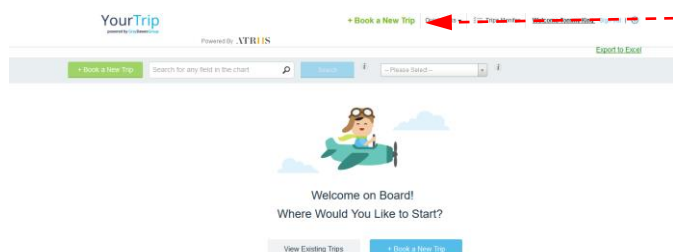
Booking a Flight with

YourTrip
powered by GrayDawesGroup

Support: GDB@GDG.travel | 01206 716 131

Booking a Flight in YourTrip by GrayDawesGroup

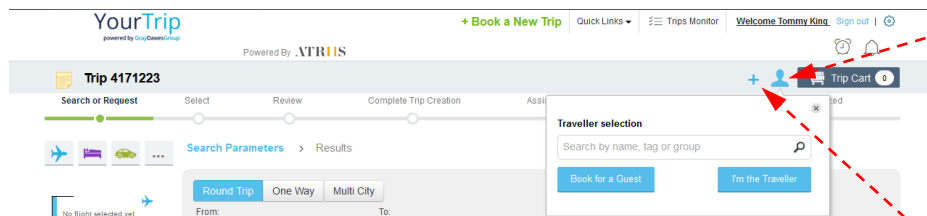
Step 1 – Starting a new search




After logging in select
+ Book a New Trip
Or

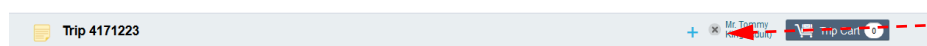


Step 2* – Add a traveller



Click on the  icon and search for a traveller's name, or choose if you are booking for a Guest Traveller or yourself

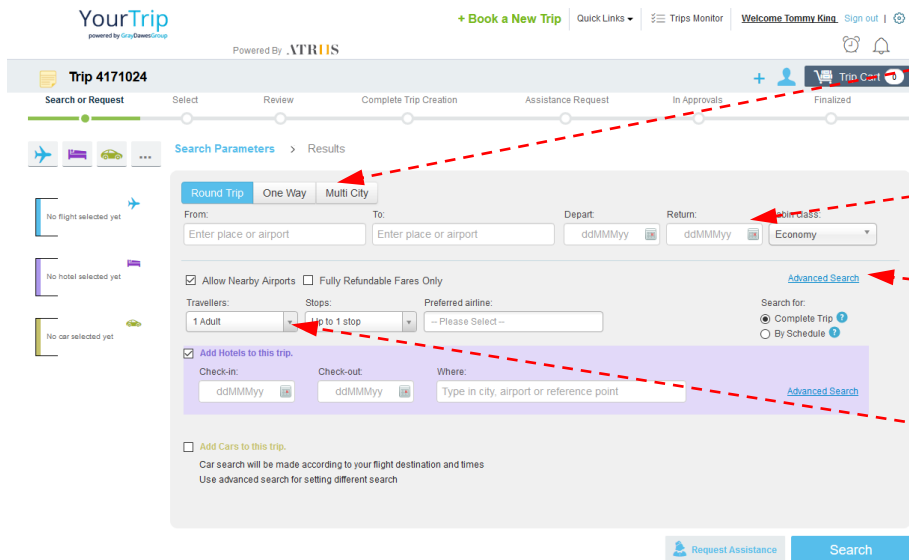
The **+** Symbol will allow you to add additional (up to 5) travellers to this trip



Once the traveller is added to a trip their name will appear, you can remove them by clicking the **X** icon

* Although you don't need to add your traveller(s) at this point (you can add them later from the basket or at checkout), it'll make it easier for you to see travel policy, negotiated rates, and apply the traveller(s) preferences to the results.

