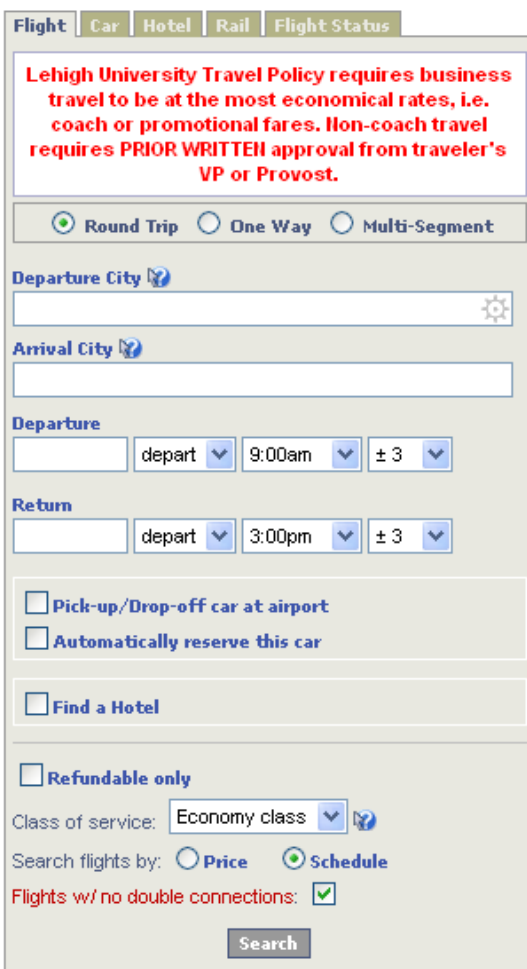


## Booking Trip Guide

### Booking A Trip

The tabs on the left side of the **Travel Center** page let you enter information for booking a trip.



The screenshot shows the 'Flight' tab selected in a navigation bar with other tabs for 'Car', 'Hotel', 'Rail', and 'Flight Status'. A red warning box at the top states: 'Lehigh University Travel Policy requires business travel to be at the most economical rates, i.e. coach or promotional fares. Non-coach travel requires PRIOR WRITTEN approval from traveler's VP or Provost.' Below this are radio buttons for 'Round Trip' (selected), 'One Way', and 'Multi-Segment'. There are input fields for 'Departure City' and 'Arrival City'. The 'Departure' section has a date field, a 'depart' dropdown, a time dropdown set to '9:00am', and a '± 3' dropdown. The 'Return' section has a date field, a 'depart' dropdown, a time dropdown set to '3:00pm', and a '± 3' dropdown. There are checkboxes for 'Pick-up/Drop-off car at airport', 'Automatically reserve this car', and 'Find a Hotel'. A 'Refundable only' checkbox is also present. The 'Class of service' is set to 'Economy class'. 'Search flights by' has radio buttons for 'Price' and 'Schedule' (selected). A checkbox for 'Flights w/ no double connections' is checked. A 'Search' button is at the bottom.

If you have a flight, use the **Flight** tab. You can add a car or a hotel from this tab. If you have other segments to add, such as an additional hotel, you can add those from the Itinerary.

