

# Certify: Travel Booking Overview

Accounts Payable

*Financial Services*





# Agenda

What is Certify?

Certify Account

Booking

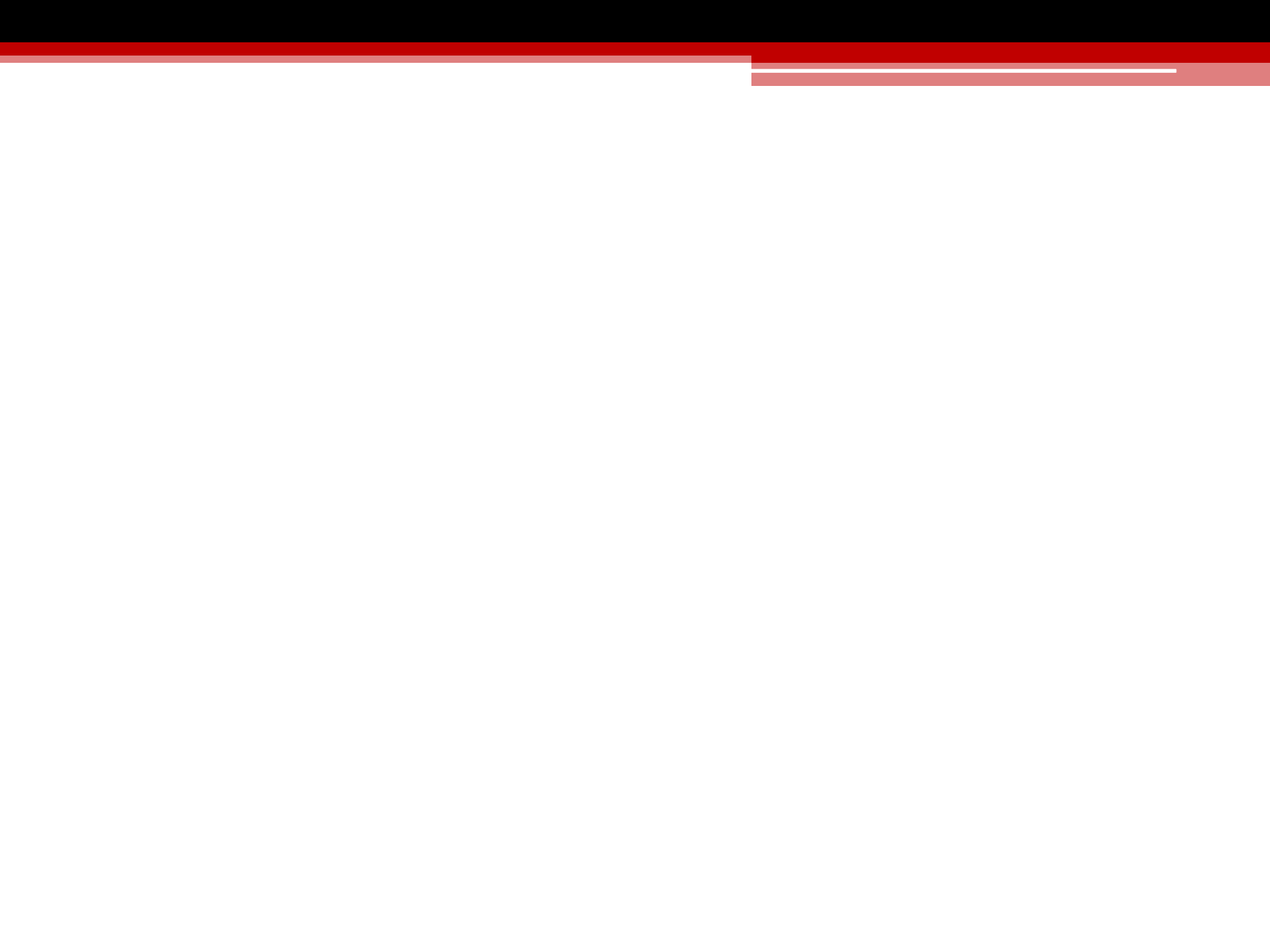
