

Dumonde Travel



Online and Mobile Booking Tool

Book. Travel. Save.



Travel & Expense Online Services that reduce the cost of corporate travel and empower the modern business traveler.

- Create air, car, and hotel reservations - supported by powerful and intuitive search capabilities and efficient, time-saving booking processes.
- Take advantage of multiple Expense Solutions within a complete travel booking solution.
- Configure your system for the way you do business.
- Take full advantage of powerful yet easy-to-use features.
- Increase process efficiencies and save costs.
- Meet the unique expense reporting needs of your business.

Online Reservation Guide



1. Login To Booking Tool:

Fill in:

a) Company Name

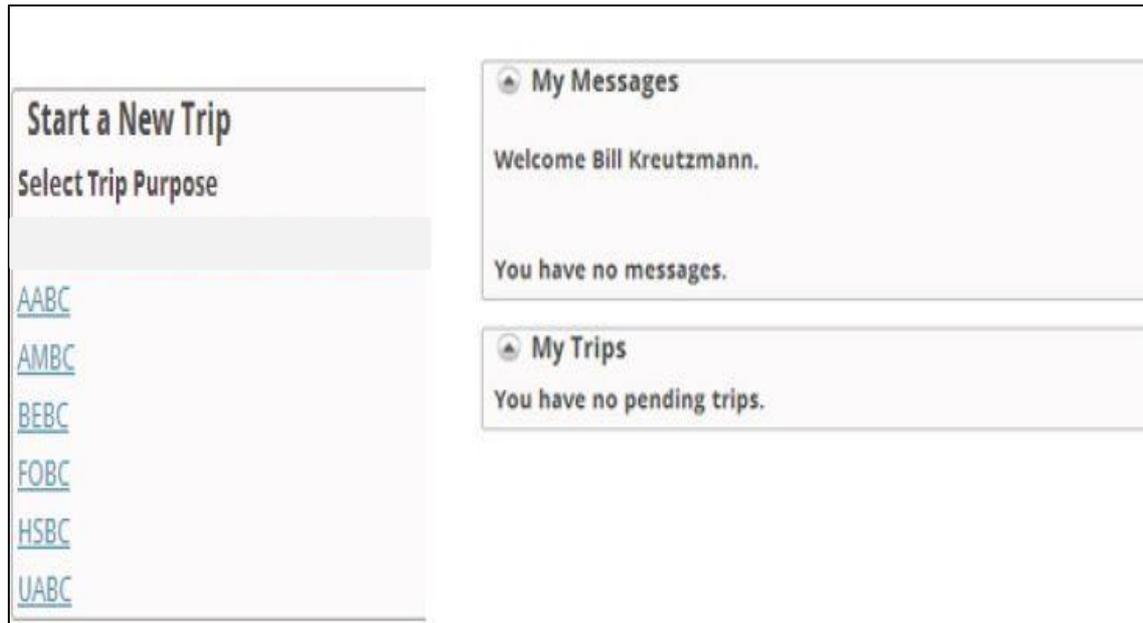
b) Member ID & Password:

Use the member ID and password created during Self Registration process.

c) Click on Login

A screenshot of the online reservation tool's login page. The page has a dark blue background. On the left, under the heading "User Login", there are three white input fields labeled "Company", "Member ID", and "Password". Below these fields are two links: "Lost Password" and "Privacy Statement". At the bottom left of the login section is a "Remember Login" checkbox and a green "Login" button. On the right side, under the heading "Resources", there are two links: "Quick Reference Guide" and "Frequently Asked Questions".

2. Start A New Trip: Select Purpose of trip.

A screenshot of the online reservation interface. On the left, a white box titled "Start a New Trip" contains a "Select Trip Purpose" dropdown menu with a light grey background. Below the dropdown, a list of travel agencies is displayed as blue underlined text: AABC, AMBC, BEBC, FOBC, HSBC, and UABC. On the right, there are two white panels with grey borders. The top panel is titled "My Messages" and contains the text "Welcome Bill Kreutzmann." and "You have no messages." The bottom panel is titled "My Trips" and contains the text "You have no pending trips."

