

# QUICK CARD

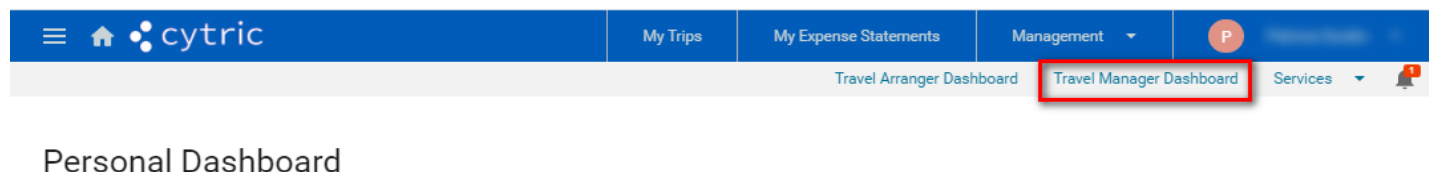


# HOW TO BOOK AN AIR TICKET

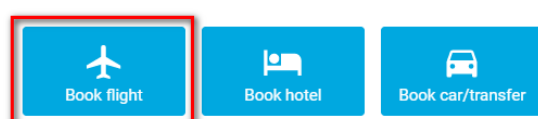


## HOW TO BOOK AN AIR TICKET

If you are a travel arranger, first access the **Travel Manager Dashboard**



## 1. CLICK THE BOOK FLIGHTS BUTTON




### Bookings calendar

| January 2021 |     |     |     |     |     |     |     |     |     |     | February 2021 |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
|--------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 11           | 12  | 13  | 14  | 15  | 16  | 17  | 18  | 19  | 20  | 21  | 22            | 23  | 24  | 25  | 26  | 27  | 28  | 29  | 30  | 31  | 1   | 2   | 3   | 4   | 5   | 6   | 7   | 8   | 9   | 10  |
| MON          | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI           | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED |

## 2. ENTER THE JOURNEY DETAILS

1 Start — 2 Select flights — 3 Select fare — 4 Complete booking — 5 Confirmation

You are booking for: 

### Start flight booking

One way
  Round trip
  Multi city

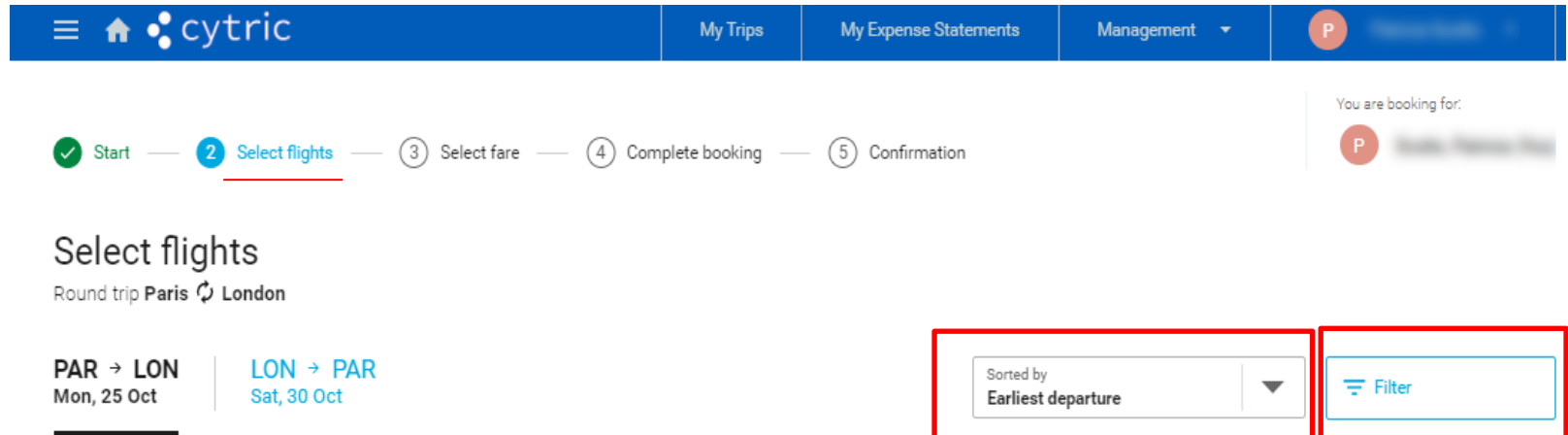
Only non-stop flights or

1. Select **One Way** or **Round Trip**
2. Enter start and destination airport at **From** and **To** (in case there are several airports in the city, pick the preferred)
3. Choose travel dates and (optional) time on the calendar at **Departure date** and **Return date**
4. To validate, click the blue arrow

