

# Certify: Travel Booking Overview

Accounts Payable

*Financial Services*





# Agenda

What is Certify?

Certify Account

Booking

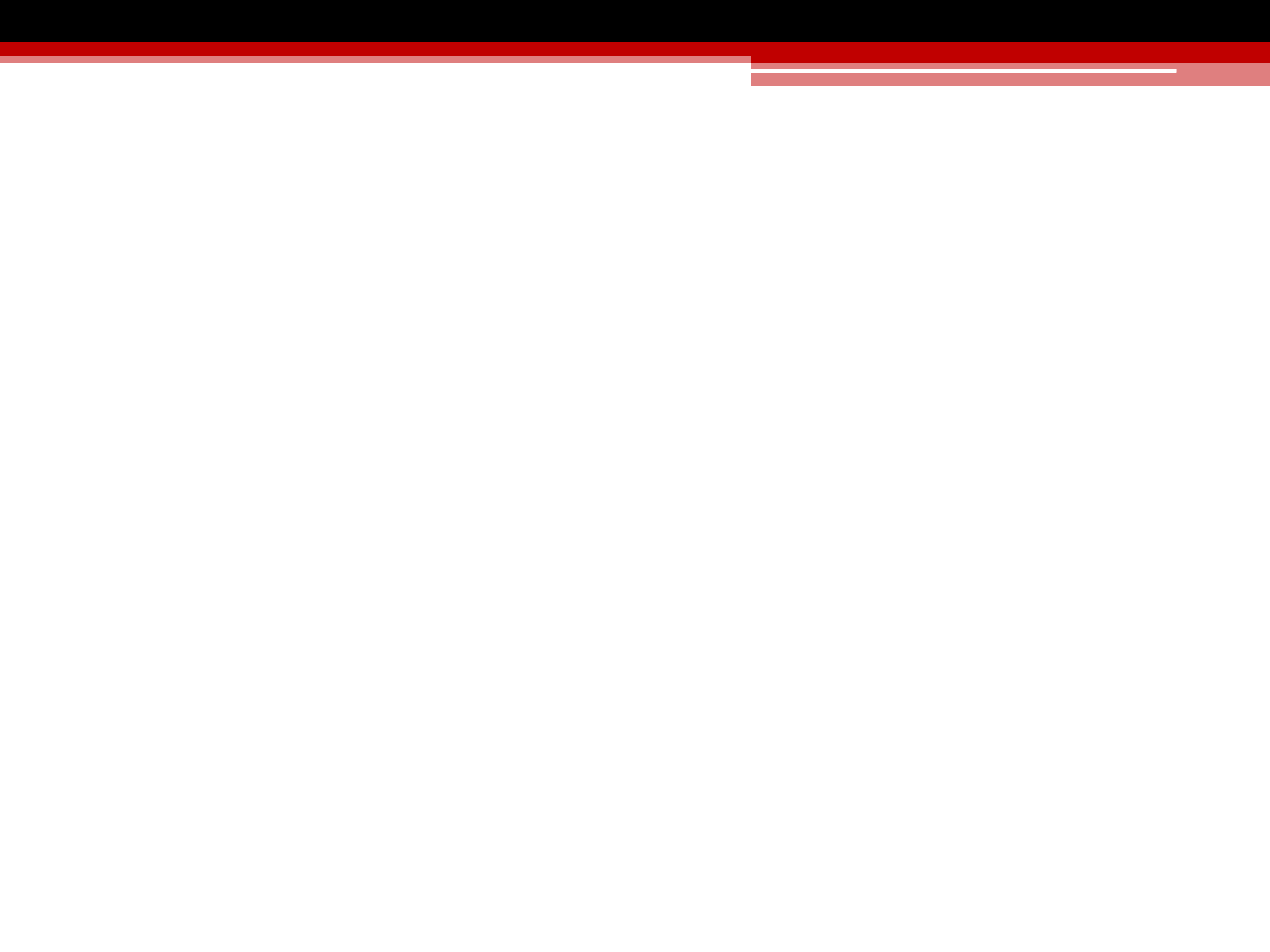
Booking as a Coordinator

How to Book

Modifying/Canceling Travel

Contact