Start a New Trip
Select Trip Purpose

- [AABC](#)
- [AMBC](#)
- [BEBC](#)
- [FOBC](#)
- [HSBC](#)
- [UABC](#)

My Messages
Welcome Bill Kreutzmann.
You have no messages.

My Trips
You have no pending trips.

3. Book a Flight

You can modify preferences for the current trip you are booking.

- a) Fill in all flight information such as departure city, departure date, departure time, arrival city, return date, and time.
- b) Location: If you don't know the 3 letter code for the airport you are flying to, you can type the name of the city and a drop down list will appear.
- c) Time: The drop down on the time window will allow you choose by an hour range. Your results will look between 2 hours of the time you have chosen.
- d) Add a Car or Hotel:
- e) Sort: Display results by price or schedule.
- f) Itinerary Preference: Leave set to "Custom Built Itinerary."
- g) Search: Click to search for flights matching the preferences entered.

The screenshot shows the 'Air Home' search interface. At the top, there are tabs for 'Air', 'Car', and 'Hotel'. Below the tabs, the form is titled 'Air Home' and includes a help icon. The form has three radio buttons for trip type: 'Round Trip' (selected), 'One Way', and 'Multiple Cities'. There are two 'From' and 'To' fields, both with 'Search By Location' links and the text 'PDX'. Below these are 'Departure Date' and 'Return Date' fields, each with a calendar icon. To the right of each date field are 'Time' dropdown menus, both set to 'Depart' and 'Anytime'. There are checkboxes for 'Include Car' and 'Include Hotel'. Below these are radio buttons for 'Search By Price' (selected) and 'Search By Schedule'. At the bottom, there is an 'Itinerary Preference' dropdown menu set to 'Custom Built Itinerary' and a blue 'Search' button. Callouts 3a through 3g are placed around the form: 3a points to the 'From' field, 3b to the 'To' field, 3c to the 'Time' dropdowns, 3d to the 'Include Car' checkbox, 3e to the 'Search By Price' radio button, 3f to the 'Itinerary Preference' dropdown, and 3g to the 'Search' button.

4. Flight Preferences:

Update your travel preferences.

