Certify: Travel Booking Overview

Accounts Payable

Financial Services

Agenda

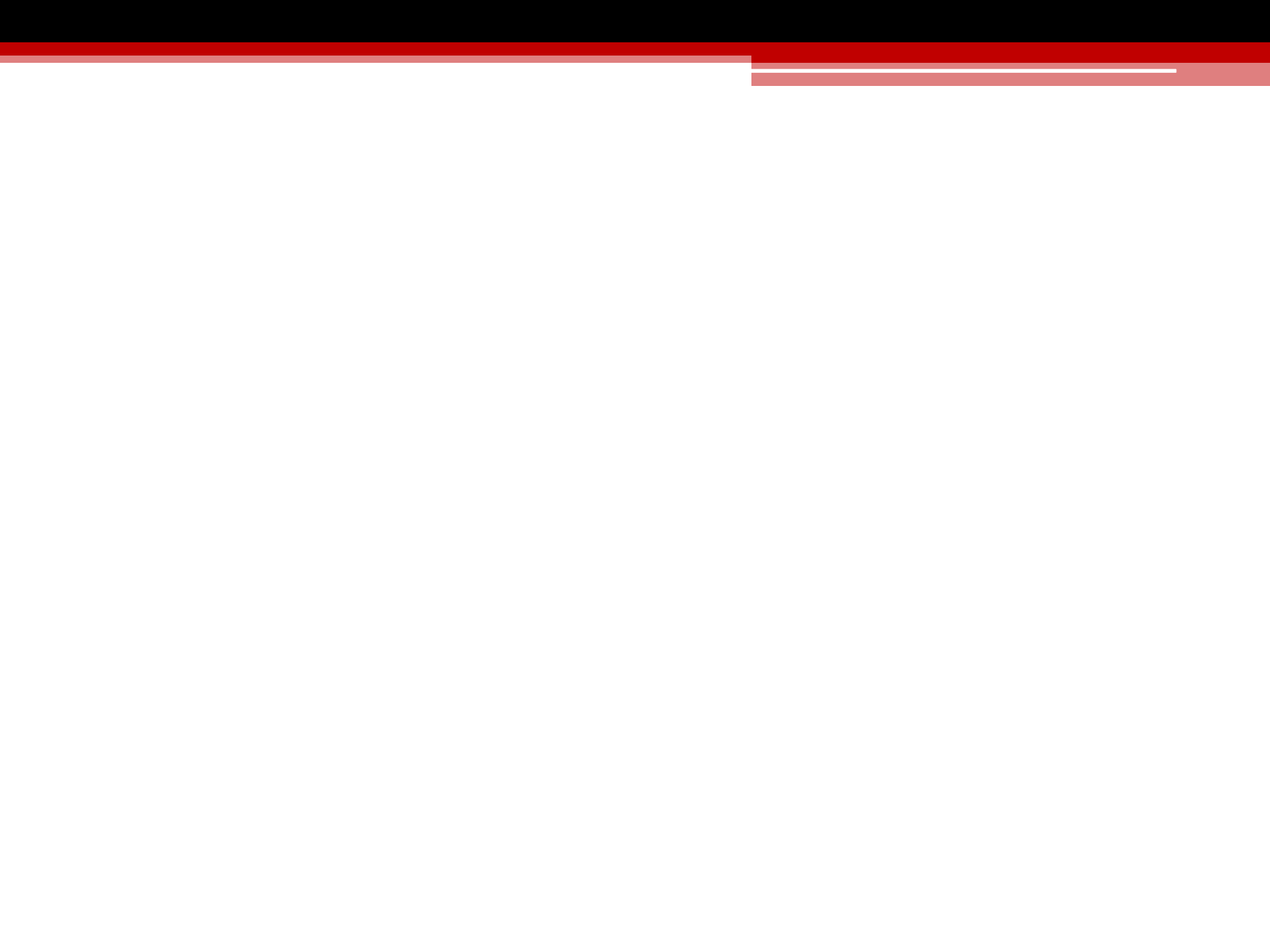What is Certify?

