



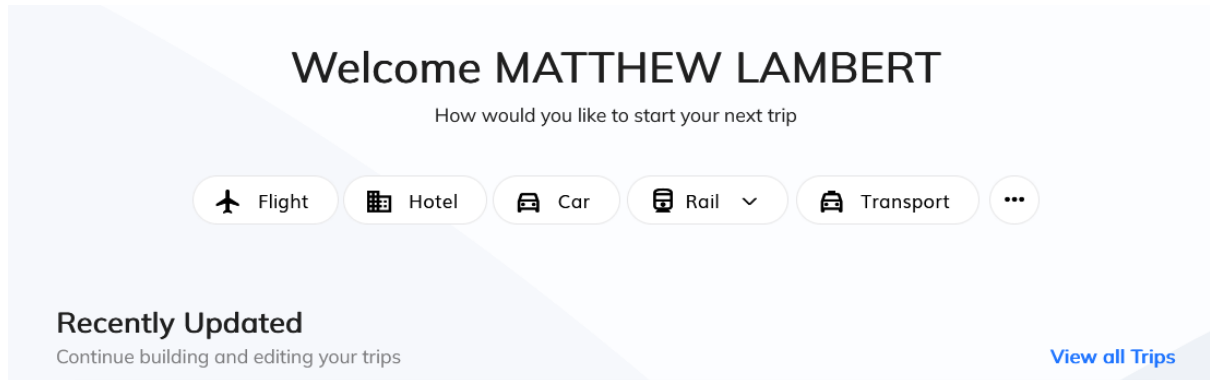
GRAY DAWES
TRAVEL



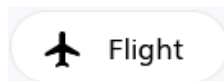
Booking a Flight with
YourTrip



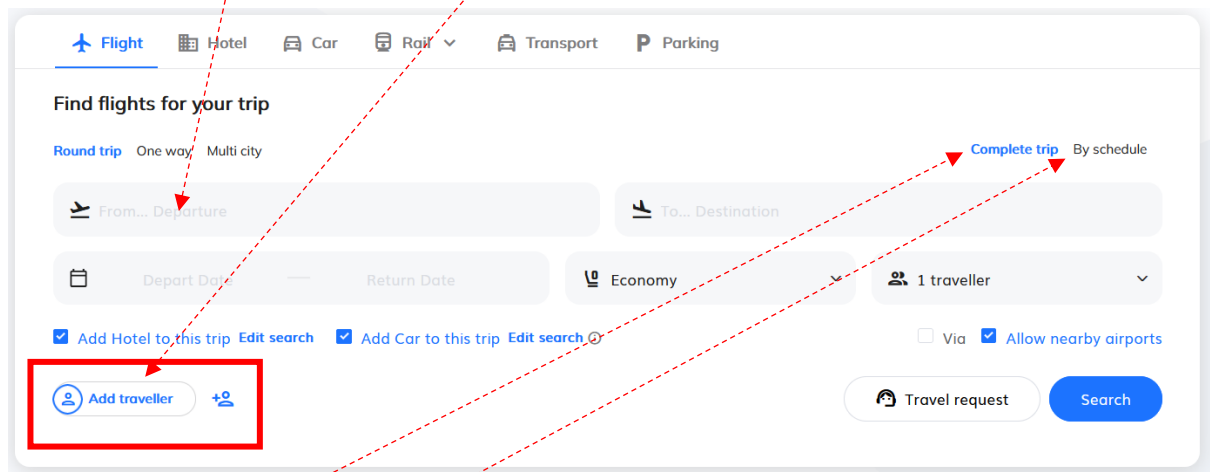
Booking a flight in YourTrip Step 1 – Starting a new search



After logging in, Select:



Step 2 – Add search details and traveller:



Complete trip

Returns results based on both outbound and return legs combined.

By schedule

Allows the user to build an itinerary leg by leg before pricing.



Step Three – filter your results:

On the left hand side of the results we have multiple options for filtering.

Alternatively, you can select an airline from the matrix.

Each set of results will return the cheapest available fare for those times/dates specified. Click **Pricing Options** for more fares (bag fares, business class etc).

Pricing Options and Branded Fares

Within **Pricing Options** we open up an extensive range of flight options available:

Economy and Business Class fares.

Full flight information including any connections.

Different airline brands.

Fare Rules.



Step Four – Add to Trip:

Once you have selected your preferred flights, you simply **Add to Trip**.

The screenshot shows two flight options from Lufthansa. The first option is Lufthansa LH 1915, departing LHR at 17:30 on Wednesday, 15 Nov 23, with a 1-stop flight via FRA (0h55m) arriving AMS at 22:15. The second option is Lufthansa LH 1993, departing AMS at 14:55 on Thursday, 16 Nov 23, with a 1-stop flight via FRA (1h00m) arriving LHR at 17:45. Both flights are priced from £365.78. The interface also shows '386.08 Kg CO2' and '+48% EMISSIONS'. A red dashed arrow points from the text 'Add to Trip' to the 'Add to trip' button.

Step Five – Trip Overview

The screenshot shows the 'Trip overview' page. It includes a navigation bar with 'Flight', 'Hotel', 'Car', 'Rail', and 'Transport'. The main content area shows the flight details for 'Wednesday, November 15' and 'Thursday, 16 Nov'. The flight details are identical to the previous screenshot. Below the flight details, there is an 'Extras' section with options for 'Optional Services', 'Frequent Flyer', 'Meal', and 'Seating'. A 'Cart' summary is shown at the top right, listing 'Flight To Amsterdam' for £365.78 and a total of £365.78. A red dashed arrow points from the text 'Copy Trip' to the 'Copy' icon in the top right corner of the flight details.

The Trip Overview contains important information about what you are booking plus some additional features:

Copy Trip

Share Trip

Add additional items (hotel, hire care etc.)

Add optional services (speedy boarding etc.)

Add Frequent Flyer

Meal and Seating requests

When you are happy with your flight selection and any available extras please proceed to Checkout.





Step Six – Trip Cart

Booking details

1 Review & Select 2 Booking details 3 Confirmation

Contact Details
For updating changes and in case of emergency don't share the below information with airlines ^

Traveller Phone Number + - -

Traveller Email

Travellers Reference Questions ^

MATTHEW LAMBERT ^

*TRAVEL REASON

*BOOKER NAME

Cart

Flight To Amsterdam £365.78
Original currency £365.78
Wed, 15 Nov - Thu, 16 Nov

Total **£365.78**

[Send For Approvals](#)

Here we complete the final details before checking out. If you have company specific information that needs capturing – you will see it here.

If you have a system of travel approvals this is where that approval flow will be triggered.

If not, you will simply see:

[Book and Finalize](#)