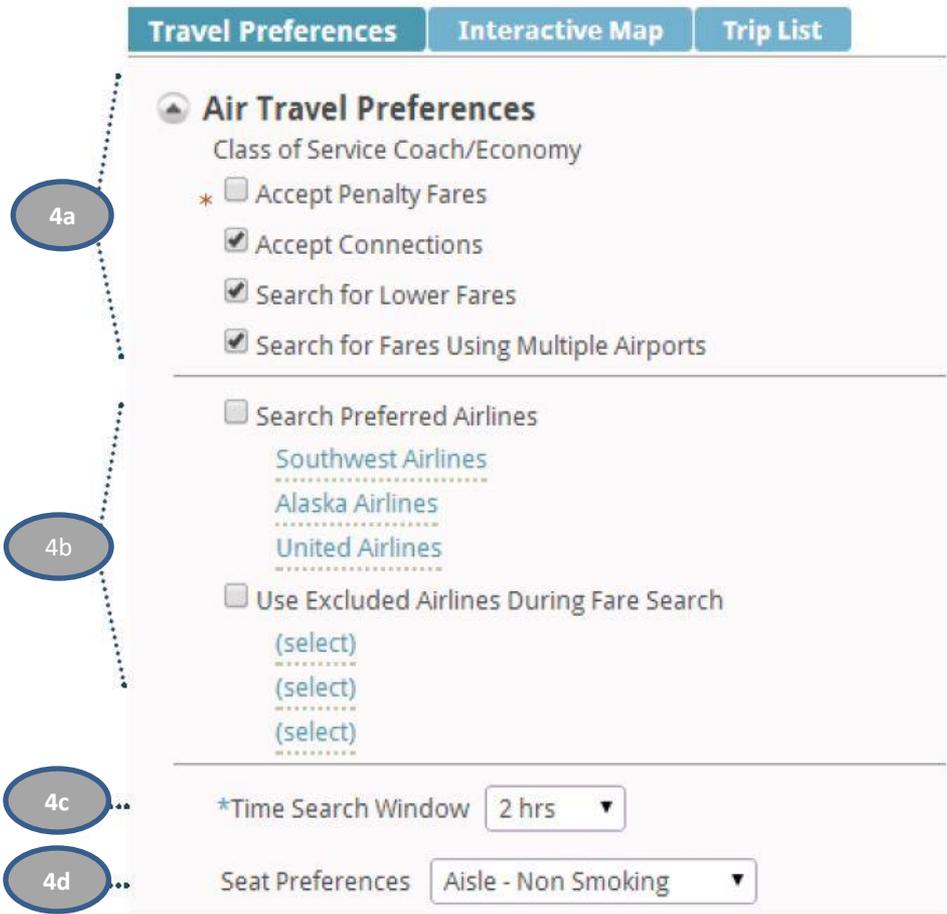
a) Fare Preferences

See list of Contract fare locations

b) Airline Preferences: Select company preferred or excluded airlines.

c) Time Search: Change or adjust 2 hour time range.

d) Seat Selection: Pick your seat for both your outbound and return flight.



Travel Preferences | Interactive Map | Trip List

Air Travel Preferences

Class of Service Coach/Economy

- Accept Penalty Fares
- Accept Connections
- Search for Lower Fares
- Search for Fares Using Multiple Airports

Search Preferred Airlines

- [Southwest Airlines](#)
- [Alaska Airlines](#)
- [United Airlines](#)

Use Excluded Airlines During Fare Search

- [\(select\)](#)
- [\(select\)](#)
- [\(select\)](#)

*Time Search Window

Seat Preferences

5) Air Matrix Results

View a matrix with available airlines and prices. Click on any underlined area to narrow your search information lower in the page

a) Itinerary View: Search by round-trip, one-way or view all itineraries at the same time.

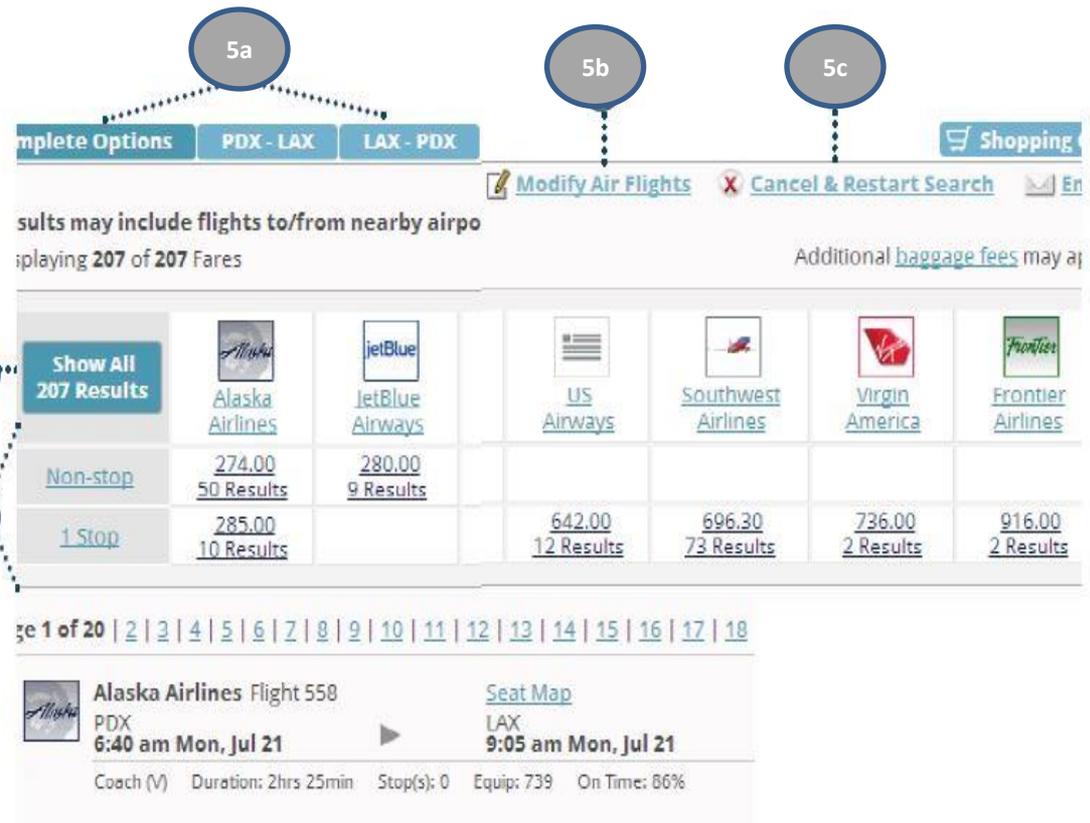
Modify Flights: Adjust your search criteria.