Booking as a Coordinator

How to Book

Modifying/Canceling Travel

Contact

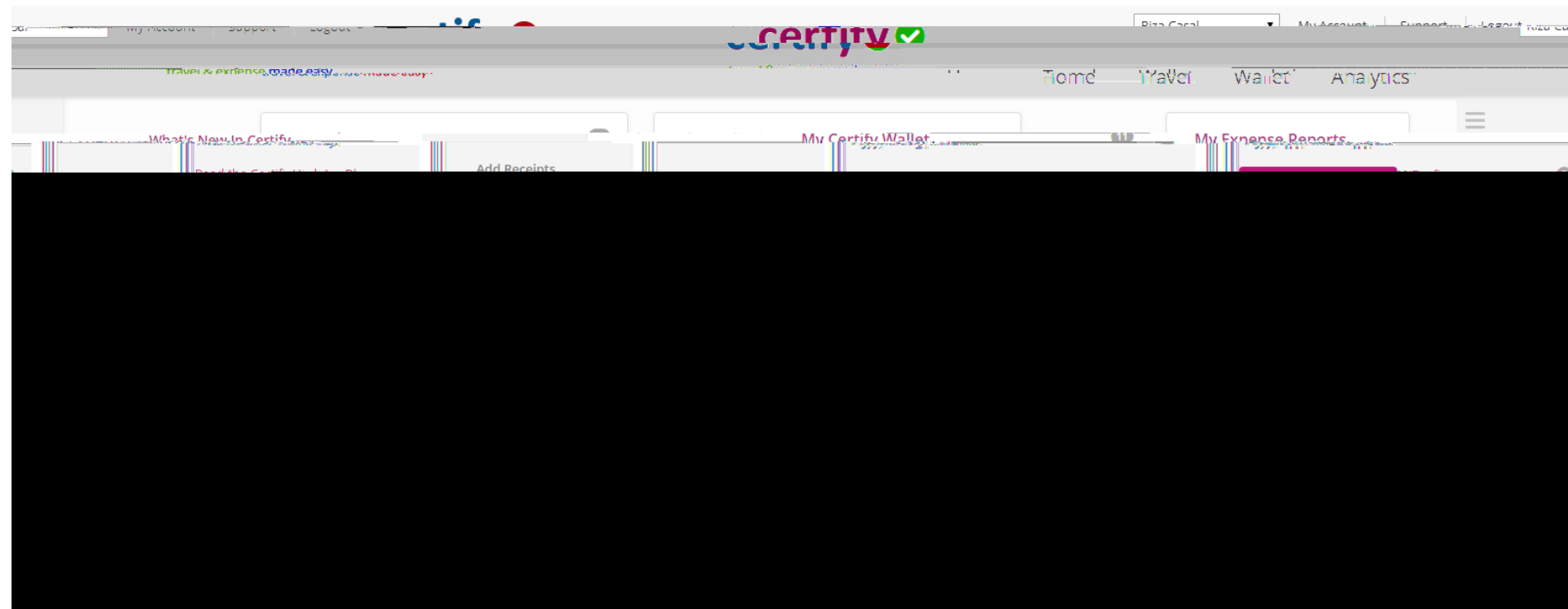
Resources





# Homepage

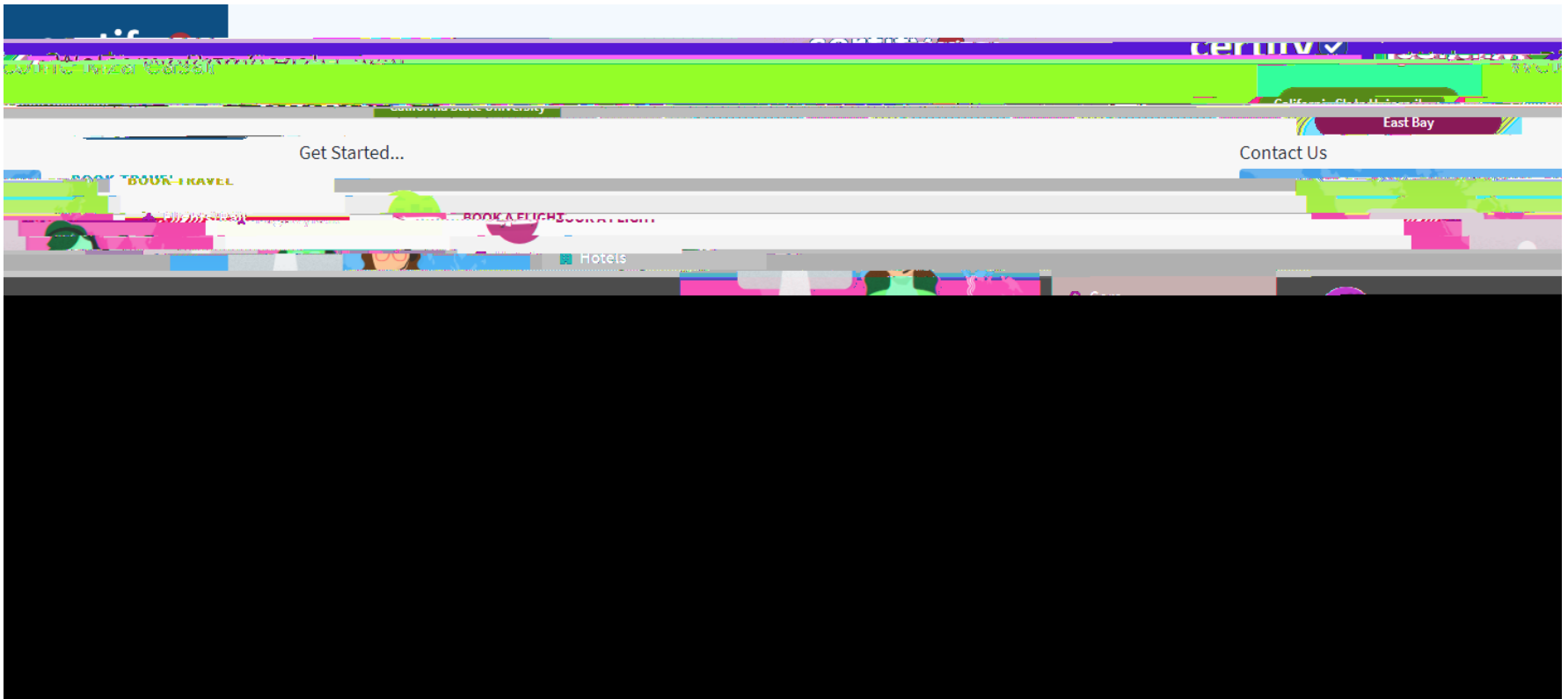
- The Homepage consists of various tools and features available. It is the first thing you will see once you log in to Certify from your computer.