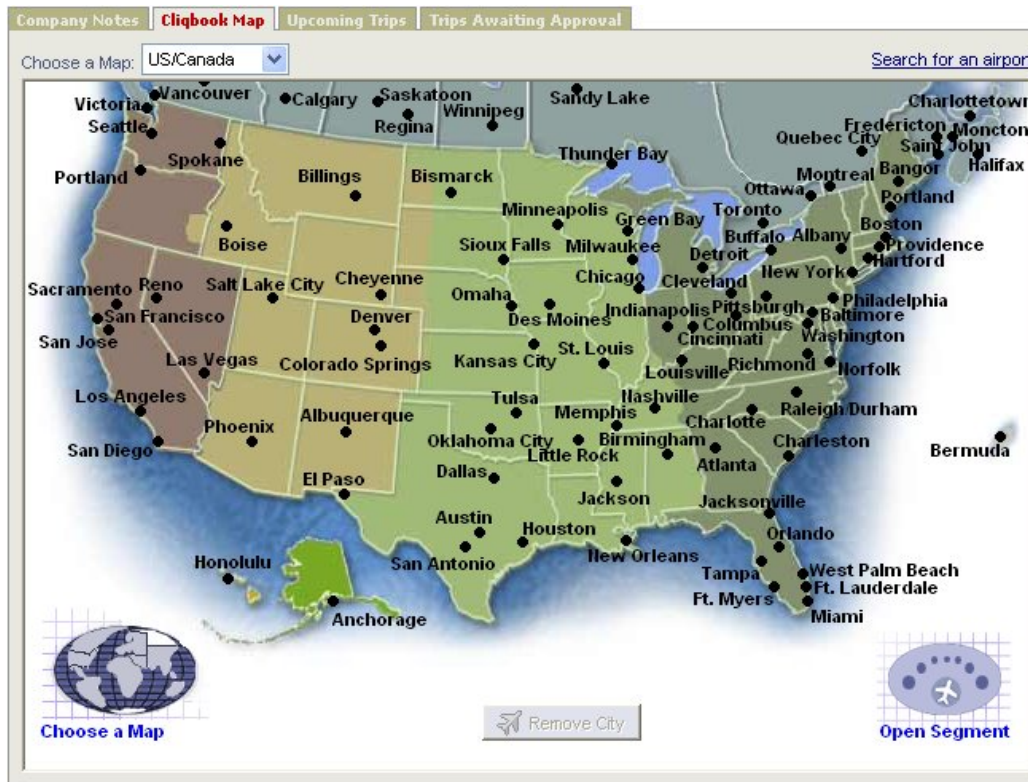
Use the corresponding tabs if you have a **Car**, **Hotel**, or **Rail** to book without airfare.

The **Flight Status** tab can be used to check the flight status of a flight. Enter the cities, date, and airline and you can see arrival times for the flight.

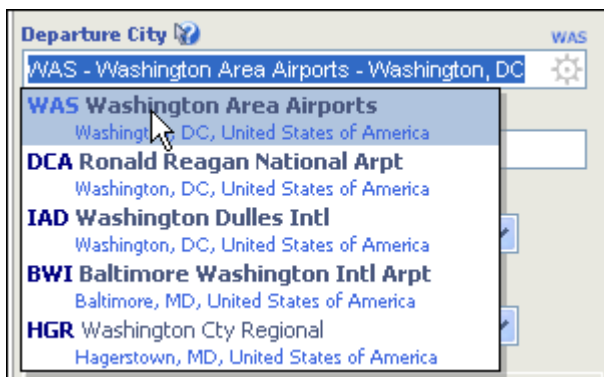
**NOTE:** If you are set up as a travel arranger, select the person for whom you would like to book travel **before** you start entering your travel request information.

## Flight Tab

On the **Flight** tab, choose the type of flight, Round Trip, One Way, or Multi Segment. You can then either type in your **Departure** and **Return** cities city, or use the Cliqbook Map tab on the right to select cities.



When you type in a city, airport name, or airport code, Cliqbook will automatically search for a match.



Choose the airport you want, or choose the **Area Airports** option (if available) to search multiple airports.

***If you use the map page:***

- Click on a city to fly out of an airport in or near that city.
- To fly from an airport in a city not on the map, click anywhere in that state or region.
- A list of all the airports will appear, and you can choose the preferred departure airport.
- To make travel arrangements outside of your home country, choose a continent from the globe at the bottom left to change the map. You will then be able to choose a country and city. You can also use the menu near the top left of the tab to select which map you would like to see.
- For multi-segment flights continue choosing cities, including your return city, until you are finished. For multi-segment international cities, it is recommended that you call Travel Leaders to speak to an International Air Specialist.
- If you wish to arrive in one airport and then return from a different airport, select your city pair and then click the Open Segment icon. This will put an open segment into your itinerary, so you can choose a different airport for your return flight.
- Click the Remove City button to take a city out of your itinerary.

