



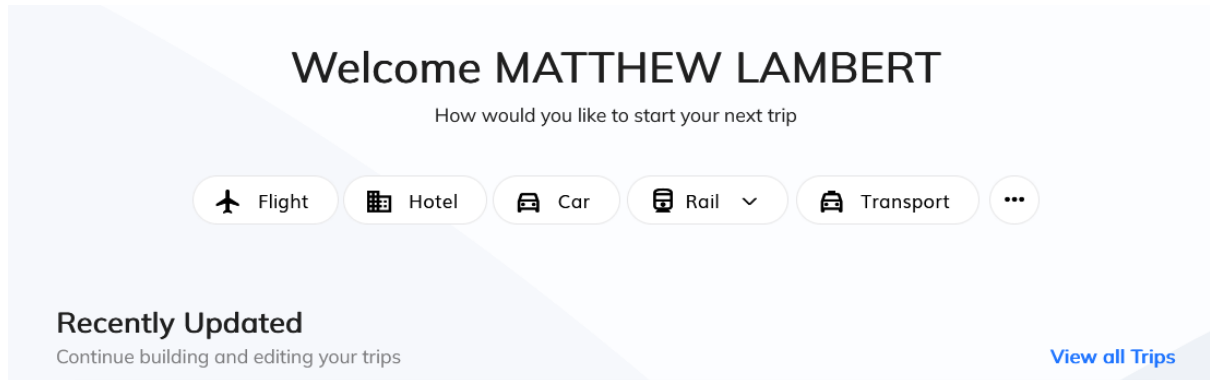
GRAY DAWES
TRAVEL



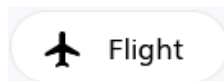
Booking a Flight with
YourTrip



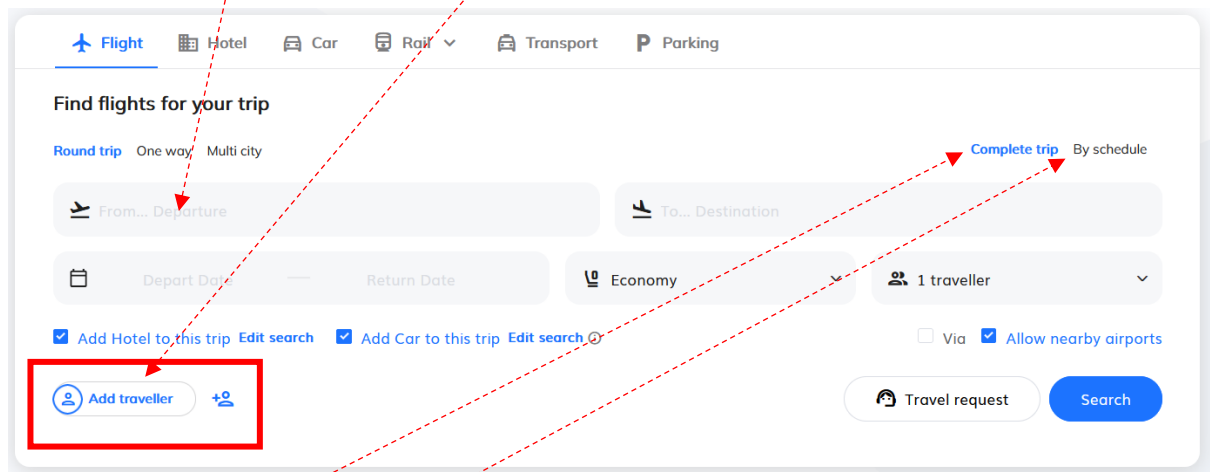
Booking a flight in YourTrip Step 1 – Starting a new search



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:

Search > Flights
Showing 684 of 684 Results

Price: \$ 276 - \$ 1056

Stops: No stops \$394.76, 2 stops \$277.41, 1 stop \$576.17

Preferred airlines: Alaska \$305.58, American Airlines \$696.08, Delta \$277.41, Jetblue \$304.48, United \$393.58

Non Stop	1 Stop	2 Stops
\$304	\$306	\$332
\$394	\$696	\$883
\$277		

Best: \$304.48 (11h 33m)
Cheapest: \$277.41 (22h 33m)
Quickest: \$393.58 (11h 5m)

Safety Information: Safety information and travel restrictions are available for this trip. View details

9:09 Best Flight: Jetblue B61373, 06:00 Wed, 13 Mar 24 EWR to 09:20 Wed, 13 Mar 24 LAX (Direct, 6h 20m). Jetblue B61124, 16:35 Thu, 14 Mar 24 LAX to 00:48+1 Fri, 15 Mar 24 JFK (Direct, 5h 13m).

From \$304.48. Add to trip, Pricing Options

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

Economy: From \$304.48 For round trip
Business: From \$1628.88 For round trip

Economy pricing:

Blue Basic	Blue	Blue Extra
From \$304.48 For round trip	From \$364.98 For round trip	From \$430.99 For round trip

Details for Blue Basic: Cabin Economy (L), OPC Luggage

Details for Blue: Cabin Economy (P), OPC Luggage

Details for Blue Extra: Cabin Economy (P), OPC Luggage

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 displays a flight selection interface. On the left, two Jetblue flights are listed: B61373 (Wed, 13 Mar 24, EWR to LAX, 06:00 to 09:20, 6h 20m, Direct) and B61124 (Thu, 14 Mar 24, LAX to JFK, 16:35 to 00:48+1, 5h 13m, Direct). The total CO2 emissions are 1762 Kg. On the right, the price is shown as 'From \$304.48' with an 'Add to trip' button and a 'Pricing Options' button. A red dashed arrow points from the 'Add to Trip' text above to the 'Add to trip' button.

Step Five – Trip Overview

Trip overview

The screenshot shows the Trip Overview page. At the top, there are navigation tabs for Flight, Hotel, Car, Rail, and Transport. Below this, the flight details for 'Flight to Los Angeles' are shown, including the same two Jetblue flights as in the previous screenshot. The price is \$304.48. Below the flight details, there are sections for 'Extras' (Passenger Info, Frequent Flyer, Meal, Seating) and a 'Cart' summary. The cart summary shows 'Flight To Los Angeles' for \$304.48 and a 'Proceed to Checkout' button. Red dashed arrows point from the text on the right to various elements in the screenshot.

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 / update passenger info (Known Traveller ID etc).

Add Frequent Flyer

Meal and Seating requests

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





Don't forget to add any additional services you need for your trip!

- + Add a place to stay in **Los Angeles, CA, USA, (LAX)**
Wed, 13 Mar - Thu, 14 Mar [Edit](#) Search hotels
- + Add ground transport from **Los Angeles, CA (LAX)** Search
- + Add car hire in **Los Angeles, CA, USA, (LAX)** Search
- + Add Amtrak train Search trains

Step Six – Trip Cart

Booking details

Review & Select — **Booking details** — Confirmation

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

Traveller Phone Number + - -

Traveller Email

General Reference Questions ^

Employee ID

Cost Centre

Department

Cart

Flight To Los Angeles **\$304.47**
Original currency \$304.47
Wed, 13 Mar-Fri, 15 Mar

Total **\$304.47**

Finalize

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.

