

ONLINE BOOKING

Corporate Traveler login

Go to <u>https://evapcotravel.com</u>

- Hover over Book Travel, then click Self Service Online Booking, this gives you access to our online profile system and online booking tool
- Click on Book on-Line or Manage Profile, they both take you to this same login page. If you do not have a login, please contact your travel advisor.

W <u>orldTravelService</u>	
Login Use your username, password, and corporate ID to log in below.	Welcome, Guest. Log In to Your Account Create a New Account
Username*	
Password* Corporate ID*	
Log In Forgot Password2 Create a New Account	

Corporate Traveler login

Once logged in you can make account modifications, log into your profile, or log into GetThere. If another traveler designated, you as their travel arranger you can select their name from the Manage Accounts drop down menu to modify their profile. To log into GetThere click the GetThere Corporate Booking Tool link at the bottom.



Welcome, colin smith
Status
Last successful login: Monday, 14 August, 2023 Last profile update: Monday, 07 August, 2023
My Account
Modify Travel Profile
Change Username
Change Password
Change Secret Question and Answer
Manage Accounts
~
Boo MARK Smith
GetThere Corporate Booking Tool

- After logging into the Corporate Traveler Portal and selecting the GetThere Corporate Booking Tool link you will be directed to GetThere.
- If another traveler within your organization has designated, you as their Travel Arranger in their profile you will see the Travel Arranger Portal at the top of the screen. This is where you can view your list of travelers and select who you would like to book travel for. You can look at a list view or calendar view of all their trips. If you have not been designated as a travel arranger, you will not see this screen.

el arranger My travelers	Frequent travelers Tr	ips - List view Trips - Calendar view		
 vernon bear Bear, Vernon 	Traveler (2 of 10) SMITH, MARK	E-mail marks@avalonbay.com	Phone Number	
 johnson, marsha SMITH, MARK smith, marsha 	<u>smith, marsha</u>	marshas@worldtravelservice.com	×	

- From the home page you can do the following:
 - Search for Flights, Hotels, or Cars. Advanced search options allows you to request a certain class of service or fare type. Departure city and Airline preferences listed in your profile will be prepopulated here for you with the option to clear them from your search.
 - GetThere can be displayed in 16 different languages. This can be changed by clicking the language drop down on the top right.
 - Click on Manage Trips to view upcoming or past trips. You can also modify unticketed trips.
 - Click on Unused tickets to view any unused tickets you may have so you know what airline to book if possible.
 - Click on Trip Templates which allows you to pull up a saved trip template and book the same itinerary by simply changing the dates.
 - The More Tools tab at the bottom contains useful travel links such as currency info, driving directions, weather, maps etc. It also contains a GetThere tutorial.

EVAPCO WorldTravelSee	rvice*				English	e Help Z [*] colin smith	U Log ou Site: evapco
Home 🚔 Manage trips 🛷 Unused	tickets 🗅 Trip template	s					
O Travel arranger							~
¥ Book travel ✓ Flight Hotel Car Round-trip One-way Multi-C	lestination			* = required	Welcome	ne to WorldTrav Online!	velService
Search by time Search by From	price (What's this?) * T	o					
* Depart			* Time				
mm/dd/yy	Leaves at	~	Morning (5:00 am)	~			
* Return			* Time				
mm/dd/yy	Leaves at	~	Morning (5:00 am)	~			
Advanced search (coach (lowes	t avail.))			Search			

The availability page lists flights within your search parameters.

