



**WorldTravelService**<sup>®</sup>

**ONLINE BOOKING**



# Corporate Traveler login

- ❑ Go to <https://evapcotravel.com>
- ❑ 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.



## Login

Use your username, password, and corporate ID to log in below.

Username\*

Password\*

Corporate ID\*

Log In

[Forgot Password?](#) | [Create a New Account](#)

Welcome, Guest.

[Log In to Your Account](#)

[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

Book

[GetThere Corporate Booking Tool](#)

## My Account

[Log Out](#)

# Online Booking Engine

- 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.

The screenshot displays the 'Travel arranger' interface. On the left, under 'My travelers', there is a list of users: 'vernon bear' (with a folder icon), 'Bear, Vernon', 'johnson, marsha', 'SMITH, MARK', and 'smith, marsha'. The 'SMITH, MARK' and 'smith, marsha' entries are checked. The main area shows 'Frequent travelers' with tabs for 'Trips - List view' and 'Trips - Calendar view'. Below the tabs is a table with columns for 'Traveler (2 of 10)', 'E-mail', and 'Phone Number'. The table contains two rows of data, each with a blue 'x' icon in the 'Phone Number' column.

Traveler (2 of 10)	E-mail	Phone Number
<a href="#">SMITH, MARK</a>	<a href="mailto:marks@avalonbay.com">marks@avalonbay.com</a>	x
<a href="#">smith, marsha</a>	<a href="mailto:marshas@worldtravelservice.com">marshas@worldtravelservice.com</a>	x

# Online Booking Engine

- 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.

The screenshot displays the evapco WorldTravelService Online Booking Engine interface. At the top, there are logos for evapco and WorldTravelService, along with navigation links for English, Help, and Log out. Below this is a navigation bar with links for Home, Manage trips, Unused tickets, and Trip templates. The main content area is titled "Travel arranger" and features a "Book travel" section. In this section, "Flight" is selected, and there are options for "Hotel" and "Car". The search type is set to "Round-trip". The search criteria include "Search by time" (selected) and "Search by price". The search form includes fields for "From" and "To" cities, "Depart" and "Return" dates and times, and a "Leaves at" dropdown menu. A "Search" button is located at the bottom right of the form. A "Welcome" message is displayed on the right side of the page.

evapco WorldTravelService Online Booking Engine

English Help Log out

colin smith Site: evapco

Home Manage trips Unused tickets Trip templates

Travel arranger

Book travel

Flight  Hotel  Car \* = required

Round-trip One-way Multi-destination

Search by time  Search by price (What's this?)

\* From \* To

\* Depart mm/dd/yy Leaves at \* Time Morning (5:00 am)

\* Return mm/dd/yy Leaves at \* Time Morning (5:00 am)

Advanced search (coach (lowest avail.))

Search

Welcome  
Welcome to WorldTravelService  
Online!

# Online Booking Engine

- 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.

## Select departing flight

Tue, Jun 15, 2021 Washington, VA (IAD) to Atlanta, GA (ATL) [Edit search](#)

Sort by

Select one

Filters

33 of 33 flights

[Reset filters](#)

Flight time

Departure

Tue, Jun 15 12:00 PM Tue, Jun 15 9:00 PM

Arrival

Tue, Jun 15 2:00 PM Wed, Jun 16 10:00 AM

Stops

Non-stop (5)

1 stop (28)

2+ stops

Airports

Layover

ORD (3)

MDW (4)

IAH (1)

DFW (2)

DTW (5)

CLT (8)

**DELTA**  
DL 2216

**Coach**  
Lowest Available

1:00 PM → 2:52 PM (1h 52m)

IAD — ATL

**Southwest**  
WN 2766, WN 4050

**Coach**  
Lowest Available

1:05 PM → 6:00 PM (4h 55m)

IAD — MDW — ATL

**Southwest**

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

⊙ **Layover (1h 5m)**  
Chicago, IL (MDW)

**Southwest**

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

Select

# Online Booking Engine

- 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.