# Travel Booking Dashboard

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







# Flights/Rail

Round Trip One Way Multi-City

From To

A city, town, or airport A city, town, or airport

Anytime Return Anytime

Dates Depart

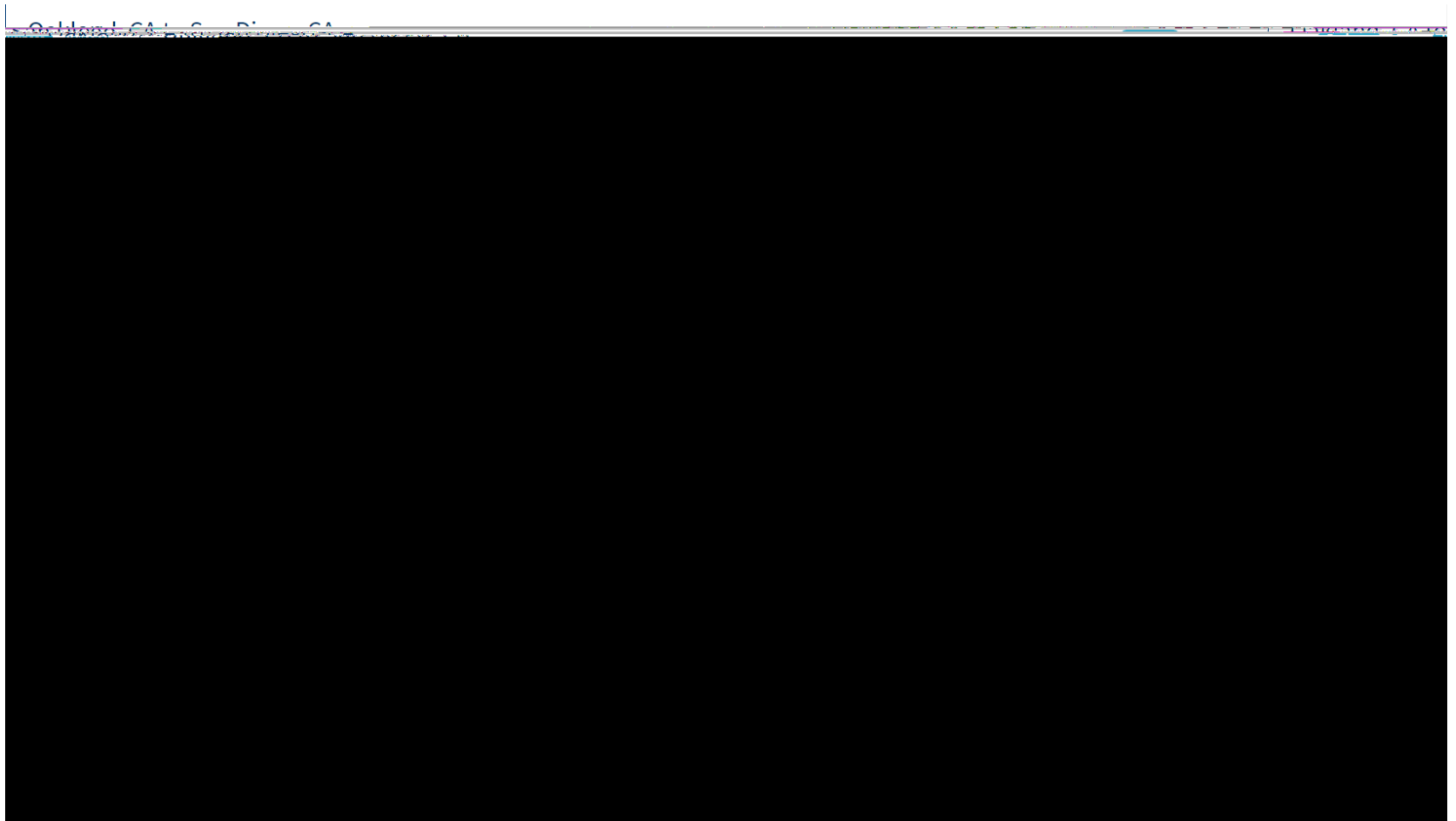
March 2019 April 2019 February 2019

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



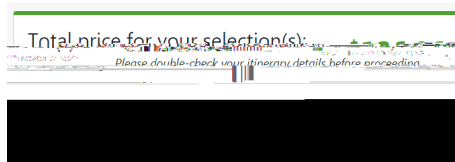
# Flights/Rail Search Results

- 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.



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](mailto:support@AmTrav.com).



# Hotel

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

Find a Hotel Business Personal

Destination: San Diego, California

February 2019    March 2019    April 2019

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
							1	2													
3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
25	26	27	28	29	30	31															

1 Adult    No children

Hotel Chain: (All)    Hotel Class: (All)    Name Contains: Hilton

Search Hotel

# Hotel Search Results

San Diego, California

Wed, Feb 11, 2015 Thu, Feb 12, 2015

Business Personal

Map Satellite

(X) Clear Filters

In Policy

Out of Policy

Map

Display Options

- Preferred Only
- In Policy Only
- Hide Sold Out Hotels

Hotel No. ....