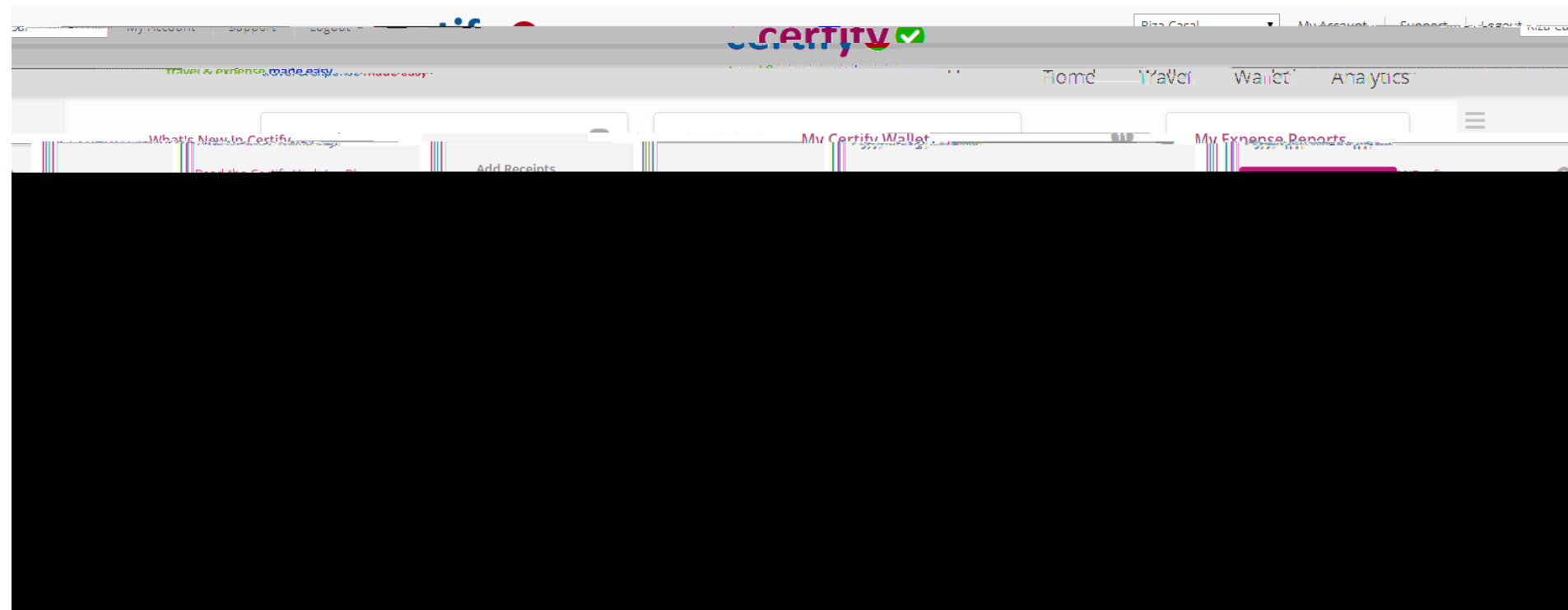
Resources





# Homepage

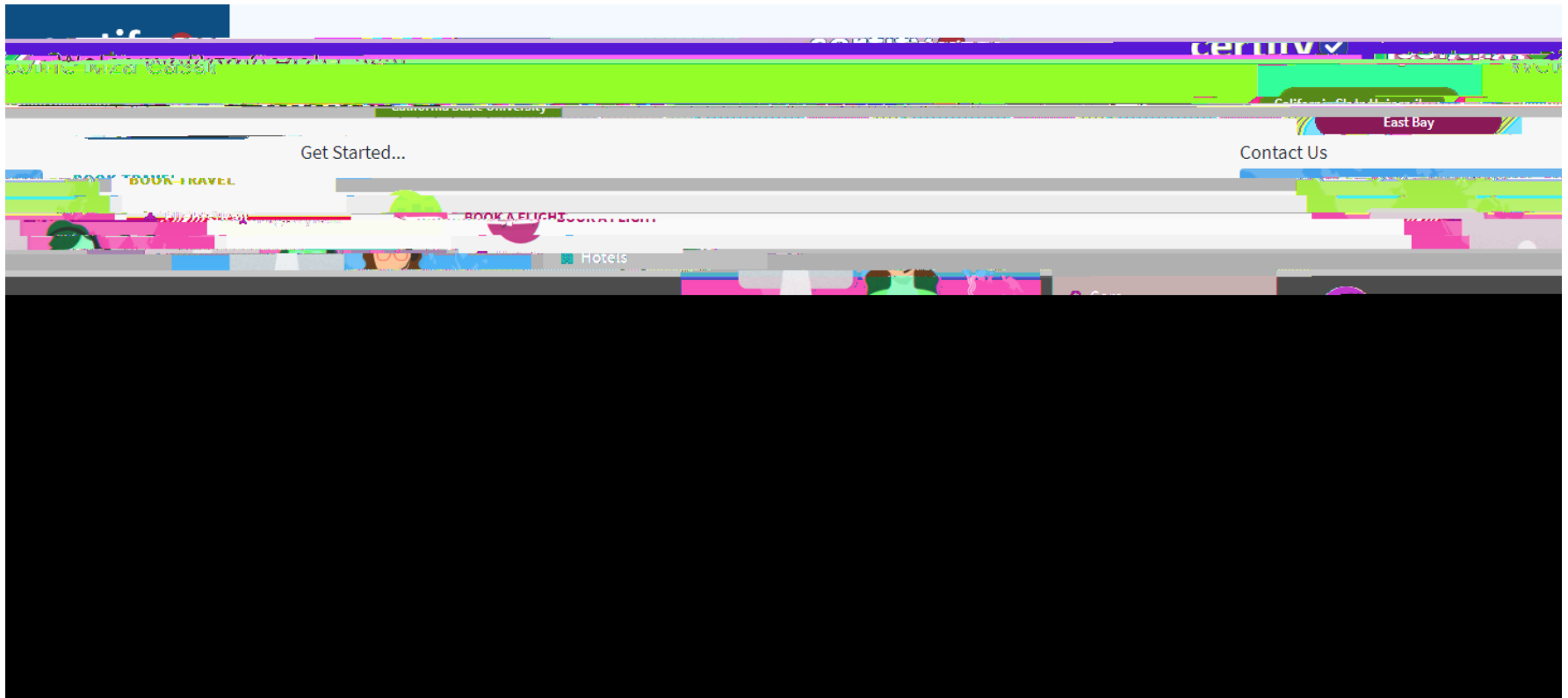
- The Homepage consists of various tools and features available. It is the first thing you will see once you log in to Certify from your computer.