Certify Account

Booking

Booking as a Coordinator
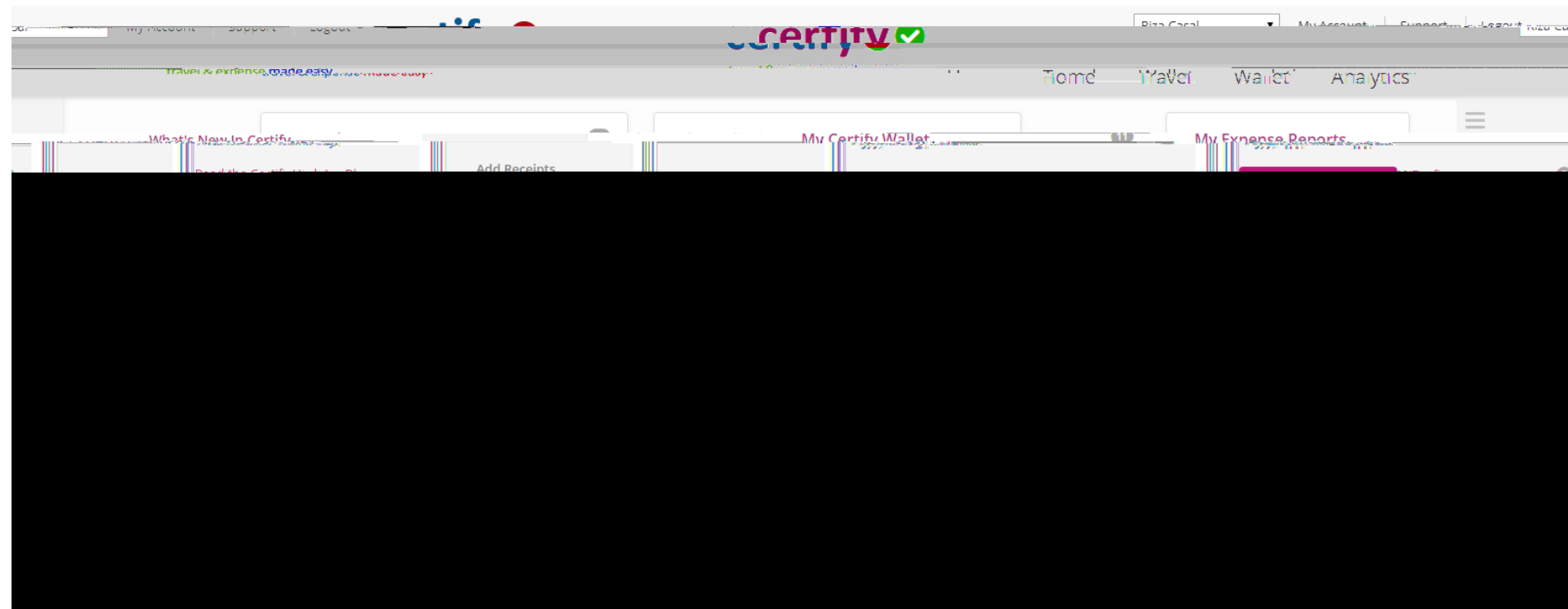
How to Book

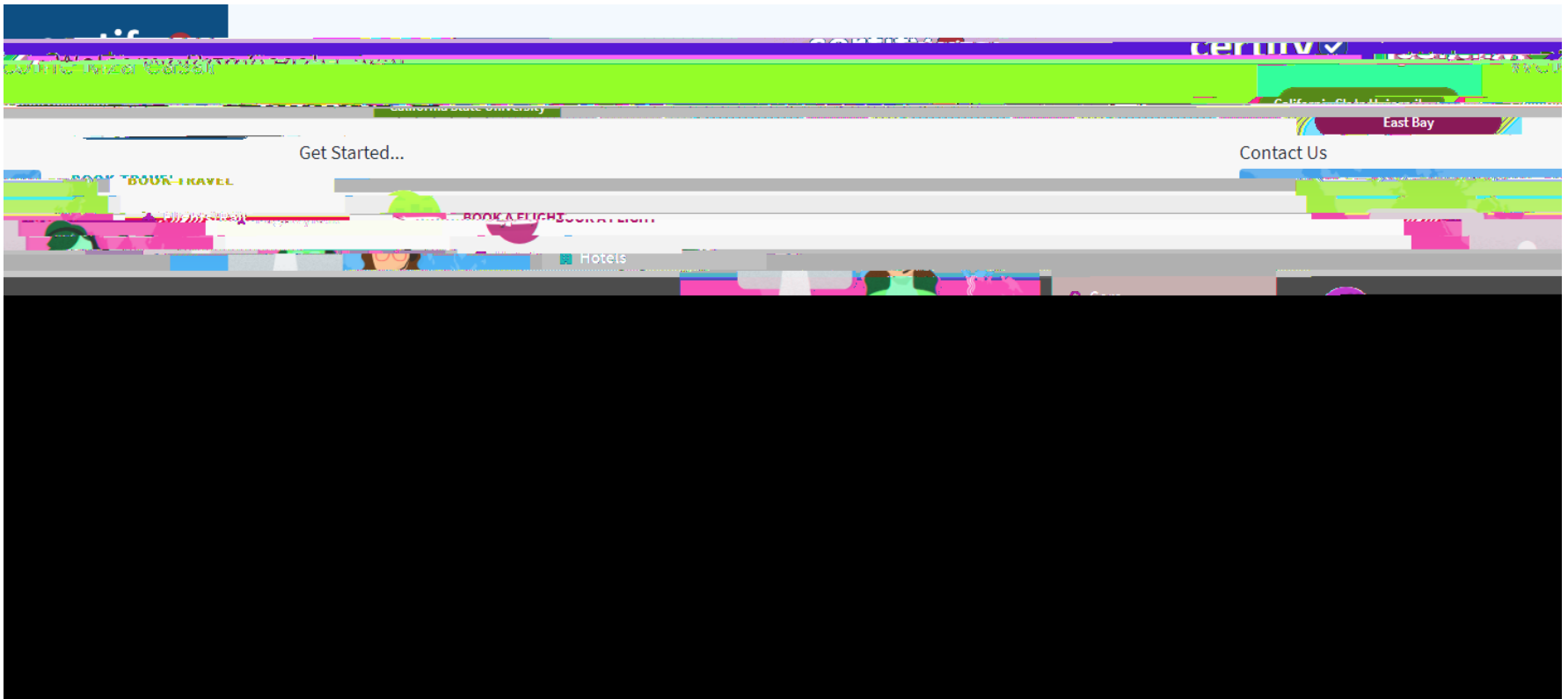Modifying/Canceling Travel

Contact

Resources

Homepage

- The Homepage consists of various tools and features available. It is the first thing you will see once you log in to Certify from your computer.

