



MacNairport

Quick Reference Guide

ACCESSING SITE

MacNairport is MacNair Travel Management's online booking site for managing your travel profile and booking business travel. To access MacNairport, direct your Web browser to:

<http://www.macnairport.com/New-Portal.html>

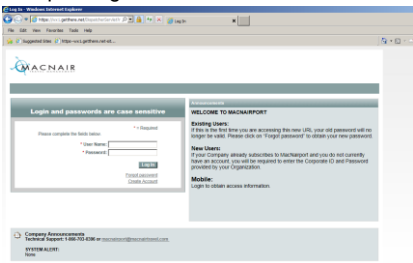


NEW USERS

- If you do not currently have an account, you will be required to enter the Corporate ID and Password provided to your organization. See your travel manager for these credentials.

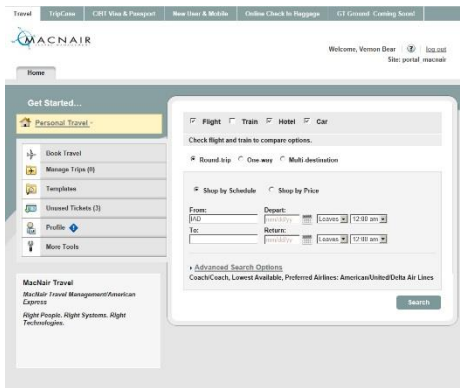
UPDATE PROFILE

- Click on profile icon and complete before requesting a reservation.



BOOKING TRIPS

- Select Flight or Train, Hotel and/or Car if needed
- Select **Trip Details** – round trip, one way, multi-destination and include city pairs, dates, and time.
- Select **Schedule** for schedule based searches, or **Price** for a fare based matrix and **Surrounding Airports** search option.
- Click on **Advanced Search Options** if you want to change Cabin Class, Fare Type, request Preferred Airlines or search for fares from other internet sites.
- Click **Search**.

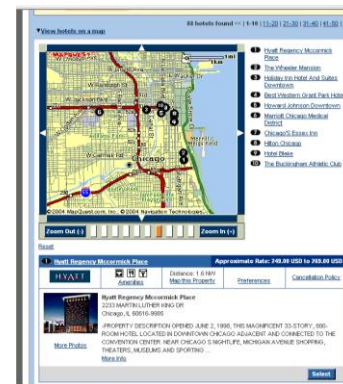


AIR – Display - Schedule or Price

- **Schedule Search** - Choose your Departing Flight and Returning Flight using the **Select** button.
- The system will display the fare for the original selection and then offer the user **Low Fare Options** which may include alternate airports, and low-cost airlines.
- Review the Low Fare Options and **Select** your flight.
- **Price and Surrounding Airport Search** – Select up to 3 surrounding airports near your destination. Select roundtrip itinerary from the Fare Matrix.
- If the lowest fare was not selected, a warning will be displayed and you will select the reason why the lowest fare was not booked.
- After your flight selection you can Reserve Seats provided the airline chosen allows reserved seating.

HOTEL

- **Check-In/Out Dates** and **City or Airport Code** will be based on flight selection, but can be modified if needed.
- **Type of Search** includes searching for a hotel by: Address or City, Near an Airport, Negotiated Properties, or Company Locations and other points of interest.
- You can **View hotels on a map**
- Hotel options can be sorted by Company Preferred (if applicable), Approximate Rate, Hotel Name, or Distance.
- To view rates, **Select** a hotel, review the Rate Rules and **Select** the **Price Per Night** to reserve the hotel room and continue with the booking.



RENTAL CAR

- Select Pick Up Location – **At an Airport or At a City Location**. Rental dates and time will be based on flight selection, but can be modified if needed.
- Search options include, car size, special equipment and preferred car rental agencies.
- Car options will be displayed by Car Rental Company, size of car, and price. Company preferred rental car providers will be displayed first followed by other car rental vendors.
- Reserve car by clicking on the Daily Rate listed.