## HOW TO BOOK AN AIR TICKET

### 3. CLICK THE BOOK FLIGHTS BUTTON

Sorted by and Filter can help you find the best flight:



Start — 2 Select flights — 3 Select fare — 4 Complete booking — 5 Confirmation

You are booking for: P

Select flights  
Round trip Paris ↔ London

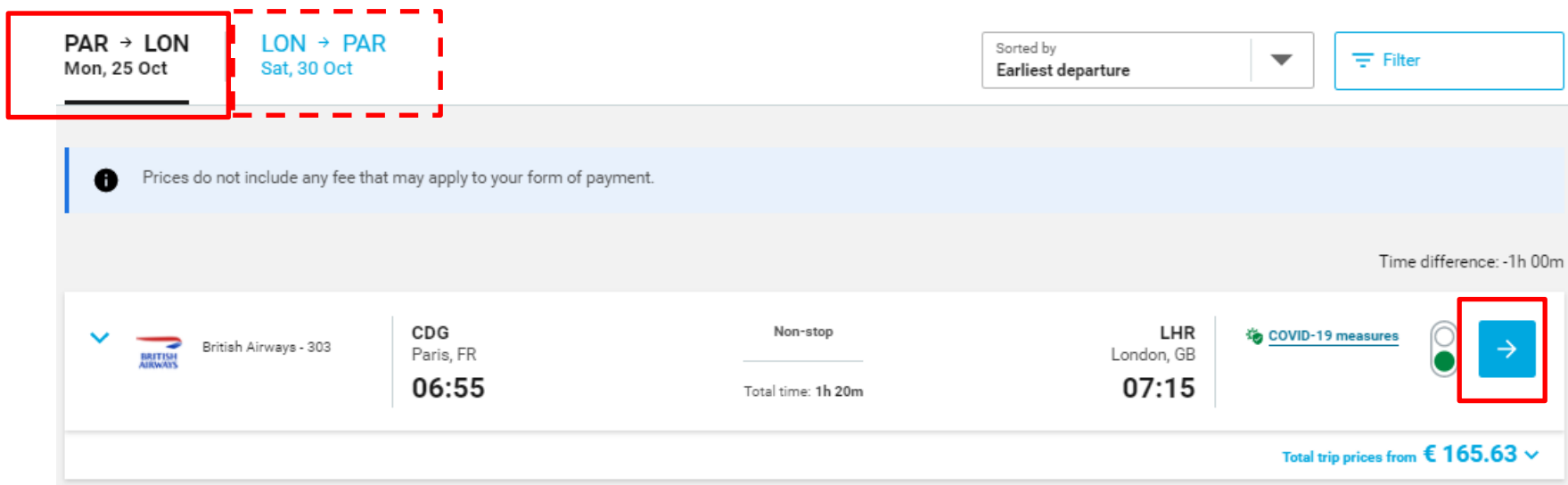
PAR → LON Mon, 25 Oct | LON → PAR Sat, 30 Oct

Sorted by Earliest departure

Filter

Two methods to select your flights:

#### a- Select out-and in-bound flights one at a time:



PAR → LON Mon, 25 Oct | LON → PAR Sat, 30 Oct

Sorted by Earliest departure

Filter

Prices do not include any fee that may apply to your form of payment.