Travel Booking Dashboard

- Select the type of booking feature under **Get Started…**
-

Flights/Rail
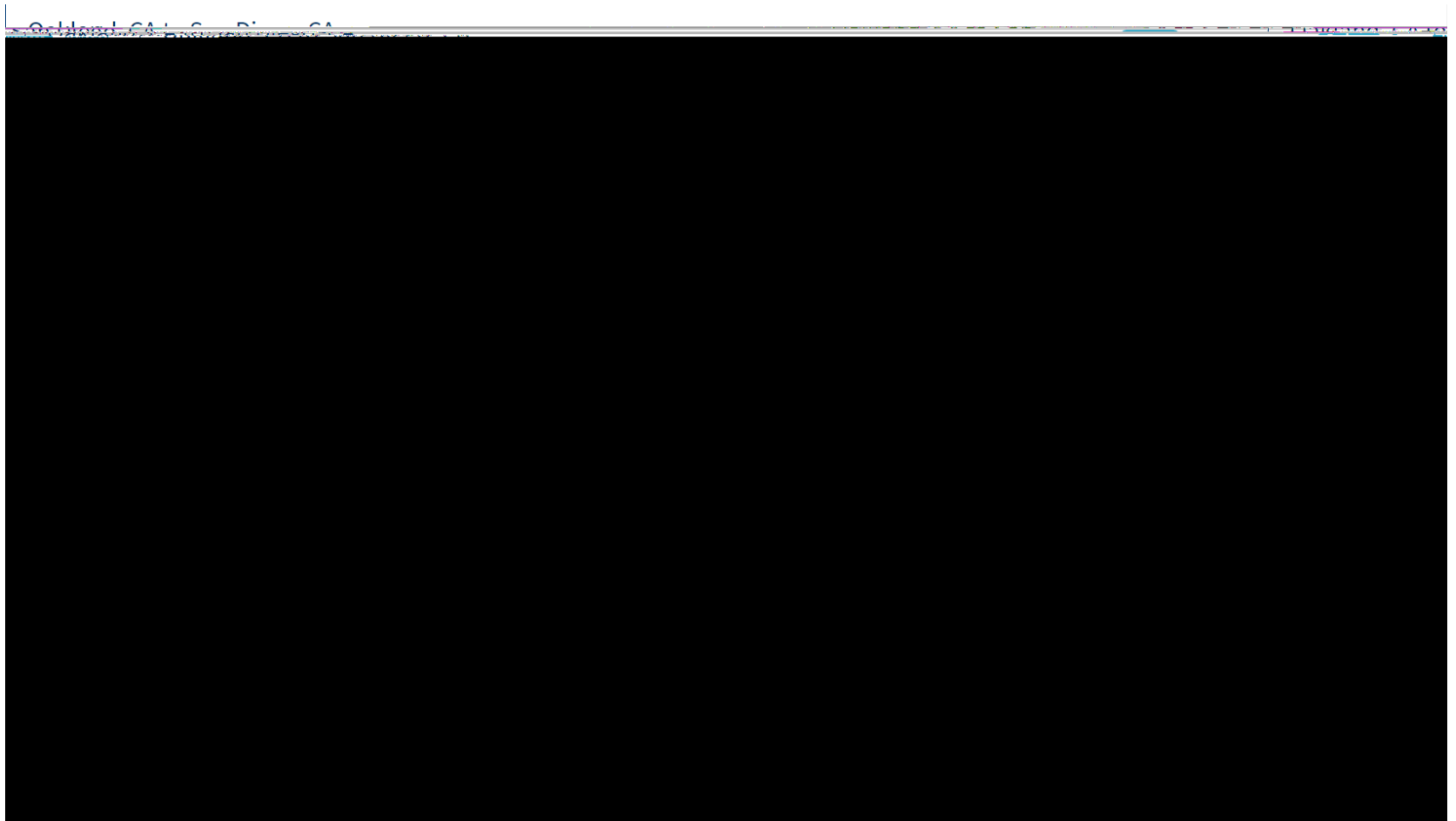
- Please fill in your parameters if booking a Flight or Train.
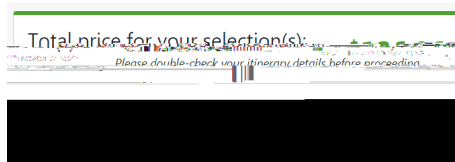- Click **Search**.

Flights/Rail Search Results

- Select your desired flight(s).

Flights/Rail Selection Review

- Review your trip information.
- Scroll down to view any alternatives to consider.
- Click **Continue** if **certain** about flights.

Total price for your selection(s)

Please double-check your itinerary details before proceeding

Please be entirely certain that the information regarding your itinerary when booking is correct. By submitting to book with Certify, your booking reservation(s) will be confirmed and made.

Flights/Rail Booking

- Review your trip information.
- By default, your form of payment is set to the campus **Certify VISA**.
- Click **Purchase** at the bottom of the screen.

TRAVEL BOOKING ASSISTANCE (with FEE):
The Travel Booking site has a $29 fee if you call for booking assistance regarding your travel itinerary. This includes LiveChat, (866)284-5774 within USA; or (312) 325-9805 outside USA; or text support@AmTrav.com.

Hotel

- Please fill in your parameters if booking a Hotel.
- Click **Search**.