# 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

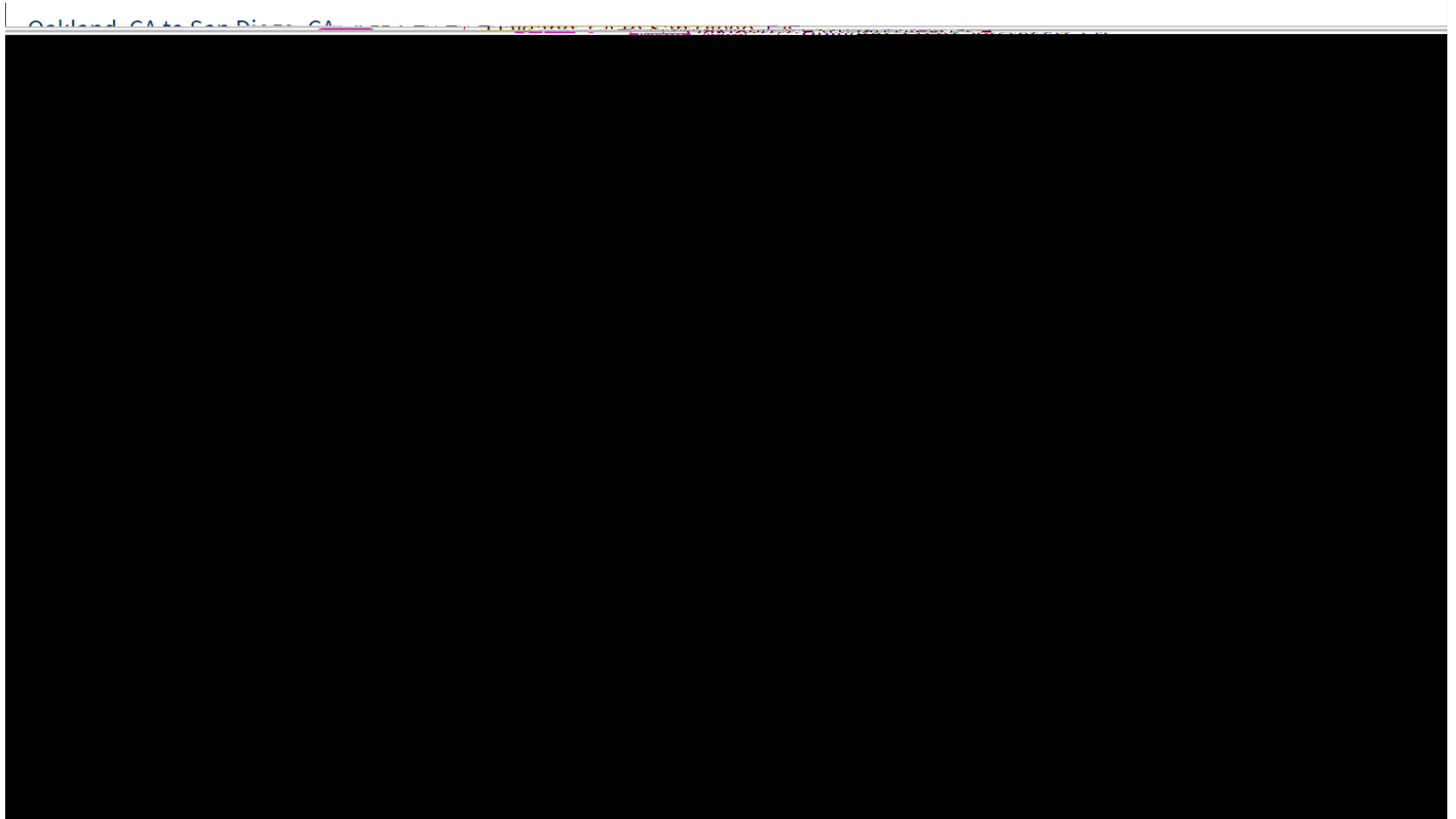
March 2019 April 2019 February 2019

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



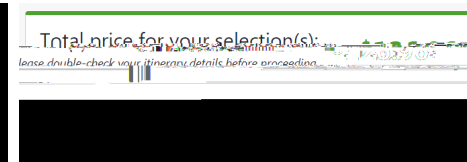
# Flights/Rail Search Results

- 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

Check-in: Feb 8, 2019

Check-out: Feb 16, 2019

Calendar view showing February 2019, March 2019, and April 2019. The calendar highlights the dates from Feb 8 to Feb 16, 2019.

Adults: 1, Children: 0

Hotel Class: [Dropdown], Name Contains: [Text Box], Hotel Chain: Hilton, (All)