## Review low fare options

Tue, Jun 15, 2021 to Thu, Jun 17, 2021 Washington, VA (IAD) to Atlanta, GA (ATL) [Edit search](#)

### Your selected itinerary

**Depart** **326.80 USD**  
Negotiated rate  
**DELTA**  
DL 1448  
Tue, Jun 15, 11:08 AM → 12:48 PM (1h 40m)  
IAD → ATL

**Return**  
**DELTA**  
DL 1448  
Thu, Jun 17, 8:17 AM → 10:00 AM (1h 43m)  
ATL → IAD

### Low fare options

The following itineraries, including nearby airports, may also fit your schedule and budget.

Sort by: Price (estimate)

Filters: 27 flights [Reset filters](#)

**Outbound - IAD to ATL**

Departure: Tue, Jun 15 6:00 AM to Tue, Jun 15 7:00 PM

Arrival: Tue, Jun 15 8:00 AM to Wed, Jun 16 12:00 AM

**Return - ATL to IAD**

Departure: Thu, Jun 17 6:00 AM to Thu, Jun 17 4:00 PM

Arrival: Thu, Jun 17 9:00 AM to Thu, Jun 17 8:00 PM

Price: 167.96 USD to 326.80 USD

Stops:  Non-stop (16)  1 stop (11)  2+ stops

#### Option 1: 167.96 USD

**Depart** **167.96 USD**  
**Southwest**  
WN 2155  
Tue, Jun 15, 4:25 PM → 6:20 PM (1h 55m)  
IAD → ATL

**Return**  
**Southwest**  
WN 1044  
Thu, Jun 17, 10:45 AM → 12:30 PM (1h 45m)  
ATL → IAD

#### Option 2: 256.40 USD

**Depart** **256.40 USD**  
**American Airlines**  
AA 5706, AA 2812  
Tue, Jun 15, 10:52 AM → 2:37 PM (3h 45m)  
IAD → CLT → ATL

**Return**  
**American Airlines**  
AA 1718, AA 5706  
Thu, Jun 17, 6:35 AM → 10:17 AM (3h 42m)  
ATL → CLT → IAD





# Online Booking Engine

- ❑ 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.

## Select a hotel

\* Airport, city, or address  
Atlanta, USA ↕ Current location

\* Check in 06/15/21 \* Check out 06/17/21 Rooms 1 Search \* = required

527 of 527 hotels Sort by Distance

**RENAISSANCE CONCOURSE AIRPORT** 134 USD  
1 HARTSFIELD CENTRE PKWY. Atlanta GA 30354 USA  
0.5 miles W | [Map](#) | [Amenities](#)

**HILTON ATLANTA AIRPORT** 159 USD  
1031 VIRGINIA AVE Atlanta GA 30354 USA  
0.6 miles NW | [Map](#) | [Amenities](#)

**Property Filters**  
[Reset Property Filters](#)  
 Hide sold out  
 Hide out of policy

Distance from: Atlanta, USA  
within 25 miles

**Hotel name**  
Name or chain

**Amenities**  
 ADA accessible (301)  
 Airport shuttle (53)  
 Breakfast included (279)  
 Coffee in room (420)  
 Eco friendly (88)  
 Executive floors (23)  
 Fitness room (320)  
 In room safe (124)  
 Laundry services (347)

**Room Rates** Details Amenities Map

Room rates for Tue, Jun 15, 2021 - Thu, Jun 17, 2021

Room types	Room rates
12 Book Radius -Preferred 2 Double Hearing Accessible Vis Firearm/Door/Phn Airt <a href="#">+ Rate details</a>	159.00 USD <span>Select</span>
12 Book Radius -Preferred 2 Double Mobility/Hearing Access W/ Ri Shwr Vis Firearm/Door/Phn Airt <a href="#">+ Rate details</a>	159.00 USD <span>Select</span>
12 Book Radius -Preferred 2 Double Mobility/Hearing Accessible W/ Tub Vis Firearm/Door/Phn Airt <a href="#">+ Rate details</a>	159.00 USD <span>Select</span>

# Online Booking Engine

- 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.

The screenshot displays a map of Atlanta, Georgia, with various hotel availability markers. The map shows major highways (I-75, I-85, I-20, I-285) and neighborhood names like Collier Hills, Loring Heights, and Georgia Tech. Red circular markers with white numbers indicate the number of hotels available in specific areas. For example, there are +17 hotels near Georgia Tech, +9 near Old Fourth Ward, and +2 near the Villages at Castleberry Hill. The interface includes a left sidebar with filters, a top navigation bar, and a right sidebar with map controls.