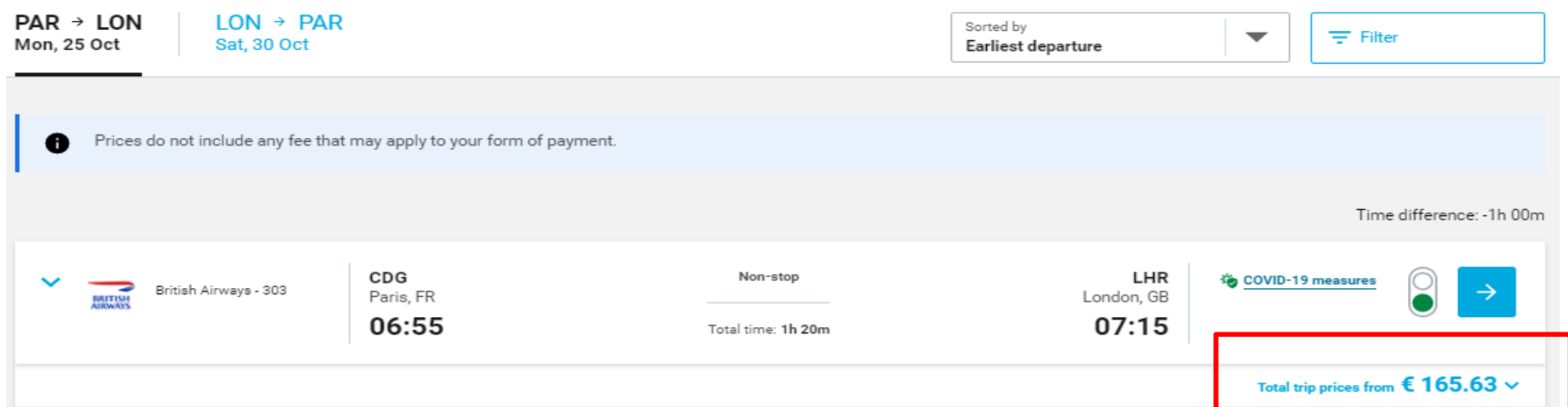
Time difference: -1h 00m

British Airways - 303 | CDG Paris, FR | Non-stop | LHR London, GB | COVID-19 measures

06:55 | Total time: 1h 20m | 07:15

Total trip prices from € 165.63

#### b- Or select both flights at once:



PAR → LON Mon, 25 Oct | LON → PAR Sat, 30 Oct

Sorted by Earliest departure

Filter

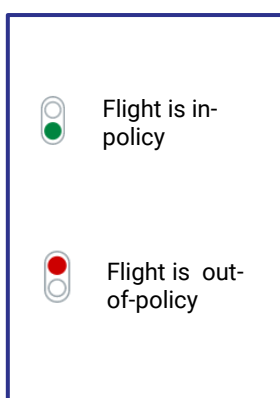
Prices do not include any fee that may apply to your form of payment.

Time difference: -1h 00m

British Airways - 303 | CDG Paris, FR | Non-stop | LHR London, GB | COVID-19 measures