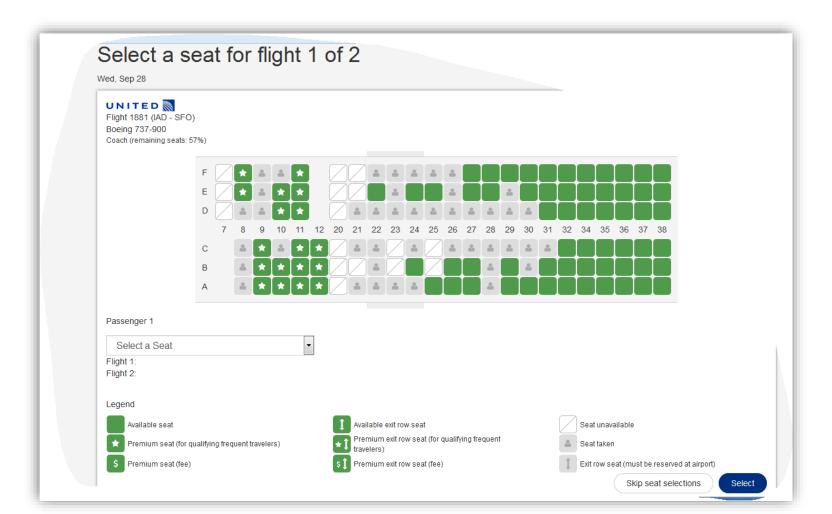
- This display can be modified by utilizing the sort box, flight time sliders, and check boxes on the left.
- Seat maps can be displayed by clicking on the Preview seat map link.
- More flight details can be displayed by clicking on the expansion arrow as shown below.

Sort by				Coach
Select one	~	DL 2216		Lowest Available
Filters	33 of 33 flights	1:00 PM → 2:52 PM (1h 52m)		
	Reset filters			
Flight time Departure	0	Southwest WN 2766, WN 4050		Coach Lowest Availabl
Tue, Jun 15 12:00 PM	Tue, Jun 15 9:00 PM	1:05 PM → 6:00 PM (4h 55m)		
Arrival	0	(IAD)(MDW)(ATL)		
Tue, Jun 15 2:00 PM	Wed, Jun 16 10:00 AM	Southwest		×
Stops ✓ Non-stop (5) ✓ 1 stop (28) 2+ stops		Tue, Jun 15 Washington, VA (IAD), 1:05 PM ⇔ Chicago, IL (MDW), 2:00 PM 577 miles Flight time 1:55 	WN 2766 Coach Lowest Available Boeing 737-700	
Airports		Chicago, IL (MDW)		
Layover ✔ ORD (3)		Southwest		
MDW (4)		Tue, Jun 15 Chicago, IL (MDW), 3:05 PM → Atlanta, GA (ATL), 6:00 PM 591 miles Flight time 1:55	WN 4050 Coach Lowest Available Boeing 737-700	
DTW (5) CLT (8) CLT (2)				Select

Below your selected itinerary will be a series of lower fare options which can be modified just like the search results screen on the left.

Your selected it	inerary		
	incruiy		
Depart DELTA DL 1446			326.80 USD Negotiated rate
Tue, Jun 15, 11:08 AM	→ 12:48 PM (1h 40	m)	
		(AD) (AT)	
Return A DELTA DL 1448			
Thu, Jun 17, 8:17 AM -	+ 10:00 AM (1h 43m)	
	ATL)	
			~
ow fare option	s		
		orts, may also fit your schedule and budget.	
ort by		Depart	167.96 USD
Price (estimate)	~	Sophilest WN 2185	107.00 000
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	Reset filters	(III)	
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eparture e, Jun 15	Tue, Jun 15 7:00 PM	Return Southweste VN 1044	
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e, Jun 15 i0 AM rival e, Jun 15	Tue, Jun 15 7:00 PM	Southwest♥ WN 1044 Thu, Jun 17, 10:45 AM → 12:30 PM (1h 45m)	
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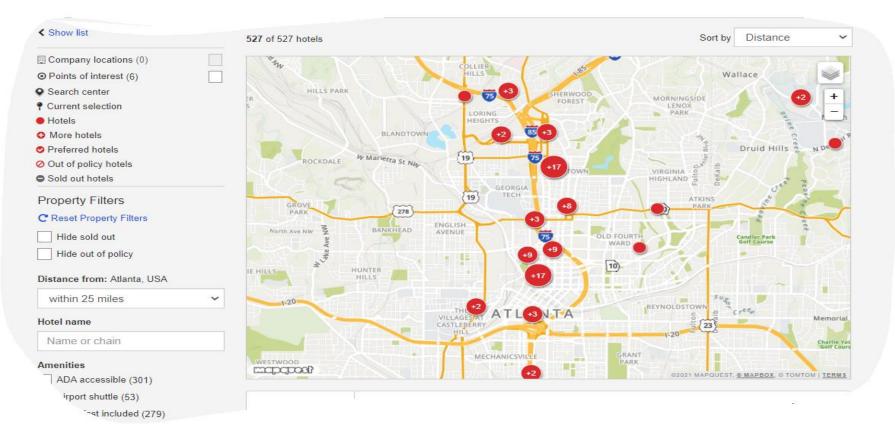
You will be prompted to view and select seats from the live seat map.