Hotel Search Results

- Select desired hotel.
- Please consider preferred options with State rate. It may be best value.
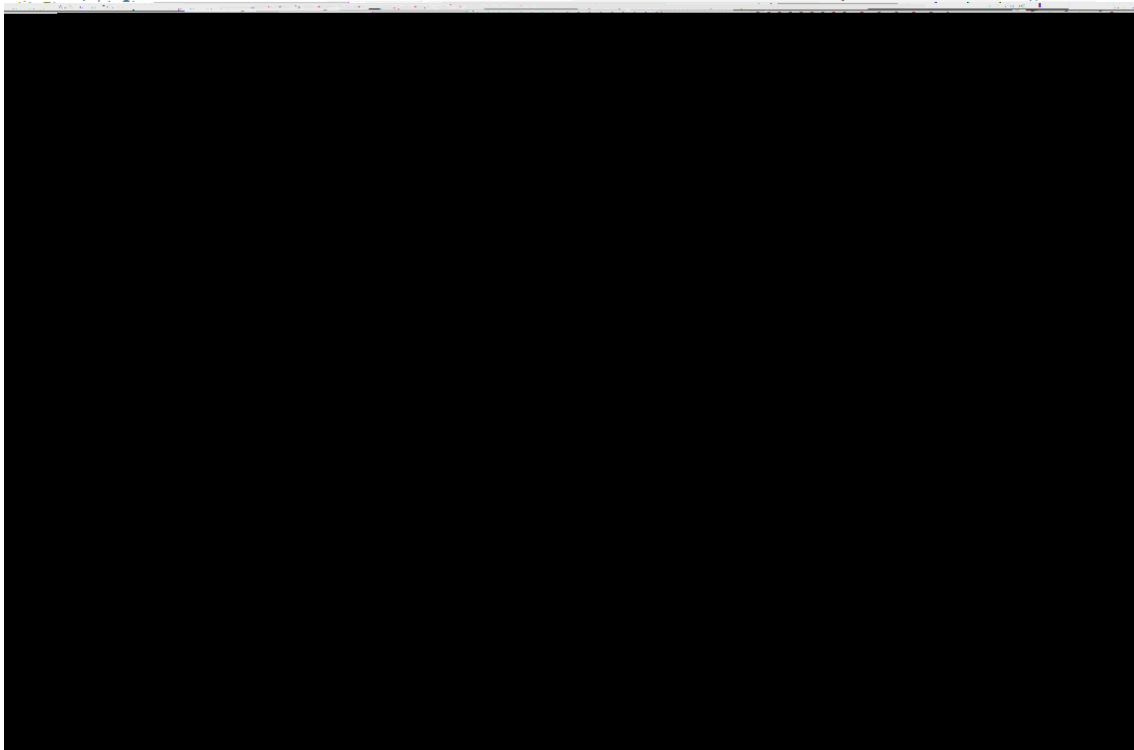
Hotel Search ResultsS

Hotel Selection Review

- Review your hotel information.
- Scroll down to view any alternatives to consider.

Price Details

Room — 1 Adult	Nightly Rate
Wednesday, May 1	$179.55

| | $115.06 | Taxes |

Hotel Booking

- Review your hotel information.
- By default, your form of payment is set to the **Certify VISA**.
  - If you wish to change this preset to link to your personal credit card, refer to the **Certify: Extras** guide on our travel website for more information.
- Click **Book Now** at the bottom of the screen.

TRAVEL BOOKING ASSISTANCE (with FEE):