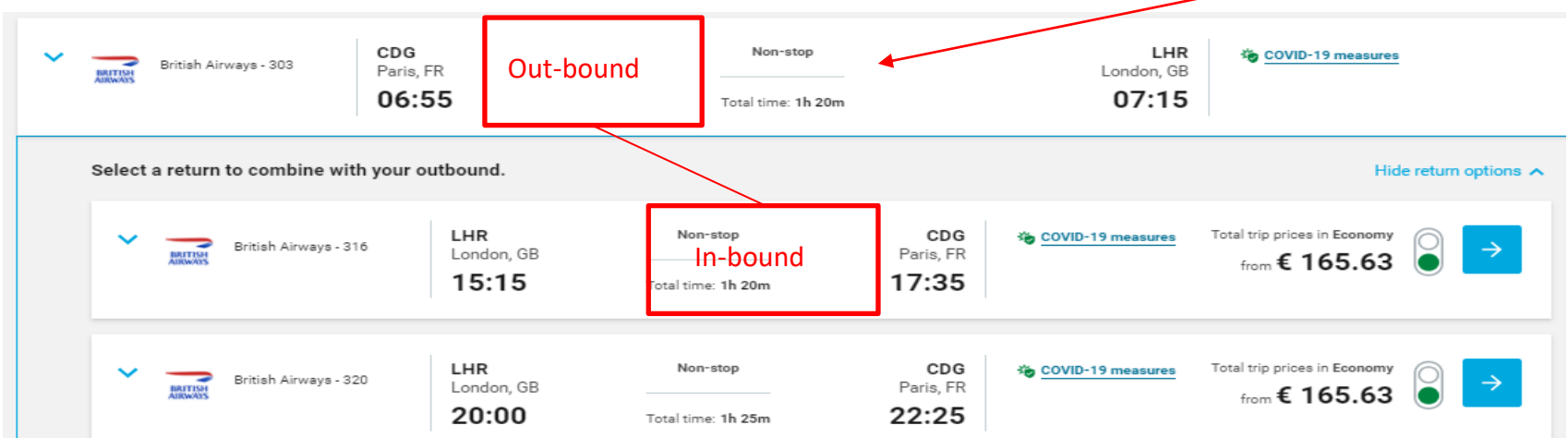
06:55 | Total time: 1h 20m | 07:15

Total trip prices from € 165.63



Flight is in-policy

Flight is out-of-policy



British Airways - 303 | CDG Paris, FR | Non-stop | LHR London, GB | COVID-19 measures

06:55 | Out-bound | Total time: 1h 20m | 07:15

Select a return to combine with your outbound. Hide return options

British Airways - 316 | LHR London, GB | Non-stop | CDG Paris, FR | COVID-19 measures

15:15 | In-bound | Total time: 1h 20m | 17:35

Total trip prices in Economy from € 165.63

British Airways - 320 | LHR London, GB | Non-stop | CDG Paris, FR | COVID-19 measures

