

Corporate Travel Planning Booking Travel

- 1) Click on the "**Travel Rules Class**" to indicate the type of travel.
- 2) Enter the "**Departure & Arrival**" city information.
- 3) Indicate the "**Departure & Return**" dates
- 4) Choose your "**Seating**" preference and click "Search".

If you have not completed your Travel Profile, you will need to do so before booking travel in CTP.

- 5) Click "**Select**" to choose the preferred **Departure flight**.
 - a. You can also click on the Airlines at the top to filter the search only show specific flight information.
- 6) Click "**Select**" to choose the "**Return**" flight information.
- 7) Click on the fare you wish to reserve.
- 8) Review the flight and traveler information sections.
- 9) Select your preferred "**Seat**".
- 10) Enter your **Credit Card information** or choose one from your saved Credit Card library.
- 11) Click "**Reserve Flight and Continue**".

You're almost there, just three more steps to complete.

- 12) Take a moment to review your "**Travel Details**" and click "**Next**" at the bottom of the page
- 13) Enter any extra trip information for your online travel agent at CTP and click "**Next**".
- 14) To complete your reservation, click "**Purchase Ticket**".

All Done!