The Travel Booking site has a $29 fee if you call for booking assistance regarding your travel itinerary. This includes LiveChat, (866)284-5774 within USA; or (312) 325-9805 outside USA; or text support@AmTrav.com.
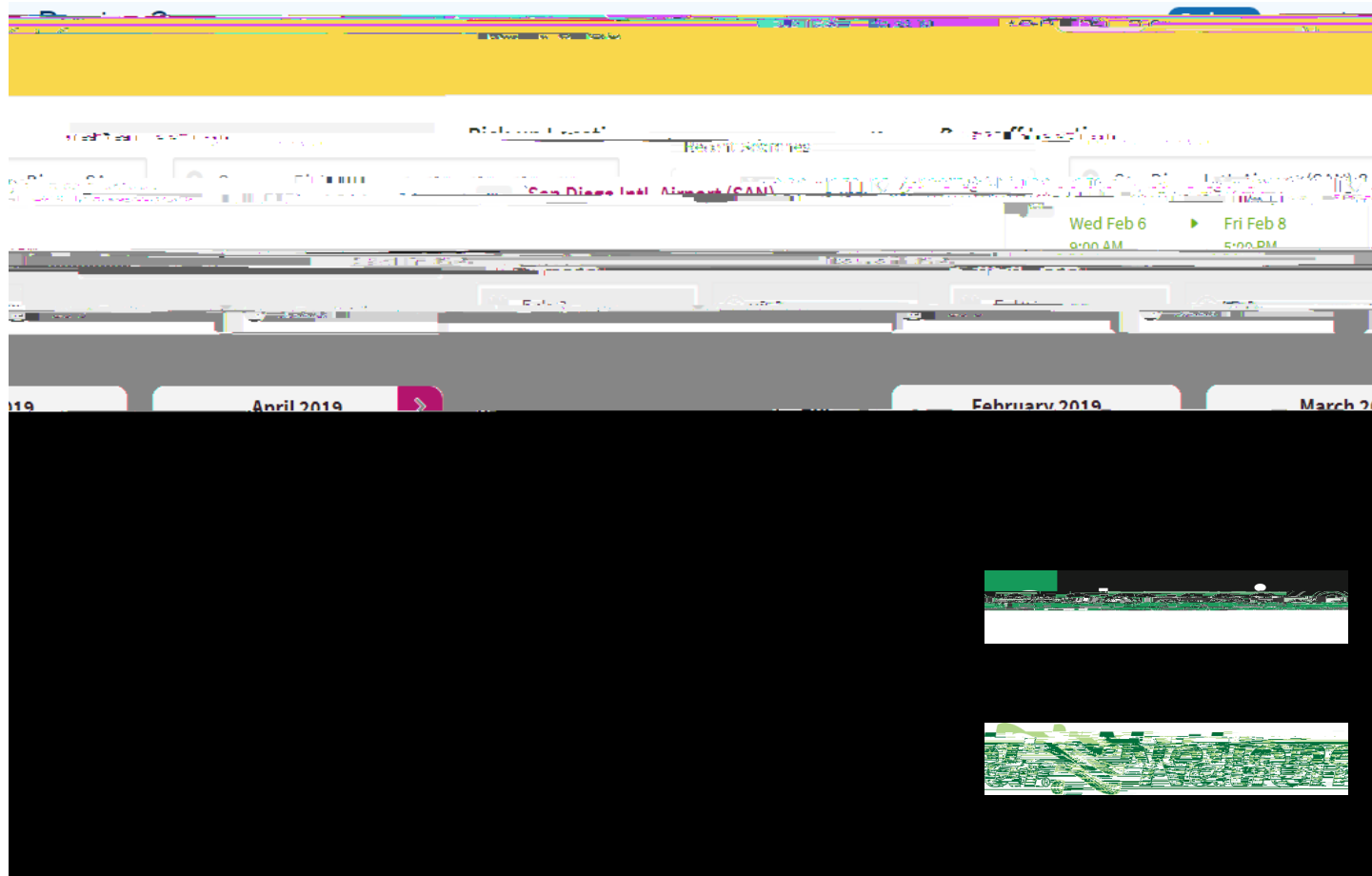
Car Rental

- Two (2) ways to rent a car:
    - Certify
    - Enterprise.com
        You may continue to book directly through Enterprise by using our enterprise account information.

Car Rental – Preferred Vendors & Search

- Please fill in your parameters if booking a car.
- Click **Search**.

Car Rental Search Results

- You can use the section on the right hand side of the screen to find economy or compact cars available.
- You can also filter your results to show only Enterprise/National car rentals on the left hand side of the screen.

How to Book

- [A2B Traveler Booking Tutorial](#)

Modifying/Canceling Travel

- **Please be certain of your choices when booking travel.** If you must modify/cancel your flight(s), most airlines will allow, but must be done within 24hrs. **Refunds depend on airline cancellation policy.**

Document History

DATE	AUTHOR	DESCRIPTION
04/05/2019	Riza Casal	