b) Modify Flights: Adjust your search criteria.

c) Cancel Trip: Click cancel to start over.

d) Airline Options: View itinerary by specific Airline.

e) Connections: View results by number of connecting flights.



Complete Options **PDX - LAX** LAX - PDX Shopping

[Modify Air Flights](#) [Cancel & Restart Search](#) [En](#)

Results may include flights to/from nearby airports
Displaying 207 of 207 Fares Additional [baggage fees](#) may apply

Show All 207 Results	 Alaska Airlines	 JetBlue Airways	 US Airways	 Southwest Airlines	 Virgin America	 Frontier Airlines
Non-stop	<u>274.00</u> 50 Results	<u>280.00</u> 9 Results				
1 Stop	<u>285.00</u> 10 Results		<u>642.00</u> 12 Results	<u>696.30</u> 73 Results	<u>736.00</u> 2 Results	<u>916.00</u> 2 Results

Page 1 of 20 | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | [7](#) | [8](#) | [9](#) | [10](#) | [11](#) | [12](#) | [13](#) | [14](#) | [15](#) | [16](#) | [17](#) | [18](#)



Alaska Airlines Flight 550 [Seat Map](#)

PDX 6:40 am Mon, Jul 21 ▶ LAX 9:05 am Mon, Jul 21

Coach (V) Duration: 2hrs 25min Stop(s): 0 Equip: 739 On Time: 86%

Online Reservation Guide



6) Itinerary Selection

Choose your seat and outbound & return flight.

- a) Seat Selection: Choose your seat for both your outbound and return flight.
- b) Fare Selection: When looking at the itinerary choices, those that have - for instance - the State of Oregon Icon note that fare is a Oregon State Government contracted fare.
- c) Rules: Baggage fees and/or restrictions.
- d) Selecting a Flight: Once outbound and return flight selections are made, click Add to Cart.

The screenshot displays a flight search results page. At the top, there are navigation links like 'Complete Options', 'PDX-LAX', and 'LAX-PDX'. Below that, a table lists various flight options with columns for airline, price, and flight details. Callouts 6a through 6d are placed over the interface: 6a points to the 'Seat Map' link; 6b points to the 'Add to Cart' button; 6c points to the 'Add to Cart' button; 6d points to the 'Add to Cart' button. The interface also shows flight details for Alaska Airlines and US Airways flights.

Airline	Price	Flight Details
Alaska Airlines	274.00	PDX 10:20 am Mon, Jul 21
Alaska Airlines	280.00	SNA 12:43 pm Mon, Jul 21
US Airways	214.00	PDX 11:25 am Mon, Jul 21
US Airways	214.00	PHX 2:00 pm Mon, Jul 21
US Airways	214.00	LGB 3:52 pm Mon, Jul 21
US Airways	214.00	LGB 7:25 pm Wed, Jul 23

Online Reservation Guide



7) Purchase Summary

Review and/or change the itemized selections.

a) Trip Name: Assign a custom name to your itinerary.

b) Fare Rules: Click View Rules to review the airfare rule details.

c) Fare: The breakdown of total trip cost:

d) Reserve: The time limit for holding the airline space is 24 hours. If you choose to reserve, you need to finalize the purchase before this time or the reservation will be cancelled.

e) Purchase Trip: Click on Purchase

f) Cancel Trip: Click Cancel to start over.

g) Options: Add/Remove car or hotels for this itinerary.

h) Air Details: Review and/or change itinerary.

i) Car Details: Review pick-up and drop off.