Search

# Hotel Search Results

San Diego, California

Wed, Feb 11, 2015

Business Personal

(X) Clear Filters

Map

Display Options

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

Hotel Chain

Hilton

Star class

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

Price per room

- under \$111
- \$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

4.0

per night

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



# **Hotel Search Results**

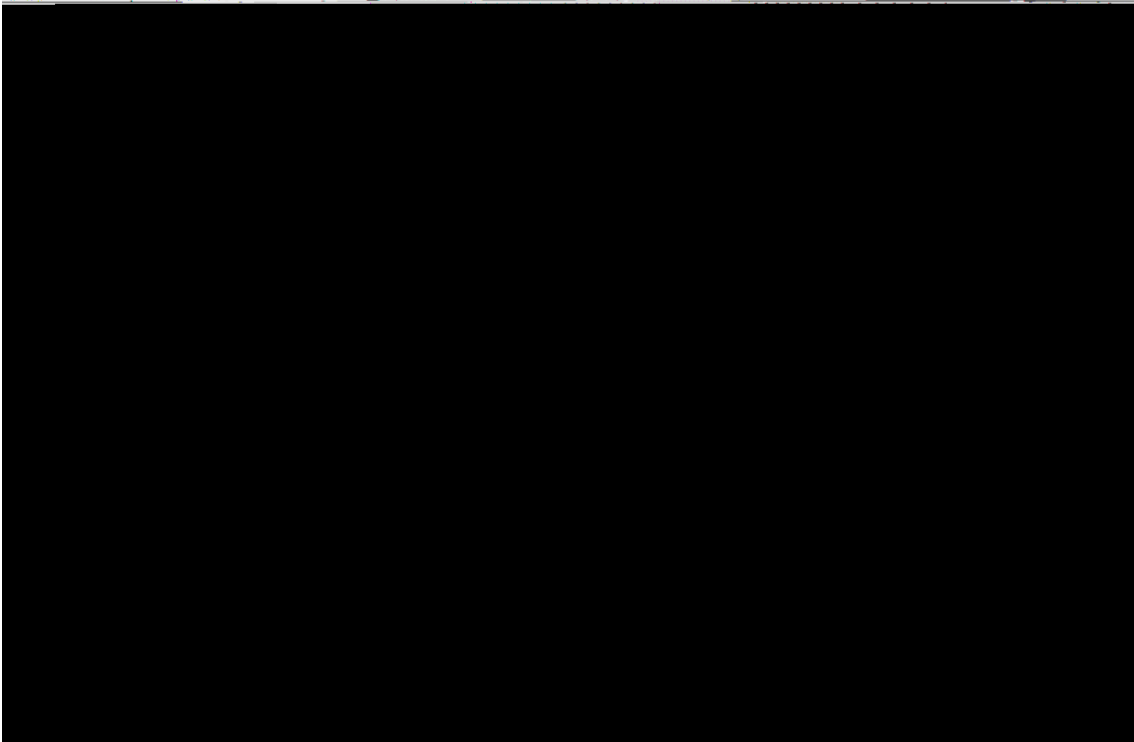


# Hotel Selection Review

- 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.