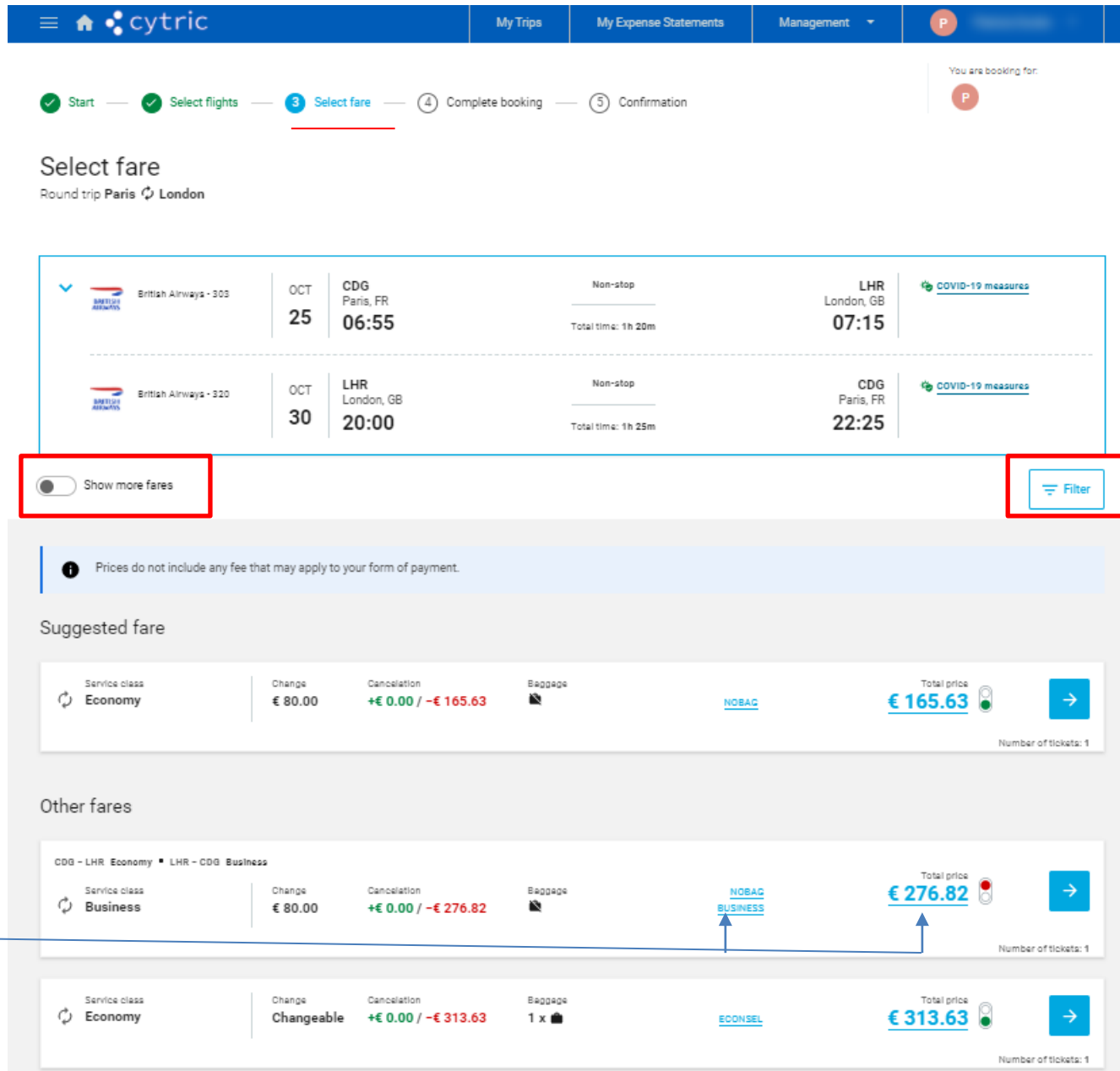
20:00 | Total time: 1h 25m | 22:25

Total trip prices in Economy from € 165.63

## HOW TO BOOK AN AIR TICKET

### 4. SELECT YOUR FARE

Show more fares and Filter can help you find the best fare:



Start — Select flights — **3 Select fare** — Complete booking — Confirmation

You are booking for: P

Select fare  
Round trip Paris → London

| Flight                | Date   | Origin         | Destination    | Class    | Time  | Measures          |
|-----------------------|--------|----------------|----------------|----------|-------|-------------------|
| British Airways - 303 | OCT 25 | CDG Paris, FR  | LHR London, GB | Non-stop | 06:55 | COVID-19 measures |
| British Airways - 320 | OCT 30 | LHR London, GB | CDG Paris, FR  | Non-stop | 20:00 | COVID-19 measures |

Show more fares

Prices do not include any fee that may apply to your form of payment.

Suggested fare

| Service class | Change  | Cancellation        | Baggage | NOBAC | Total price |
|---------------|---------|---------------------|---------|-------|-------------|
| Economy       | € 80.00 | +€ 0.00 / -€ 165.63 | No      | NOBAC | € 165.63    |