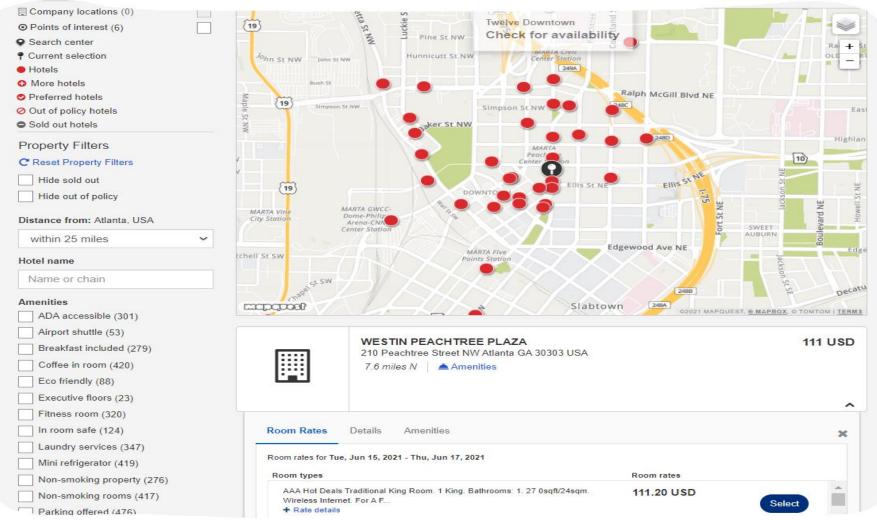
- Hotel searches are prepopulated with travel dates and city of itinerary booked.
- Searches can also be done by points of interest, amenities, and by entering the name of specific hotel or hotel chain.
- Availability will display the lowest rate available. Click the expansion arrow to display more rates, details, and amenities at that property. Click on the photos link to view detailed photos of that property.
- Click on Show Map to view the hotels on a map.

Current location	* Check in 06/15/21	* Check out 06/17/21	Rooms	* = required	
Current location	06/15/21	06/17/21	1		
Current location				✓ Search	
527 of 527 hotels			S		``
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Photos					~
					-
	1031 VIRGINIA AVE Atlanta	GA 30354 USA		159 U	JSD
Photos					~
Room Rates De	etails Amenities Map				×
Room rates for Tue, Ju	n 15, 2021 - Thu, Jun 17, 2021				
			Room rates		
	eferred 2 Double Hearing Accessil	ble Vis Firealrm/Door/Phn Alrt			-
+ Rate details			103.00 030	Select	
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Firealrm/Door/Phn / + Rate details	Airt			Select	
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- From the map view click on the markers to zoom in and display the number of hotels indicated in that area.
- Hotel availability can be displayed directly from the map.



You can book directly from the map view by clicking on the name of the hotel.