Search name or brand

Hotel Chain

Hilton

9 out of 10

Star class

- 5 stars (7)
- 4 stars (7)
- 3 stars (7)
- 2 stars (7)
- 1 star (7)

Price per room

- under \$111 (1)
- \$111 to \$161 (1)
- \$161 to \$206 (2)
- \$206 to \$293 (3)
- over \$293 (2)

Hilton San Diego Gaslamp Quarter

4.0

Downtown San Diego

Hilton La Jolla Torrey Pines

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



# Hotel Search Results

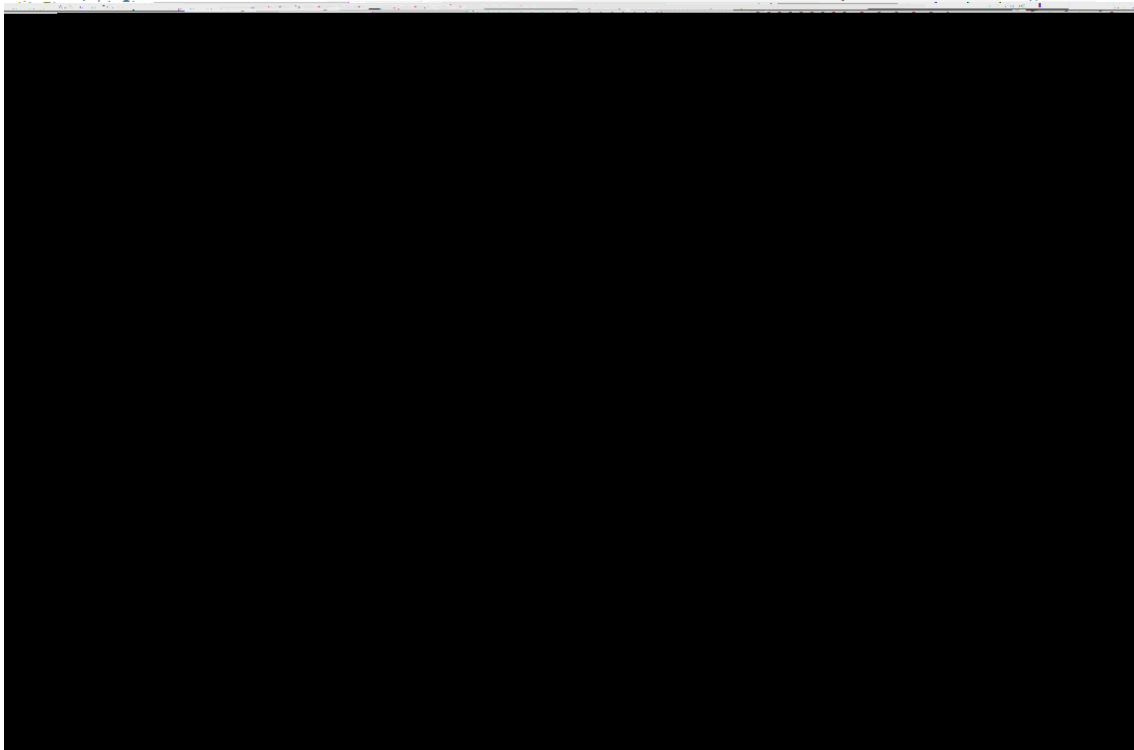


# Hotel Selection Review

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

## Price Details

Room — 1 Adult	Nightly Rate
Wednesday, May 1	\$179.55
Thursday, May 2	\$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):**