**Left Sidebar:**

- [Show list](#)
- Company locations (0)
- Points of interest (6)
- Search center
- Current selection
- Hotels
- More hotels
- Preferred hotels
- Out of policy hotels
- Sold out hotels

**Property Filters:**

- [Reset Property Filters](#)
- Hide sold out
- Hide out of policy

**Distance from: Atlanta, USA**

within 25 miles

**Hotel name**

**Amenities**

- ADA accessible (301)
- Airport shuttle (53)
- Breakfast included (279)

**Top Bar:** 527 of 527 hotels | Sort by Distance

**Map:** Atlanta, GA. Markers show hotel counts: +3, +2, +3, +17, +8, +3, +9, +9, +17, +2, +3, +2, +2.

**Right Sidebar:** Map controls (layers, zoom in, zoom out, home).

**Mapquest logo** and **©2021 MAPQUEST, © MAPBOX, © TOMTOM | TERMS**

# Online Booking Engine

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

Company locations (0)  
Points of interest (6)  
Search center  
Current selection  
Hotels  
More hotels  
Preferred hotels  
Out of policy hotels  
Sold out hotels

Property Filters  
Reset Property Filters  
Hide sold out  
Hide out of policy

Distance from: Atlanta, USA  
within 25 miles

Hotel name  
Name or chain

Amenities  
ADA accessible (301)  
Airport shuttle (53)  
Breakfast included (279)  
Coffee in room (420)  
Eco friendly (88)  
Executive floors (23)  
Fitness room (320)  
In room safe (124)  
Laundry services (347)  
Mini refrigerator (419)  
Non-smoking property (276)  
Non-smoking rooms (417)  
Parking offered (476)

Twelve Downtown  
Check for availability

MARTA Civic Center Station  
MARTA Peachtree Center Station  
MARTA Five Points Station  
MARTA GWCC-Dome-Phillips Arena-CNA Center Station  
MARTA Vine City Station

John St NW  
Simpson St NW  
Hunnycutt St NW  
Pine St NW  
Luckie St  
Chapel St SW  
Edgewood Ave NE  
Ralph McGill Blvd NE  
Ellis St NE  
Fort St NE  
Boulevard NE  
Sweet Auburn  
Decatur

Mapquest

 **WESTIN PEACHTREE PLAZA**  
210 Peachtree Street NW Atlanta GA 30303 USA  
7.6 miles N | [Amenities](#) **111 USD**

Room Rates Details Amenities

Room rates for Tue, Jun 15, 2021 - Thu, Jun 17, 2021

Room types	Room rates
AAA Hot Deals Traditional King Room. 1 King. Bathrooms: 1. 27 0sqft/24sqm. Wireless Internet. For A F... <a href="#">+ Rate details</a>	<b>111.20 USD</b>

Select

# Online Booking Engine

- 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

Drop off at a different location

### Dates

\* Pick-up date

\* Drop-off date

### Car type (choose five or fewer)

<input checked="" type="checkbox"/> Mini	<input type="checkbox"/> Mini van
<input checked="" type="checkbox"/> Economy	<input type="checkbox"/> Full sized van
<input checked="" type="checkbox"/> Compact	
<input checked="" type="checkbox"/> Intermediate	
<input checked="" type="checkbox"/> Standard	
<input type="checkbox"/> Full size	
<input type="checkbox"/> Premium	

# Online Booking Engine

- You can also request special equipment.

## Car features

Transmission

Automatic

Manual

## Special equipment (choose three or fewer)

<input type="checkbox"/> non-smoking car	<input type="checkbox"/> cellular phone	<input type="checkbox"/> luggage rack	<input type="checkbox"/> ski equipment rack
<input type="checkbox"/> automatic locks	<input type="checkbox"/> 1 infant child seat	<input type="checkbox"/> 2 infant child seats	<input type="checkbox"/> 1 child toddler seat
<input type="checkbox"/> 2 child toddler seats	<input type="checkbox"/> snow chains	<input type="checkbox"/> hand controls-right	<input type="checkbox"/> hand controls-left
<input type="checkbox"/> navigational system	<input type="checkbox"/> 2 door	<input type="checkbox"/> 4 door	<input type="checkbox"/> hatchback
<input type="checkbox"/> smoking car			