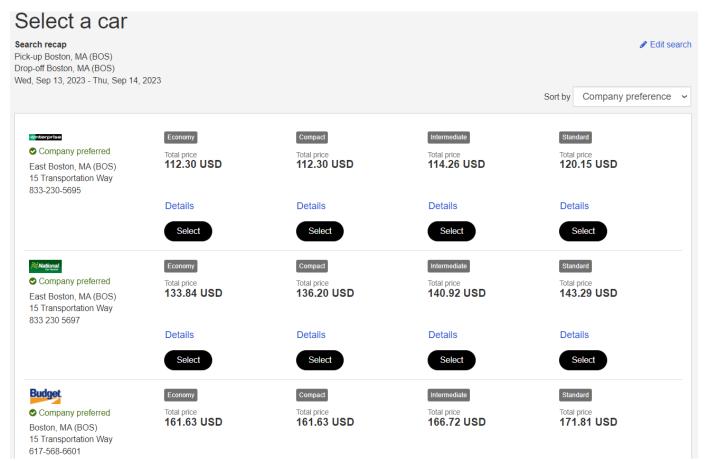
Car searches are prepopulated with travel dates and city of itinerary booked along with car preferences from your profile. You can change your search to also pick up or drop off your rental car at a different location.

Search cars				
Pick-up location				
Airport Address				
* Pick-up BOS				
Drop off at a different loca	ation			
Dates				
* Pick-up date		* Drop-off date		
11/15/16	9:00 am	• 11/16/16	6:00 am	•
Car type (choose five	or fewer)			
Cars	Vans and wagons			
Mini	Mini van			
Economy	Full sized van			
Compact				
✓ Intermediate				
Standard				
Full size				
Premium				

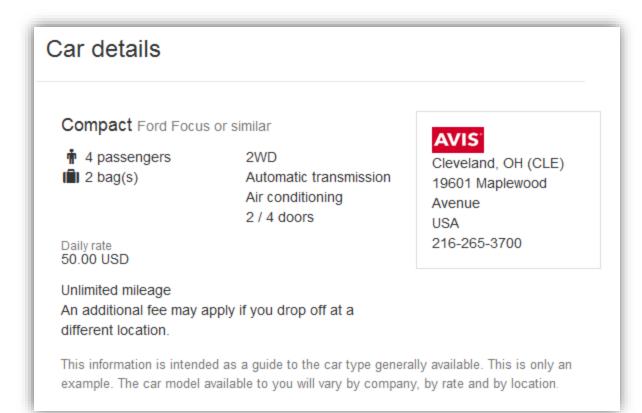
You can also request special equipment.

Automatic			
Manual			
Choosel aquinment			
Special equipment (choose three or fewer)		
non-smoking car	cellular phone	luggage rack	ski equipment rack
automatic locks	1 infant child seat	2 infant child seats	1 child toddler seat
2 child toddler seats	snow chains	hand controls-right	hand controls-left
navigational system	2 door	4 door	hatchback
smoking car			

 Click on the Select button to book. Availability will indicate company preferred vendors and corporate rates will be applied to booking.



Click the Car details link from the availability to view more specifics.



ed by close of business on Octo ot guaranteed until ticketed. r itinerary rules and restrictions p		Expand All Collapse All Add to this trip Save as template Change this flight Remove this flight
30 AM - 8:59 AM	Washington, DC (DCA) to	Add to this trip Save as template Change this flight Remove this flight
30 AM - 8:59 AM	Washington, DC (DCA) to	Change this flight Remove this flight
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	Boston, MA (BOS) Fare Rules	American Airlines Flight 2130 Seat not assigned Class: Coach
		Change this flight Remove this flight
00 AM - 7:40 AM	Boston, MA (BOS) to Washington, DC (DCA) Fare Rules	American Airlines Flight 2159 Seat not assigned Class: Coach
	D AM - 7:40 AM	Washington, DC (DCA) Fare Rules

Trave	ler lı	nform	ation
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Billing Information

Delivery Information

Additional Information

- Estimated Trip Cost

Flight Total: ‡ 6,118.20 USD East Boston , MA - Car Total: ‡ 70.17 USD Trip Total: ‡ 6,188.37 USD

‡ Please note that this total is based on available information. The estimated cost may not include taxes and fees.

For safety reasons, the transportation of hazardous materials in carry-on and checked baggage is prohibited. Examples of hazardous materials include explosives, aerosols, and flammable liquids. For a full list of prohibited items, check your carrier's website. By purchasing, I agree to the hazardous materials restrictions.