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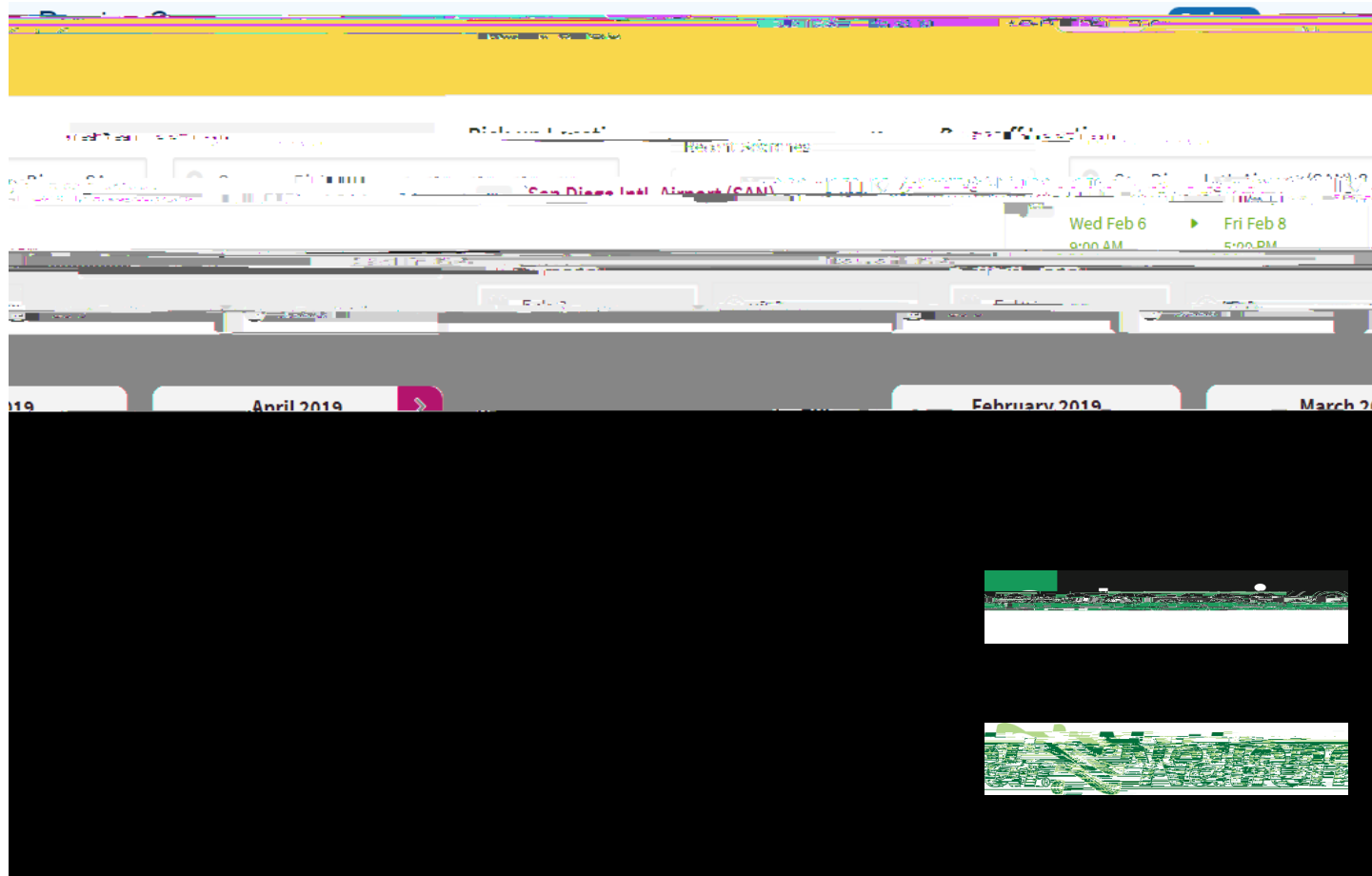
# Car Rental

- 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

Hayward, CA  
Fri Mar 1, 9:00 am - Fri Mar 8, 9:00 am

**Out of Policy**

**Hide Out of Policy Cars**

**Vehicle Type**

- All Types
- Jeep
- Economy
- Compact
- Midsize
- Stationary
- Full
- Premium
- Luxury
- SUV
- Convertible
- Van
- Pickup
- Special

**Vendors**

- All Vendors
- Preferred Vendors
- AVR Van Rental
- Ace
- Advantage
- Alamo
- Avis
- Budget
- Dollar
- E-Z Rent
- Enterprise **PREFERRED**
- Fox
- Hertz
- National **PREFERRED**
- Payless
- SR Rent-a-Car
- Silvercar
- Sixt
- Thrifty

**From \$20**  
Oakland Intl. Airport (OAK) Oakland, CA

**Midsize Car** **PREFERRED**  
Toyota Corolla (or similar) — 2-4 doors  
A/C Automatic Transmission  
\$189\* total

**Compact Car** **PREFERRED**  
Nissan Versa (or similar) — 2 doors  
A/C Automatic Transmission  
\$45 Per Day  
\$190\* total

- 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	