Click in the **Departure** and **Arrival** date fields to select dates from the calendar. Choose times, and also your time range. Cliqbook always searches before and after the time you select.

To pick up a car at the airport, place a check in the **Pickup/Drop-off** car at airport box. You may also choose to automatically reserve this car, which lets you bypass seeing car results. Once you select your vendor and car type, a car is automatically added to your reservation.

If you need an off-airport car, or have other special requests, skip this step and you can add a car from the Itinerary.

If you need a hotel, check **Find a Hotel**. Choose whether to search by airport, address, a company location, or a reference point or zip code. Once you choose how to search, enter the required details. You can also choose a range in miles or kilometers within which to search.

Skip this step if you are staying at more than one hotel during your trip or don't need a hotel for the entire length of your stay. You can add a hotel from the Itinerary.

Choose whether to search by **Best price** or **Best fit to schedule**.

- If you choose to search by schedule, Cliqbook will give you options for departure and return flights, and then will perform a search by price.

**NOTE:** If you want to see flights in fare classes other than Coach/Economy, you **MUST** search by schedule.

Choose to check the **Flights with/ no penalties (refundable)** box (if available) to search only fully refundable fares. You may also have the option to choose only flights without double connections.

Once you have entered all your information, click the **Search** button to begin your search and see your flight results.

Prior to retrieving your flight search request, Cliqbook will require travelers to identify the INDEX number to be charged (if applicable), a Trip Purpose, and provide a detailed explanation for all Lehigh University business travel.

### Welcome to Cliqbook!

We need a little more information to start booking your trip. Please take a moment to fill out the following fields and click **Next**.

Thank you.

**Index # to be charged: If travel is PERSONAL, or you are NOT using an index number, enter: XXXXXX [Required]**







**Trip Purpose [Required]**

**If business travel, please provide additional trip description detail below:**

### Search by Schedule

When searching by schedule, you will see a list of outbound and return flights. Directly above the list of flights is a grid that allows you to filter.

Prices do NOT appear on the Search by Schedule page. Cliqbook will price the flights once you have made your selection and you will be able to purchase the flight you chose, or a similar flight.

All <a href="#">24 results</a>						
<b>Nonstop</b> <a href="#">11 results</a>	<a href="#">5 results</a>	<a href="#">2 results</a>	<a href="#">4 results</a>	--	--	--
<b>1 stop</b> <a href="#">8 results</a>	--	--	<a href="#">2 results</a>	<a href="#">1 results</a>	<a href="#">1 results</a>	<a href="#">4 results</a>
<b>2 stops</b> <a href="#">5 results</a>	--	--	--	--	--	<a href="#">5 results</a>

Choose a column, row, or cell in the grid to filter the results. The results will then display flights with the number of stops, airline, or both. Click **All** in the grid to see all results.

You will also see a filter on the right side of the page. Use this filter to change your search.

**Previous Searches** ^

Previous Searches v

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**Change Flight Search** ^

**From:** PHL  
 PHL - Philadelphia Intl Arpt - Philadelphia, PA ⚙

**To:** DFW  
 DFW - Dallas Ft Worth Intl - Dallas, TX ⚙

**Departure**  
 01/21/2008 dep v 8:00am v ± 3 v

**Return**  
 01/23/2008 dep v 5:00pm v ± 3 v

Refundable only















Class of service: Economy class v ⚙

Search flights by:  
 Price  Schedule

Flights w/ no double connections:

- Click the Previous Searches menu to see previous searches done during this Cliqbook session.
- Change your arrival or departure cities, your dates, times, or time ranges, or the refund ability (if available), and click Search. Cliqbook will show new results on the page, and you can use Previous Search to come back to your original results.
- Place a check in Compress Display to show the results in the display on one line. Uncheck the box to see the full display, which lists connections, equipment, and gives the ability to select seats.