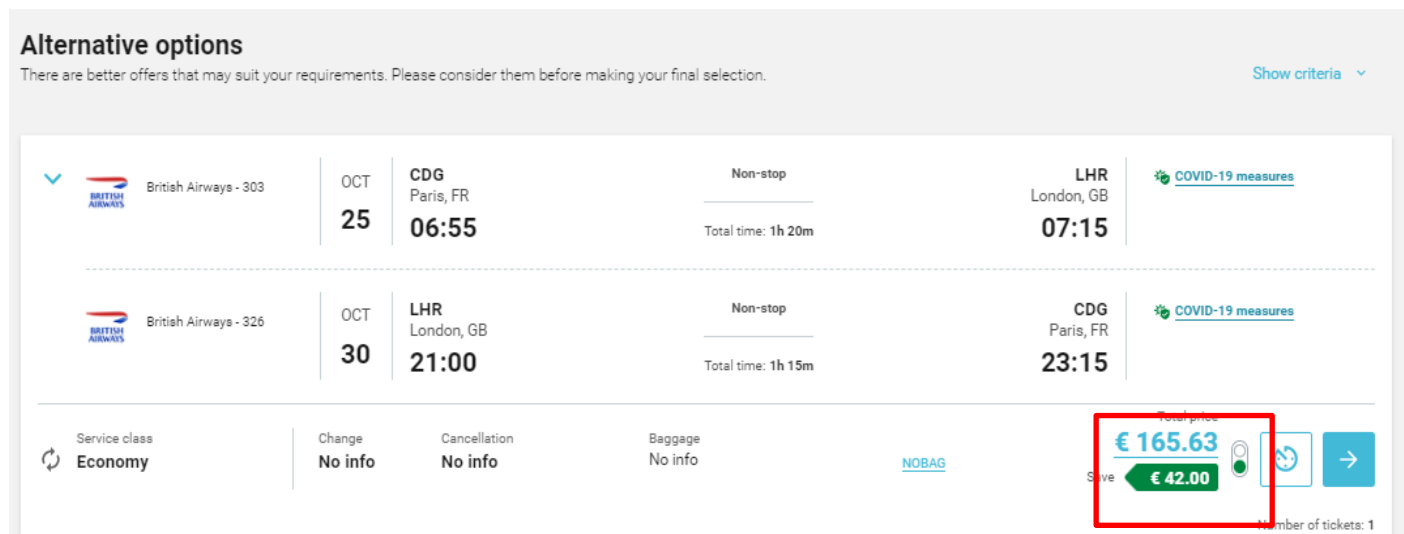
Other fares

| Service class | Change     | Cancellation        | Baggage | NOBAC          | Total price |
|---------------|------------|---------------------|---------|----------------|-------------|
| Business      | € 80.00    | +€ 0.00 / -€ 276.82 | No      | NOBAC BUSINESS | € 276.82    |
| Economy       | Changeable | +€ 0.00 / -€ 313.63 | 1 x     | ECONSEL        | € 313.63    |

Clickable link to get more details on Fare Basis and Total price

To select your fare, click on the blue arrow.

Cheaper, alternative flights may be shown in **Alternative options**:



Alternative options  
There are better offers that may suit your requirements. Please consider them before making your final selection. [Show criteria](#)

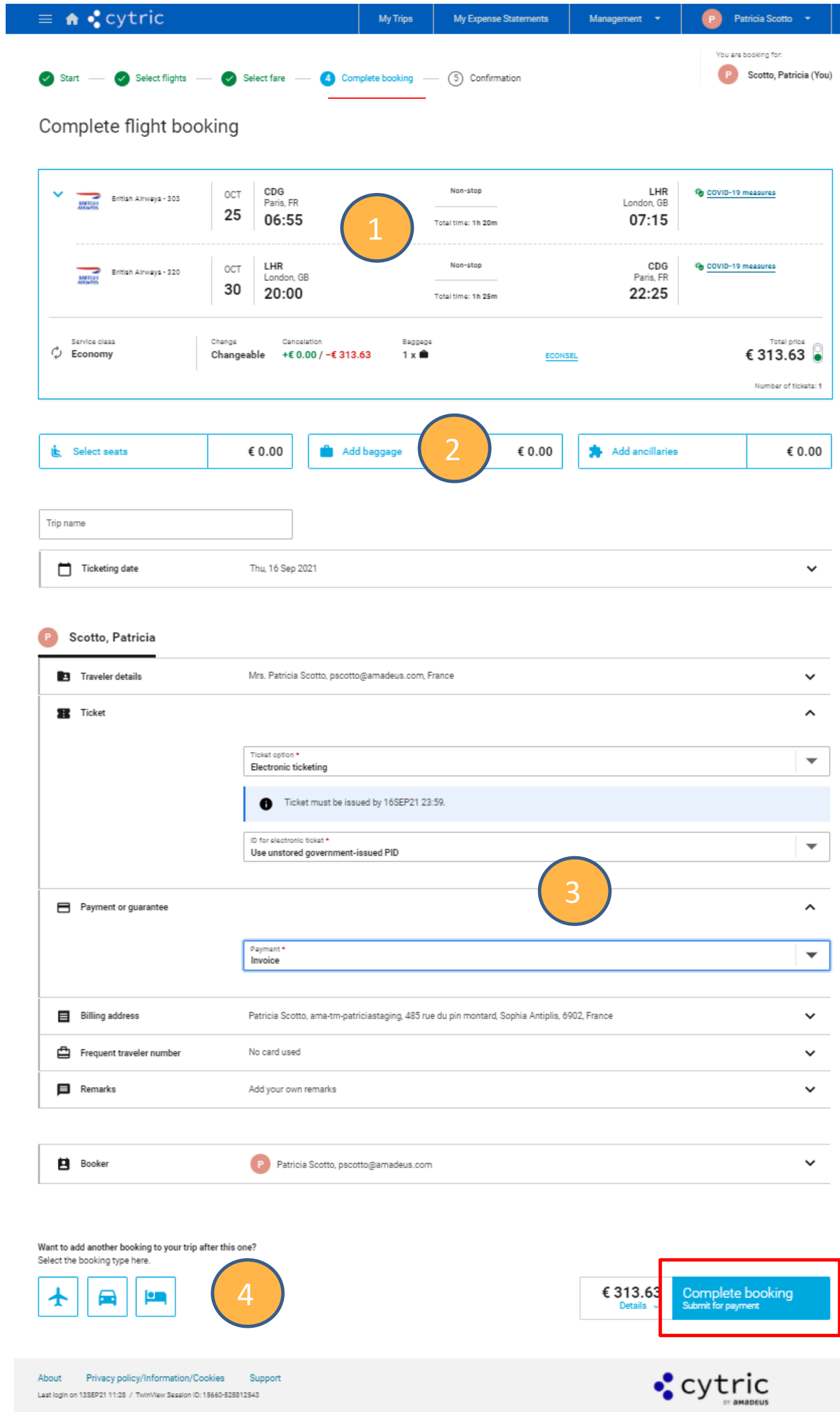
| Flight                | Date   | Origin         | Destination    | Class    | Time  | Measures          |
|-----------------------|--------|----------------|----------------|----------|-------|-------------------|
| British Airways - 303 | OCT 25 | CDG Paris, FR  | LHR London, GB | Non-stop | 06:55 | COVID-19 measures |
| British Airways - 326 | OCT 30 | LHR London, GB | CDG Paris, FR  | Non-stop | 21:00 | COVID-19 measures |