Step 3 – enter search details



Choose Round trip, One Way, or Multi-City

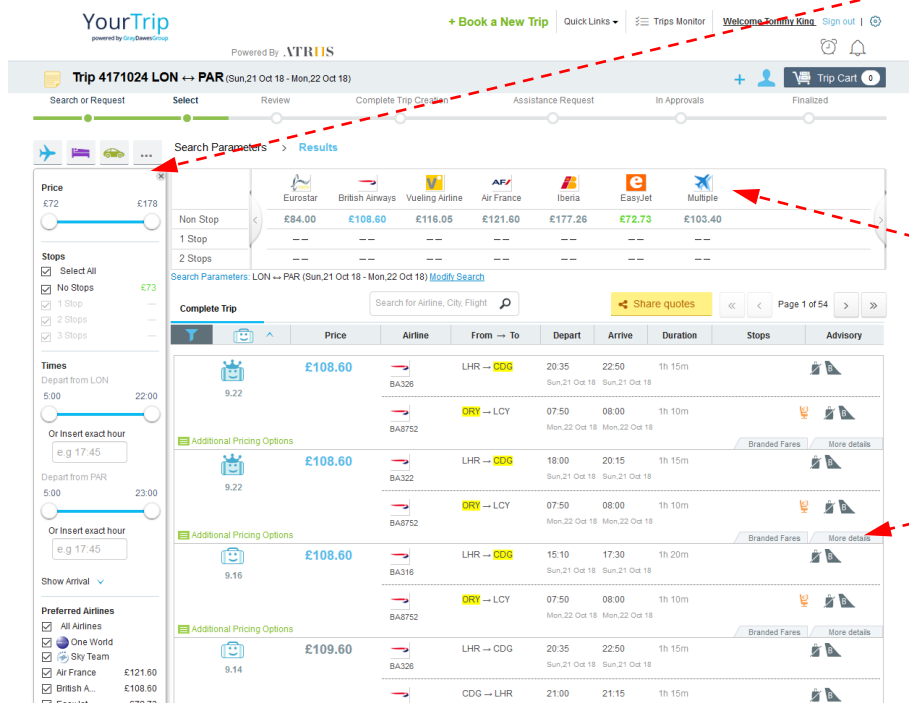
Enter your search criteria

Click "Advanced Search" for more routing / class options

If your organisation allows it you can book for up to 5 travellers at once

Once you have entered your details press [Search](#)

Step 3 – Filtering your results



On the Left hand side of the screen you have a number of filter options including carrier, travel time, stops, duration, and many more

Alternatively, you can filter by clicking on an airline's logo

Each search result / set of flights will return the cheapest available fare. To see what is included on a fare click [More Details](#)

Branded Fares

If the base fare isn't suitable, don't worry. There are two ways we can look at upgrading them.

	Hand baggage	Checked baggage	Rebooking	Refunds	Advance seat reservation	Ms meals onboard	Internet access	Lounge access	Dedicated check-in	Priority boarding	Fast track
BASIC	✓	\$			\$	\$					
PLUS	✓	✓			✓	\$					
PLUS FLEX	✓	✓	✓	✓	✓	\$				✓	
CLUB PLUS	✓	✓			✓	\$		✓	✓		✓
CLUB FLEX	✓	✓	✓	✓	✓	✓		✓	✓		✓

You can click on the **Branded Fares** tab to show a side-by-side comparison of different upgrades available to your flight

Price £50.00
Tax £58.60
£108.60

LHR - CDG
London, United Kingdom - Heathrow APT (LHR) → Paris, France - Charles de Gaulle (CDG)
Sun,21 Oct 18 20:35 Terminal 5 → Sun,21 Oct 18 22:50 Terminal 2A
1h 15m BA326
319 Class Economy (O) Baggage: 0 PC CO2 - 59c00kg Available seats:5 Flight brand: BASIC
[Select Seat](#)

ORY - LCY
Paris, France - Orly (ORY) → London, United Kingdom - London City APT (LCY)
Mon,22 Oct 18 07:50 Terminal W → Mon,22 Oct 18 08:00 Terminal Unknown
1h 10m BA8752
E70 Class Economy (O) Baggage: 0 PC CO2 - 59c00kg Available seats:1 Flight brand: BASIC
[Select Seat](#)

Press the **Additional Pricing Options** button to see different "branded fares"

MyTMC	Price	Tax	Total	Route	Class	Baggage	Fare Name
6.20	£108.60	£50.00	£58.60	LHR → CDG ORY → LCY	Economy (O)	0PC BASIC	BASIC
6.00	£136.60	£78.00	£58.60	LHR → CDG ORY → LCY	Economy (O)	1PC PLUS	PLUS
4.99	£273.60	£193.00	£80.60	LHR → CDG ORY → LCY	Business (I)	2PC CLUB PLUS	CLUB PLUS
2.89	£561.60	£481.00	£80.60	LHR → CDG ORY → LCY	Business (D)	2PC CLUB FLEX	CLUB FLEX
2.20	£655.60	£597.00	£58.60	LHR → CDG ORY → LCY	Economy (Y)	1PC PLUS FLEX	PLUS FLEX

After clicking **Additional Pricing Options** You will see a list of all upgrades available to your flight.

You can click on the **Fare Name** to see additional information about what is included

Check all Fares tab

London, United Kingdom - Heathrow APT → Paris, France - Charles de Gaulle (CDG)
British Airways (LHR) Sun, 21 Oct 18 20:35

Paris, France - Orly (ORY) → London, United Kingdom - London City APT (LCY)
British Airways Operated by: CJ Mon, 22 Oct 18 07:50

Additional Pricing Options

Share quotes Get Price Get Lowest Refundable Price Get Lowest Price Get Exchangeable Price

£108.60	LHR → CDG	20:35	22:50
	BA326	Sun, 21 Oct 18	Sun, 21 Oct 18
	ORY → LCY	07:50	08:00
	BA8752	Mon, 22 Oct 18	Mon, 22 Oct 18

If you're an advanced traveller or booker you might want to look at

Check All Fares

Check all fares will allow you to compare different booking classes, or just look for the cheapest, lowest refundable, or cheapest exchangeable tickets.

Once you have found the fare you need add it to the basket by clicking on the




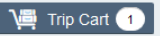
Icon next to the rate

Step 4 - Trip Cart

Powered By .ATRUIS


Mr. Tommy King (Adult)


Form of Payment Frequent flyer Meals Seating

After clicking  next to a product it is added to your Trip Cart 

You can add multiple products to your card and check-out all at once.

Below each product will be a number of symbols:

 = Optional extras like meals, seating preferences, or frequent flier cards

 = Required information like traveller names, forms of payment, or delivery addresses