**Outbound Mon, Jan 21 8:00 AM ± 3 hours 9 results**

Carrier	Flt#	From	To	Depart	Arrive	Class
	1213	PHL	DFW	6:10am	8:50am	Economy 
Equipment: 737; (Worldspan)						
	7043	PHL	MEM	7:00am	8:50am	Economy 
	7095	MEM	DFW	9:15am	10:57am	Economy 
Equipment: CRJ, CRJ; (Worldspan)						
	1717	PHL	DFW	7:35am	10:25am	Economy 
Equipment: MD80; (Worldspan)						
	2108	PHL	DFW	7:35am	10:35am	Economy 
Equipment: EMJ; (Worldspan)						
	1257	PHL	DFW	7:35am	10:35am	Economy 
Equipment: EMJ; (Worldspan)						
	1239	PHL	DFW	9:30am	12:32pm	Economy 
Equipment: EMJ; (Worldspan)						

**Outbound Mon, Jan 21 8:00 AM ± 3 hours 9 results**

Carrier	From / To	Depart	Arrive	Stops/Duration
	PHL > DFW	6:10am	8:50am	0 / 0 minutes
	PHL > DFW	7:00am	10:57am	1 / 0 minutes
	PHL > DFW	7:35am	10:25am	0 / 0 minutes
	PHL > DFW	7:35am	10:35am	0 / 0 minutes
	PHL > DFW	7:35am	10:35am	0 / 0 minutes
	PHL > DFW	9:30am	12:32pm	0 / 0 minutes

- If either or both of your cities have multiple airports, use the Airport Filters boxes to only see results from airports you select.

**Airport Filters** ⌵



PHL - Philadelphia, PA

---

DAL - Dallas, TX

DFW - Dallas, TX

You will also see the following symbols on this page. Cliqbook will usually show what these symbols mean when you hold your cursor over the symbol.

-  Indicates a company preferred carrier. (If applicable.)
-  Allows you to see the seat map for this flight.
- You can also hold your cursor over any airport code or airline name to see the full name for the airport or airline.
- There are also symbols that indicate a flight is a code share, is direct but has stops, or is sold out.

### Choose a Flight

If you Search by Schedule, the Choose a Flight page will show up once you choose your flights and continue. If you search by price, you will go directly to the Choose a Flight page.

Cliqbook offers several options to filter, compare, and sort your flight results.

## Filter

Just as with search by schedule, there is a grid that allows you to filter.

All 41 results									
Nonstop 11 results	244.80 6 results	244.81 4 results	296.81 1 results	--	--	--	--	--	--
1 stop 30 results	255.20 3 results	265.71 2 results	249.20 9 results	256.60 4 results	261.10 2 results	263.59 1 results	265.60 4 results	284.59 1 results	289.20 4 results

Each fare appears beneath the grid in a list. Sometimes the list can have several pages, so it is important to filter so you only see the flights you want.

- Click on the corresponding row, column, or cell in the grid to filter the fares.
- Click the cell with the number of stops to see fares with a certain number of stops, this selects that row, and only shows flights with the selected number of stops.
- Click the cell for that vendor to see fares for a particular vendor. This selects that column, and only shows flights for the selected vendor.
- Select a specific cell to see only flights with the selected number of stops on the selected carrier.
- You will also see a box on the right side of the page that lets you search again, change display settings, and filter results.

Previous Searches

Previous Searches

Submit

Change Flight Search

From: PHL - Philadelphia Intl Arpt - Philadelphia, PA

To: DFW - Dallas Ft Worth Intl - Dallas, TX

Departure: 01/21/2008 dep 8:00am ± 3

Return: 01/23/2008 dep 5:00pm ± 3

Refundable only

Class of service: Economy class

Search flights by:  Price  Schedule

Flights w/ no double connections:

Search Cancel

Display Settings

Compress Display

Show Airport Names

















Airport Filters

PHL - Philadelphia, PA (\$244.8)

DFW - Dallas, TX (\$244.8)

- Change your arrival or departure cities, your dates, times, or time ranges, or the refund ability (if available), and click Search. Cliqbook will show new results on the page, and you can use Previous Search to come back to your original results.