| Service class | Change  | Cancellation | Baggage | NOBAC | Total price |
|---------------|---------|--------------|---------|-------|-------------|
| Economy       | No info | No info      | No info | NOBAC | € 165.63    |

Save € 42.00

## 5. COMPLETE THE BOOKING

Complete this booking:



The screenshot shows the Cytric booking interface. At the top, there's a navigation bar with 'My Trips', 'My Expense Statements', 'Management', and the user's name 'Patricia Scotto'. Below this is a progress bar with five steps: Start, Select flights, Select fare, Complete booking (highlighted with a blue circle), and Confirmation. The main content area is titled 'Complete flight booking' and displays two flight options. The first flight is British Airways 303 on Oct 25 from CDG Paris, FR to LHR London, GB, departing at 06:55 and arriving at 07:15. The second flight is British Airways 320 on Oct 30 from LHR London, GB to CDG Paris, FR, departing at 20:00 and arriving at 22:25. Below the flight details, there are options to 'Select seats' (€ 0.00), 'Add baggage' (€ 0.00), and 'Add ancillaries' (€ 0.00). A form for 'Trip name' and 'Ticketing date' (Thu, 16 Sep 2021) is visible. The traveler's name is 'Scotto, Patricia'. Under 'Traveler details', the name and email are shown. The 'Ticket' section shows 'Electronic ticketing' and a warning that the ticket must be issued by 16SEP21 23:59. The 'Payment or guarantee' section shows 'Invoice' as the payment method. The 'Billing address' is Patricia Scotto, ama-tm-patriciastaging, 485 rue du pin montard, Sophia Antipolis, 6902, France. The 'Frequent traveler number' is 'No card used'. The 'Booker' is Patricia Scotto, pscotto@amadeus.com. At the bottom, there's a section for 'Want to add another booking to your trip after this one?' with icons for flights, cars, and hotels. A 'Complete booking' button is highlighted with a red box and a blue circle, with the text 'Submit for payment' below it. The total price is € 313.63.

1. Check the flight details
2. Add flight options: book seats, add baggage, add ancillaries
3. Check your details: this information comes from your traveler profile. Orange text = mandatory information not available from your profile
4. Add other bookings: additional flights, book a car or book a hotel
5. **Complete booking**