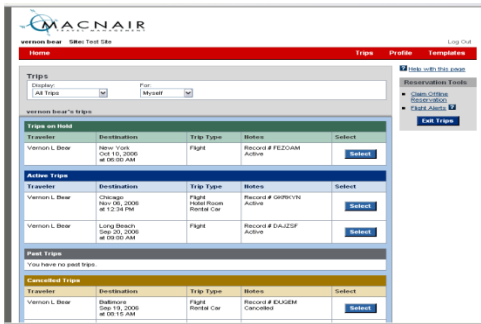
CONFIRMING BOOKINGS

- Review the **Company Announcements** at the top of the *Review Trip Details* page for information pertaining to your booking such as the fare restrictions of your requested flight reservation.
- Review *Traveler Information* and verify the information is complete and accurate.
- Select the **your designated card** in the Flight Billing Information section on the *Billing Information Page*.
- After reviewing all information on the *Billing Information* page click on **Purchase Trip** or **Hold Trip**.
- A MacNairport fee will be charged when placing a reservation on *Hold* or *Purchase*.



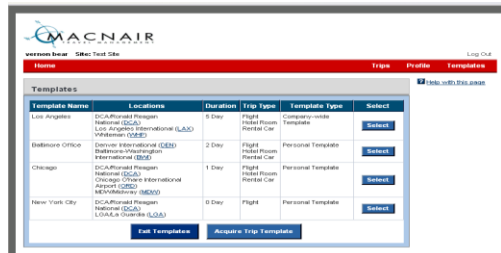
ELECTRONIC INVOICE

- An email confirmation will be sent to you immediately from GetThere to confirm the reservation was made. MacNair Travel will send an email confirmation via *TripCase.com* after the booking is reviewed and ticketed.
- Click on the link under Travel Documents to access your E-invoice and Eticket receipts.
- Print and submit with your expense report.



ACCESSING PREVIOUS BOOKINGS

- Click **Trips** on the MacNairport navigation bar to access your current or past dated trips.
- Click **Select** to the right of the booking you want to view or change.
- Make any desired changes to your air, car and /or hotel booking.
- Click **Cancel Trip** to cancel your trip. Cancellation fees may apply.
- Use this section to verify ticketing status, online check-in, upgrades as applicable to your corporate account settings



USING TEMPLATES

- Templates can be created to quickly book repeat trips including air/hotel/car options. There is no charge to create a template.
- To create a template enter a *Template Name* in the **Trip Templates** area of the *Review and Modify Trip* page, *Traveler Information* page, or the *Billing Information* page.
- To use a template – click on **Templates** on the navigation bar, **Select** the Template Name, enter the new dates of the Trip and **Price Itinerary**. Proceed with completing your booking.

ASSIGN SOMEONE to ARRANGE YOUR TRAVEL

- To assign a Travel Arranger, access your profile by directing your Web browser to: <http://www.macnairport.com/new-portal.html>
- Click **Profile** on the red tool bar at the top of the page.
- Click on **My Arranger**, then **Add a travel arranger**
- Enter the first and last name of the person you wish to designate. Note the travel arranger must already have a profile in the system.
- Then, **Add** the arranger
- If you are designating a travel arranger, you must also do so on the booking tool. Click on Tickets. Then click on “Profile” in the red tool bar at the top of the Search page, click on “My Arrangers” to add an arranger to your profile
- When the Travel Arranger logs into MacNairport, the Arranger will see a list of travelers who have selected the arranger to book their travel.

GETTING ASSISTANCE

Online Help

- To access Online Help, click on **Help with this page** at the top of each booking page.

Other Travel Assistance

- Click on **Frequently Asked Questions** on the *HOME* page.
- Technical Support: 1-866-703-0396** or macnairport@macnairtravel.com

TUTORIALS

- From the main screen, click more tools on the right hand menu and that will open a list of links. The one named “Tutorial” will take you the booking tool tutorial videos and materials