- Place a check in Compress Display to show the results in the display on one line.
- Uncheck the box to see the full display, which lists connections, equipment, and gives the ability to select seats.

	American #1717	Jan 21 7:35am Philadelphia, PA (PHL)	Jan 21 10:25am Dallas, TX (DFW)	Stops: 0 3h 50m	McDonnell Douglas M... Economy: N	
	American #1072	Jan 23 5:10pm Dallas, TX (DFW)	Jan 23 9:20pm Philadelphia, PA (PHL)	Stops: 0 3h 10m	McDonnell Douglas M... Economy: N	
<b>\$244.80</b>		<b>Ticket non-refundable - penalties may apply;</b> Change fee applies (plus fare difference); (Worldspan) <a href="#">Fare Rules</a>				
<a href="#">Reserve</a> <a href="#">Compare</a>						
	American #1717	Jan 21 7:35am Philadelphia, PA (PHL)	Jan 21 10:25am Dallas, TX (DFW)	Stops: 0 3h 50m	McDonnell Douglas M... Economy: N	
	American #1086	Jan 23 3:30pm Dallas, TX (DFW)	Jan 23 7:45pm Philadelphia, PA (PHL)	Stops: 0 3h 15m	McDonnell Douglas M... Economy: N	
<b>\$244.80</b>		<b>Ticket non-refundable - penalties may apply;</b> Change fee applies (plus fare difference); (Worldspan) <a href="#">Fare Rules</a>				
<a href="#">Reserve</a> <a href="#">Compare</a>						
	American #1213	Jan 21 6:10am Philadelphia, PA (PHL)	Jan 21 8:50am Dallas, TX (DFW)	Stops: 0 3h 40m	Boeing 737-800 Economy: N	
	American #1072	Jan 23 5:10pm Dallas, TX (DFW)	Jan 23 9:20pm Philadelphia, PA (PHL)	Stops: 0 3h 10m	McDonnell Douglas M... Economy: N	
<b>\$244.80</b>		<b>Ticket non-refundable - penalties may apply;</b> Change fee applies (plus fare difference); (Worldspan) <a href="#">Fare Rules</a>				
<a href="#">Reserve</a> <a href="#">Compare</a>						
	American #1587	Jan 21 10:00am Philadelphia, PA (PHL)	Jan 21 1:00pm Dallas, TX (DFW)	Stops: 0 4h	McDonnell Douglas M... Economy: N	
	American #1072	Jan 23 5:10pm Dallas, TX (DFW)	Jan 23 9:20pm Philadelphia, PA (PHL)	Stops: 0 3h 10m	McDonnell Douglas M... Economy: N	
<b>\$244.80</b>		<b>Ticket non-refundable - penalties may apply;</b> Change fee applies (plus fare difference); (Worldspan) <a href="#">Fare Rules</a>				
<a href="#">Reserve</a> <a href="#">Compare</a>						

	Fare	Carrier	From / To	Depart	Arrive	Stops / Duration
<a href="#">Reserve</a>	<b>\$244.80</b>	 American	PHL > DFW	Jan 21 7:35am	Jan 21 10:25am	0 / 3h 50m
<a href="#">Compare</a>			DFW > PHL	Jan 23 5:10pm	Jan 23 9:20pm	0 / 3h 10m
<a href="#">Reserve</a>	<b>\$244.80</b>	 American	PHL > DFW	Jan 21 7:35am	Jan 21 10:25am	0 / 3h 50m
<a href="#">Compare</a>			DFW > PHL	Jan 23 3:30pm	Jan 23 7:45pm	0 / 3h 15m
<a href="#">Reserve</a>	<b>\$244.80</b>	 American	PHL > DFW	Jan 21 6:10am	Jan 21 8:50am	0 / 3h 40m
<a href="#">Compare</a>			DFW > PHL	Jan 23 5:10pm	Jan 23 9:20pm	0 / 3h 10m
<a href="#">Reserve</a>	<b>\$244.80</b>	 American	PHL > DFW	Jan 21 10:00am	Jan 21 1:00pm	0 / 4h
<a href="#">Compare</a>			DFW > PHL	Jan 23 5:10pm	Jan 23 9:20pm	0 / 3h 10m
<a href="#">Reserve</a>	<b>\$244.80</b>	 American	PHL > DFW	Jan 21 6:10am	Jan 21 8:50am	0 / 3h 40m
<a href="#">Compare</a>			DFW > PHL	Jan 23 3:30pm	Jan 23 7:45pm	0 / 3h 15m

