

You'll love traveling with Trip Manager XE, an easy, but powerful online booking tool that lets you create flight, car and hotel reservations in minutes. No previous travel booking experience is necessary. For your convenience, Trip Manager is available 24/7 at [www.tripmanager.com](http://www.tripmanager.com).

### Travelers and travel administrators love Trip Manager's advanced features:

- Choose from the best fares available, including negotiated rates specific to your company. View and book your travel with flight, hotel and car options from real-time, comprehensive and accurate information.
- Eliminate guesswork! Your travel options automatically adhere to your company's travel policy.
- Automatically request your airline seat based on your stored seating preference. Graphical airline seating charts let you choose the seat you prefer. Trip Manager even shows where your co-workers are seated on the flight.
- Apply your frequent traveler numbers to each applicable flight, car and hotel booking. Information is maintained in your personal settings profile.
- Book repeat trips in seconds. Store previous trips as templates for future use. It's as easy as accessing the saved template and inserting your new dates.
- Access your itineraries via wireless devices, fax or e-mail. Enhance your travel experience with critical information such as weather, travel alerts and driving directions.

**As a Travel Administrator you are able to make reservations for others in the company.**

**URL:** [www.tripmanager.com](http://www.tripmanager.com)

**Company:** [Provided by Williamsburg Travel](#)

**Member ID:** [Provided by Williamsburg Travel](#)

**Password:** (the first time you log in leave the password box blank. The system will direct you through the process of establishing your password)

After you have logged in as yourself you can **"Select a Traveler"** to make reservations for others.

To book reservations for others click here.

Flights Cars Hotels Train Profile

Select a Traveler | Trip Templates | Destinations | Travel Information | Daily Briefing

Trip Manager XE

▼ View Itineraries

View all Itineraries...

Daily Briefing

We

Please up

Please note that all reservations must be

itinerary screen, b

All reservations booked after 5:00pm

Next select the traveler.

The screenshot shows a form titled "Select Traveler" with a light green header. Below the header, there are input fields for "Member ID:", "Last Name:", and "First Name:". To the right of these fields are "Start Range" and "End Range" labels. A "Search Results" table is displayed, listing names and their corresponding last names. The entry "BMARTZ - Martz, Beverly" is highlighted in yellow. Below the search results are three buttons: "Clear Selections", "Search", and "Select". Two callout boxes are present: one pointing to the "Search Results" table with the text "Select the travelers name.", and another pointing to the "Select" button with the text "Then Select".

Start Range	End Range	Search Results
		BCARTWRIGHT - Cartwright, William
		BISAACSON - Isaacson, Brad
		<b>BMARTZ - Martz, Beverly</b>
		BTEPE - Tepe, William
		BWILLIAMS - Williams, Beverly

## Quick Reference

### Book a Flight

Fill in your departure and arrival cities by entering each city's name or airport code in the designated box. After completing the dates and times click the **Search for Flights** button. On the Flight Search Results screen click on the **Reserve** button to the right of your desired flight.

Your flights will be reserved, and the Trip Itinerary Screen will be displayed, providing you the opportunity to add other items to the trip.

The screenshot shows the "Book a Flight" form with a light green header. Below the header, there are three radio buttons for "Round Trip" (selected), "One Way", and "Multiple Destinations". Below these are two radio buttons for "View Results By": "Priced Itineraries" (selected) and "Individual Flights". The form has six input fields: "Departure City:" (ATL), "Departure Date:" (5/8/2008), "Time:" (7:00 AM), "Arrival City:" (empty), "Return Date:" (empty), and "Time:" (7:00 PM). A "Search For Flights" button is located at the bottom.

### Required Information

Please Select the Purpose of the the Trip

You will need to select a purpose of the trip for reporting information.

### Rent a Car

This section automatically populates with details and car choices based on your flights and pre-stored profile preferences. Simply review the page and make any desired

changes to the displayed rental car request screen, then click **Express Rent** to reserve your company's preferred car supplier. To view additional car availability, click **Search for Cars**. When your car is reserved, the Trip Itinerary screen will be re-displayed providing you the opportunity to add other items for your trip.

### Rent a Car

**Pick-Up Options**

Pick-Up Date:  Time:

At Airport     Off Airport

Pick-Up City:

**Drop-Off Options**

Drop-Off Date:  Time:

Express Rent

Search For Cars

Skip Car

Indicates a contacted/perferred vendor.

**USD 44.80 per Day Unlimited - Rate not guaranteed**

Total Rate: 119.08

[View Rules](#)

Company	Car Type	Address / Location
HERTZ	Intermediate	MIA TERMINAL

Click here to book a car.

