

## How To Email Itineraries to Travelers and Planners

After you reserve a flight, car rental or hotel room, you will see an itinerary which lists what was reserved. Then you click on Purchase Now and your request is sent to an agent who will issue the ticket. An itinerary is emailed to the traveler. If the agent issuing the ticket knows someone else who needs a copy, they can send them a copy, too.

But you can send a copy of the itinerary to the traveler and to yourself (or anyone else). An example of what shows up in email is at the end of this How To.

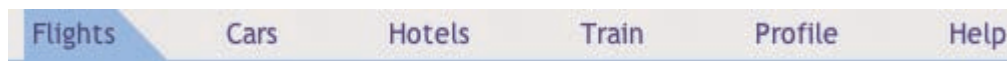
Here is how...

### Step 1 Get to the Trip Itinerary screen

First you need to be looking at an itinerary. If you just made a reservation, you will see the itinerary screen after reserving the flight, car & hotel items.

If the reservation was made a while ago:

**Travelers:** click on the Flights tab



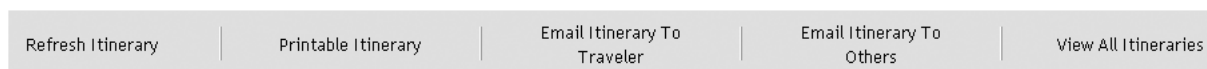
and then on the itinerary you wish to email (lower left)



**Travel Planners:** the only difference is you first select a traveler. Then you follow the traveler's instructions above.

### Step 2 Choose who to send email to

In the Trip Itinerary window, you'll see the menu bar shown below.



**Email Itinerary To Traveler** sends a email to **only** the traveler (explained in Step 3a, below).

**Email Itinerary To Others** sends an email to the traveler **AND** to up to four others (explained in Step 3b, below).

## A Trip Manager How To

### Step 3a Send email just to the traveler

To send an email to the traveler: click on “Email Itinerary to Traveler”

Note: the email is sent to the address that was entered under Profile>Personal Information>Email (see a sample below).

#### Personal Information

(\*) Indicates a required field

Prefix:

First Name:  \*

Middle Initial:

Last Name:  \*

Suffix:

Member ID:  \*

Employee ID:

Social Security #:

E-mail:  \*

In a moment (if the email was sent) you'll see the following message.



You're done!

## A Trip Manager How To

### Step 3b Send email to the traveler AND others

To send an email to the traveler AND others (such as yourself): click on “Email itinerary To Others”.

Enter email address(es) in the blanks and then click on the Send button. Notice the traveler’s email is shown at the top.

**E-mail Itinerary Others**

Traveler's E-mail: daffy@maximpulse.com

An e-mail containing the itinerary will be sent to the traveler along with up to four others in the boxes below.

E-mail 1:  E-mail Format Type:

E-mail 2:  E-mail Format Type:

E-mail 3:  E-mail Format Type:

E-mail 4:  E-mail Format Type:

After clicking Send, the acknowledgment “Emails Sent” appears (shown below).

Emails Sent

You’re done!

By the way, Trip Manager will remember these extra email addresses for the next time. Less work for you!

## Example of an itinerary email

**From:** <youritinerary@worldspan.com>  
**Subject:** Itinerary = "testmax001"  
**Date:** November 4, 2006 7:53:17 PM CST  
**To:** <maxim@reasonstravel.net>

PLEASE DO NOT REPLY TO THIS E-MAIL ADDRESS

A copy of your itinerary has been provided.  
If you have any questions contact your travel administrator.

Your reservation has been confirmed.

Note: If airfare is involved, it is not guaranteed until it has been ticketed. If you require changes to your reservation after it has been ticketed, please contact your company's ticket fulfillment provider.

Use the print function of your e-mail client to print your itinerary.

**Detailed Itinerary for:** Daffy Duck  
**Itinerary Name:** testmax001  
**Trip Locator:** MUDMSD  
**Ticket Status:** Ready to Submit for Purchase  
**Ticket Number:** Pending  
**Trip Approval Status:** N/A  
**Total Ticket Price:** 768.80 USD

### Tuesday, December 5, 2006

<b>Flight Description:</b> Northwest Airlines #134	<b>Details:</b> D95
<b>From:</b> (MSP) Minneapolis St. Paul Int'l Airport, MN - MSP (U S A -	Coach/Economy Class 1:15 duration
<b>To:</b> (ORD) Chicago O'Hare Int'l Airport, IL - ORD (U S A - United	Seat: 18-D
12/5/2006 10:10am to 12/5/2006 11:25am	

### Thursday, December 7, 2006

<b>Flight Description:</b> Northwest Airlines #137	<b>Details:</b> D94
<b>From:</b> (ORD) Chicago O'Hare Int'l Airport, IL - ORD (U S A - United	Coach/Economy Class 1:32 duration
<b>To:</b> (MSP) Minneapolis St. Paul Int'l Airport, MN - MSP (U S A -	Seat: 17-D
12/7/2006 4:37pm to 12/7/2006 6:09pm	