

How To Book First & Business Class Tickets

By default, Trip Manager chooses coach/economy seats as the class of service for flights. This How To explains how to choose other classes of seating such as business or first-class.

Choosing a class of air ticket

1. Log into Trip Manager.
2. Click on the Flights tab (top left on your screen).
3. Now you see the following menu.

Flights | Cars
Destinations | Travel Information
Trip Manager XE

▼ Preferences for This Trip

Airline Search:
All Airlines ▼

Flight Type:
Connecting (Max 1) ▼

Search Time Window:
6 ▼

Show Penalty Fares:
Yes ▼

[More Preferences...](#)

4. Click on “More Preferences” and additional options are added to the menu.

Flights | Cars
Destinations | Travel Information
Trip Manager XE

▼ Preferences for This Trip

Airline Search:
All Airlines ▼

Flight Type:
Connecting (Max 1) ▼

Search Time Window:
6 ▼

Show Penalty Fares:
Yes ▼

Cabin:
Coach/Economy ▼

Show Connections Only on the Same Airline:
Yes ▼

A Trip Manager How To

5. Under Cabin, click on the triangle next to Coach/Economy and choose which class of travel is desired.

Cabin:




Business	▼
Coach/Economy	
Premium Economy	
Business	
BusinessFirst	
First	

That's it! You have chosen a class of ticket.

Now you can proceed to fill in the city and dates as usual and click the search button.

One more thing: Notice under "Show Connections Only on the Same Airline" you can also choose to book travel with multiple airlines (a mixture of carriers on one trip). The default is using the same carrier on the entire trip.



Show Connections Only on the Same Airline:

Yes	▼
Yes	
No	

"Yes" means "Include connecting flights only when a change of plane does not involve a change of airline."

"No" means "Include connecting flights that involve a change of airline."

So if you choose "No", Trip Manager will offer itineraries with multiple airlines.

The Reasons agent who processes your reservation may generate multiple tickets in order to ensure that your tickets are truly exchangeable later on. Multiple individual tickets also protect you if one flight is late and the two airlines each claim the other is responsible. That's the good news about issuing multiple tickets. The bad news is that, yes, there is a service fee for each ticket issued.