\* = required

[Skip car search](#)

# Online Booking Engine

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




## Select a car

### Search recap

Pick-up Boston, MA (BOS)  
Drop-off Boston, MA (BOS)  
Wed, Sep 13, 2023 - Thu, Sep 14, 2023

[Edit search](#)

Sort by

 ✔ Company preferred East Boston, MA (BOS) 15 Transportation Way 833-230-5695	<b>Economy</b> Total price <b>112.30 USD</b> <a href="#">Details</a> <b>Select</b>	<b>Compact</b> Total price <b>112.30 USD</b> <a href="#">Details</a> <b>Select</b>	<b>Intermediate</b> Total price <b>114.26 USD</b> <a href="#">Details</a> <b>Select</b>	<b>Standard</b> Total price <b>120.15 USD</b> <a href="#">Details</a> <b>Select</b>
 ✔ Company preferred East Boston, MA (BOS) 15 Transportation Way 833 230 5697	<b>Economy</b> Total price <b>133.84 USD</b> <a href="#">Details</a> <b>Select</b>	<b>Compact</b> Total price <b>136.20 USD</b> <a href="#">Details</a> <b>Select</b>	<b>Intermediate</b> Total price <b>140.92 USD</b> <a href="#">Details</a> <b>Select</b>	<b>Standard</b> Total price <b>143.29 USD</b> <a href="#">Details</a> <b>Select</b>
 ✔ Company preferred Boston, MA (BOS) 15 Transportation Way 617-568-6601	<b>Economy</b> Total price <b>161.63 USD</b> <a href="#">Details</a> <b>Select</b>	<b>Compact</b> Total price <b>161.63 USD</b> <a href="#">Details</a> <b>Select</b>	<b>Intermediate</b> Total price <b>166.72 USD</b> <a href="#">Details</a> <b>Select</b>	<b>Standard</b> Total price <b>171.81 USD</b> <a href="#">Details</a> <b>Select</b>



# Online Booking Engine

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

## Car details

---


**Compact** Ford Focus or similar

 4 passengers	2WD
 2 bag(s)	Automatic transmission
	Air conditioning
	2 / 4 doors

Daily rate  
50.00 USD

Unlimited mileage  
An additional fee may apply if you drop off at a different location.

This information is intended as a guide to the car type generally available. This is only an example. The car model available to you will vary by company, by rate and by location.



Cleveland, OH (CLE)  
19601 Maplewood  
Avenue  
USA  
216-265-3700

# Online Booking Engine

## Trip review and checkout

**⚠** Flight segments must be ticketed by close of business on **October 07**.  
**Please Note:** BG:AA Fares not guaranteed until ticketed.  
Click on the Fare Rules link for itinerary rules and restrictions prior to purchase.

Legend: ★★★ Company Preferred

[Expand All](#) [Collapse All](#)

### ▼ Trip Details

[+ Add to this trip](#)

[📄 Save as template](#)

### Flight Details Roundtrip

#### DCA to BOS - Non-stop


[Change this flight](#)

[Remove this flight](#)

Fri, Oct 07

7:30 AM - 8:59 AM

Washington, DC (DCA) to  
Boston, MA (BOS)  
[Fare Rules](#)

**American Airlines**   
Flight 2130  
Seat not assigned  
Class: Coach

#### BOS to DCA - Non-stop


[Change this flight](#)

[Remove this flight](#)

Sun, Oct 09

6:00 AM - 7:40 AM

Boston, MA (BOS) to  
Washington, DC (DCA)  
[Fare Rules](#)

**American Airlines**   
Flight 2159  
Seat not assigned  
Class: Coach

### Seat Assignment

Add or modify your flight seat assignments.

[Select/Modify Seats](#)



# Online Booking Engine

▶ Traveler Information

▶ Billing Information

▶ Delivery Information

▶ Additional Information

▼ Estimated Trip Cost

Flight Total: ₺	6,118.20 USD
<i>East Boston , MA - Car Total: ₺</i>	70.17 USD
<b>Trip Total: ₺</b>	<b>6,188.37 USD</b>

‡ 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.**

[Start Over](#)

[Purchase Trip](#)