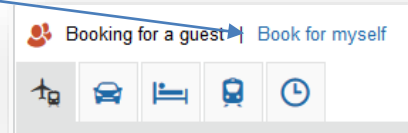# Guest Booking

Any questions or comments should be directed to
your Travel Administrator or you may call our Online Help Desk at 800-221-4730.

1.Choose "Book For A Guest"

Booking for a guest ▶ Book for myself

2.Enter the traveler's requests

| Round Trip | One Way | Multi City |

From
ORD - O'Hare Intl Arpt - Chicago, IL
Find an airport | Select multiple airports

To
PIT - Pittsburgh Intl Arpt - Pittsburgh, PA
Find an airport | Select multiple airports

Depart
09/18/2017 | depart | 09:00 am | ± 2

Return
09/20/2017 | depart | 05:00 pm | ± 2

☐ Pick-up/Drop-off car at airport
☐ Find a Hotel

Class
Economy class

Search by
Price

AirCanada Promotional Code:
(optional)

Search

3.Select your flights

American Airlines
09:30a ORD → 02:58p PIT   1 stop LGA   4h 28m $268.10
05:15p PIT → 08:50p ORD   1 stop CLT   4h 35m

Hide Fares

Hide all details ^

DEPART   ✈ Mon, Sep 18 – Chicago, IL to Pittsburgh, PA / 48m layover in New York, NY   Flight details ⌄
RETURN   ✈ Wed, Sep 20 – Pittsburgh, PA to Chicago, IL / 1h 08m layover in Charlotte, NC   Flight details ⌄

Fare Options	Free Checked Bags	Refundable		
Main Cabin (N) / Main Cabin (N) / Main Cabin (Q) / Main Cabin (Q)	0	No	✓	$268.10
Rules / Fare Details				

4. Enter the Guest's information *(In the "Review & Reserve" page)*

ENTER TRAVELER INFORMATION

Enter the name of the guest traveler you're booking the trip for. The guest's trip will be subjected to the "Guest Class" policy, or in its absence, the policy which applies to you. Once the trip is booked, it will show up on your Travel home page and be assigned to your account. When you view the itinerary, you will see the traveler's name on the itinerary.

Please make certain that the first and last names shown below are identical to those on the photo identification that the guest traveler will be presenting at the airport. Due to increased airport security, the guest may be turned away at the gate if the name on their identification does not match the name on their ticket.

Guest Traveler
⦿ Manual Entry   ◯ Look up a previous guest by name:

Title	Legal First Name	Middle Name (on ID)	Legal Last Name
		☐ No Middle Name	

Gender   Date Of Birth
Select

Known Traveler Number ⓘ   DHS Redress No. ⓘ

Phone   Email
                  Select

Frequent Flyer Programs
For United
United

5. Continue with the reservation