- When viewing the full, uncompressed display, you can choose whether to show Airport Names, or uncheck the box to just see airport codes. Hold your cursor over a code to see the airport name.
- Use the Airport Filters boxes to filter results for airports. Cliqbook will show the lowest price for each airport.

**Airport Filters** ⌵

ATL - Atlanta, GA (\$158.6)

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DCA - Washington, DC (\$158.6)

IAD - Washington, DC (\$158.6)

BWI - Baltimore, MD (\$183.6)

Once you filter unwanted airports by removing the check from the box, the list will only display results for the selected airports. Filtering unwanted results makes the display more manageable.

## Compare

If you did a search by schedule, you will see that flight right beneath the grid in the **Compare List**. Click the Compare link to add to your comparison list.

\$244.80

Reserve [Compare](#)

If you didn't search by schedule, you still have the ability to add flights to the compare list.

Additional results appear beneath the selected flight, and you can add them by clicking the **Compare** link for that flight. If you would rather work with the flights within the full list, you can click **Remove** to move all the flights out of the compare list.

## Sort

Beneath the compare list is the full list of flights. You can sort this list of flights by any of the categories below.





**Sort:**    Policy    Price    Carrier    Depart ▲    Duration

Click once in front of the category to sort descending, and then click again to sort ascending. The arrows next to the category will either point down or up. The example above is sorted by departure time, earliest to latest.

**NOTE:** If you select filter the flights, the list will only show the items that are not filtered.

## Choose a Flight

Each fare appears with the information that came from the travel agency, as well as a seat map button and additional information about the aircraft, stops, and fare class.

 American #1587	Jan 21 10:00am Philadelphia, PA (PHL)	Jan 21 1:00pm Dallas, TX (DFW)	Stops: 0 4h	McDonnell Douglas M... Economy: N	
 American #1072	Jan 23 5:10pm Dallas, TX (DFW)	Jan 23 9:20pm Philadelphia, PA (PHL)	Stops: 0 3h 10m	McDonnell Douglas M... Economy: N	

\$244.80

Reserve [Compare](#)

**Ticket non-refundable - penalties may apply;** Change fee applies (plus fare difference); (Worldspan) [Fare Rules](#)

You may see multiple pages of flights. You can click a page number or click **Next** to move to the next page, or click **All** to see all the flights in the list.

[<<Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [Next>>](#) | [All](#)


Flight results come from your agency reservation system, and some companies additionally allow travelers to see selected direct purchase fares. Information on where the flight comes from appears directly next to the **Reserve** button.

The **Reserve** button will also show policy information. If the button is green, the fare is within policy.

If the **Reserve** button is yellow, the fare is outside of policy, and if you select it you will be required to enter additional information.

If a fare is outside of policy, this information will also appear in the fare information section.

<p>\$303.60</p> <p><b>Reserve</b> <a href="#">Compare</a></p>	<p><b>Ticket non-refundable - penalties may apply;</b> Change fee applies (plus fare difference); (Worldspan)</p> <p><b>!</b> <i>Air Fare is greater than the lowest fare offered</i></p> <p><a href="#">Fare Rules</a></p>
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When you find the fare and flight selections you want, click the **Seat Map** button to see seating information for the flight. 

When you click **Reserve** to select a fare, Cliqbook will automatically select the corresponding frequent flier program, if it exists. You can select a different program from the list at the bottom of the screen. If you wish to add a program, click the **Add a Program** link.

Click the **Print/Email** link in the top right corner to print the fares, or to email selected fares.

**For Cliqbook support call 1-866-502-1924, prompt 4.**