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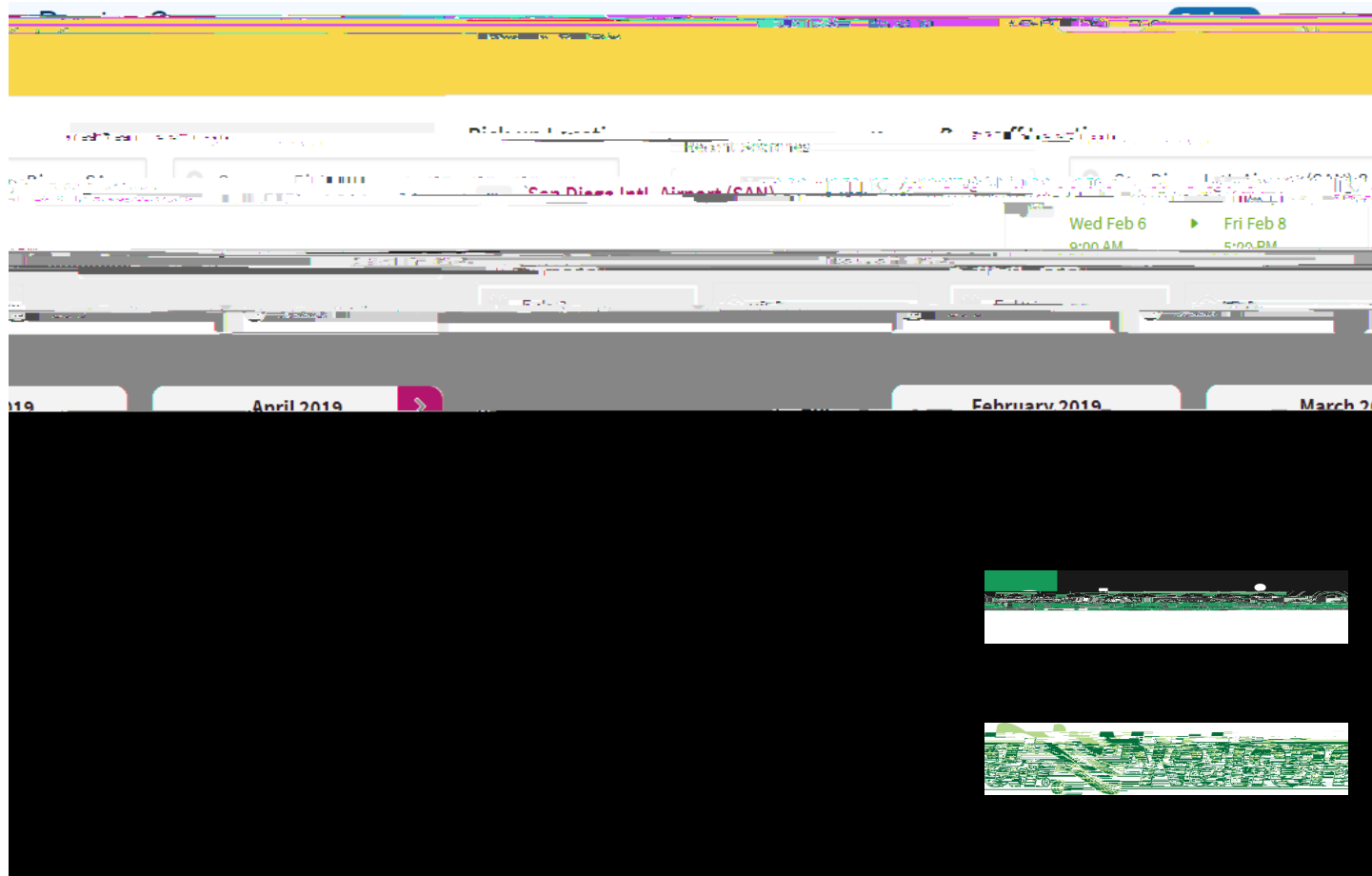
# Car Rental

- 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  
National

- 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	