### Reserve a Room

This section automatically populates date and city information based on your flights and pre-stored profile preferences. Enter additional hotel search criteria (be specific as possible to get the hotel match that best fits your requirements) then click **Search for Hotels**. When you see the hotel you want to reserve, click the **Rates** button. Click **Reserve** to the right of your desired hotel room rate. The Trip Itinerary screen will be re-displayed.

### Reserve a Room

Destination/Airport:  Check-In Date:

Check-Out Date:

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**Search Options:**

City Center  Distance from City Center

Airport

Specific City/Point of Interest

Company Reference Point

Zip/Postal Code

Hotel Name

Search Options

Search for Hotels

Skip Hotel

## Hotel Search Results

Check-In: Wednesday, May 21  
Check-Out: Thursday, May 22

Search Option:  
City Center: MIA

Map Selected Hotels

USD 250.00 - 325.00

Rates



**The Raleigh Hotel**  
1775 Collins Ave  
Miami Beach

[Hotel Details](#)

■ Hotel is available

Distance & Direction  
from Search Option  
5 Northeast

Map it  
 Map

Click to view rates.

## Hotel Rates Results

Check-In: Wednesday, May 21  
Check-Out: Thursday, May 22

Search Option:  
City Center: MIA

Display Map

### The Raleigh Hotel



[Hotel Details](#)



My Fidelio  
1775 Collins Ave  
Miami Beach

Phone: 13055346300  
Fax: 13055388140  
Property ID: IQUSMI

View cancellation rules.

Click here to book a room.

Indicates a special American Express rate.

USD 250.00



[View Rules](#)

[Reserve](#)

AMERICAN EXPRESS RATE SUNSET VIEW KING- CITYVIEW 250 SQ. FEET FROM  
Deposit Required. When you click on Reserve, your credit card will be charged.

## Complete Your Trip

Once the flight, car and hotel sections of your new trip have been completed, review your choices and modify as necessary. Submit your reservation for ticketing by clicking **Purchase Now**.

### Trip Itinerary For Beverly Martz

Your flights have not been ticketed. The last date to purchase and issue tickets for this reservation is May 8, 2008. No fare is guaranteed until ticketed. Please remember to click on the "Purchase Now" icon when your travel plans are finalized.

Itinerary Name: MIA 5/21/2008 [Change Trip Name](#)  
Ticket Price: USD 296.50  
Ticket Number: Pending  
Trip Locator: NN6XNI

Name the trip

Pre-ticketing information.

Click here to finalize and purchase the ticket.

[Purchase Now](#)

[Purchase Later](#)

[Cancel All Flights](#)

[Cancel Entire Trip](#)

[Save As Trip Template](#)

[Refresh Itinerary](#)

[Printable Itinerary](#)

[Email Itinerary To Traveler](#)

[Email Itinerary To Others](#)

[View All Itineraries](#)

Wednesday, May 21

View / Change seats

USD 296.50 \*

\* Includes taxes, fees, and/or surcharges

Flight	Departure	Arrival	Details
United Airlines Flight: 7078 Operated by /UNITED EXPRESS/MESA AIRLINES Canadair Jet	6:03 AM Wednesday, May 21 Atlanta, GA ATL Seat: 18-C	7:00 AM Wednesday, May 21 Chicago, IL ORD	Stops: 0 Cabin: Coach/Economy Class of Service: T Duration: 0hrs 57min Mileage: 599 Meal: None

**The Finalize Purchase Screen** will be displayed. Simply review the information on the screen, and then click **Purchase Ticket** to complete.

### Finalize Purchase

Total Ticket Price: USD 296.50

Ticket Type:  Paper  Electronic

Payment Method: ASI Company Card

Special Handling Instructions:

Delivery Address:

Company Name: AMERICAN SAFETY INSURANCE

Address Line 1: 100 GALLERIA PARKWAY SE

Address Line 2: SUITE 700

Address Line 3: ATLANTA, GA 30339

Address Line 4:


**Notes to the agent.**

**Review and purchase the ticket.**

[Clear Selections](#)   [Email Itinerary To Traveler](#)   [Email Itinerary To Others](#)   [Back To Itinerary](#)   [Purchase Ticket](#)

*Do not press the Back button during the purchase process.*

#### Flights

Flight	Departure	Arrival	Details
 United Airlines Flight: 7078	6:03 AM Wednesday, May 21	7:00 AM Wednesday, May 21	Cabin: Coach/Economy Meal None

A Thank You screen will be displayed providing the you the opportunity to Start a New trip or logoff Trip Manager XE.

Congratulations! This completes your trip.

[www.tripmanager.com](http://www.tripmanager.com)