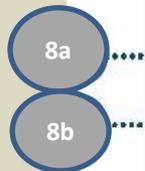
j) Hotel Details: Review location

The screenshot shows the 'Purchase Summary' page. At the top, there is a 'Trip Name' field and a 'Save Research' button. Below this is the 'Cost Summary' section, which lists: Airfare: 274.00 USD, Penalty: Yes View Rules, Estimated Car Cost: 347.41 USD, Estimated Hotel Cost: 1064.00 USD, Service Fee: 9.00 USD, and Estimated Total Trip Cost: 1694.41 USD. There are 'Reserve' and 'Purchase' buttons. Below the cost summary is the 'Selected Itinerary, Not Yet Reserved' section, which includes 'Add Car' and 'Add Hotel' buttons. The itinerary is broken down into three items: Air (Alaska Airlines Flight #564), Car (Enterprise Cars), and Hotel (Crowne Plaza Los Angeles Int'l Airport). Each item has a 'More Options / Remove' link. Callouts 7a through 7j point to these various elements: 7a points to the Trip Name field; 7b points to the View Rules link; 7c points to the Service Fee; 7d points to the Reserve button; 7e points to the Purchase button; 7f points to the Add Car button; 7g points to the Add Hotel button; 7h points to the Air item; 7i points to the Car item; 7j points to the Hotel item; and another 7h points to the Air item details.

8) Reporting Information

Information that must be collected before your ticket can be purchased.

- a) Applicable Fare Code
- b) Rental Car Billing
- c) Index Number: Enter the 6 digit Index number assigned to you when requesting travel.
- d) Department: Choose the travel department you are flying from.



Reporting Information

* Select Applicable Fare Code

* Should your car rental be direct billed? (Enterprise only)

* Enter your 6-Digit Index Number Here

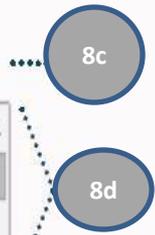
* Please choose the Department you are traveling for

- (select)
- College Forests
- College of Forestry Adm
- Earth, Ocean & Atmo Sci
- Environmental Sci UG Prg

* Select your Trip Authorizer here

Please enter your optional activity code

* Enter your travel account type



This hotel room requires a credit card guarantee. Please choose a card from the list or select add and click continue to complete this reservation. Upon check in, you may use a card of your choice to pay for your hotel reservation.

Continue

Online Reservation Guide



8) Reporting Information con't

- e) Trip Authorizer: Choose your Trip Authorizer
- f) Activity Code: Enter your optional Activity Code
- g) Travel Account: type
- h) Continue: Click continue to complete reporting information.

Reporting Information

* Select Applicable Fare Code

* Should your car rental be direct billed? (Enterprise only)

* Enter your 6-Digit Index Number Here

* Please choose the Department you are traveling for

College Forests
College of Forestry Adm
Earth, Ocean & Atmo Sci
Environmental Sci UG Prg

* Select your Trip Authorizer here

Please enter your optional activity code

* Enter your travel account type



This hotel room requires a credit card guarantee. Please choose a card from the list or select add and click continue to complete this reservation. Upon check in, you may use a card of your choice to pay for your hotel reservation.



Online Reservation Guide



9) Purchase Ticket Request:

- a) Delivery Information: It is not necessary to list your address in the delivery information.
- b) Special Instructions: Take note, any requests or comments left in the "Special Instructions" box, will incur a higher service fee
- c) Continue: Click continue to review purchase.

Purchase Now

(*) indicates required information

Delivery Information:

Company Address

Company Name	State Of Oregon
Address Line 1	State of OREGON
Address Line 2	
City	
State/Province	
Zip/Postal	
Country	USA

Delivery Phone

Special Instructions : **Please Note, Additional Fees May Apply**



[Continue](#)

10) Purchase Summary:

a) Review Reservation:

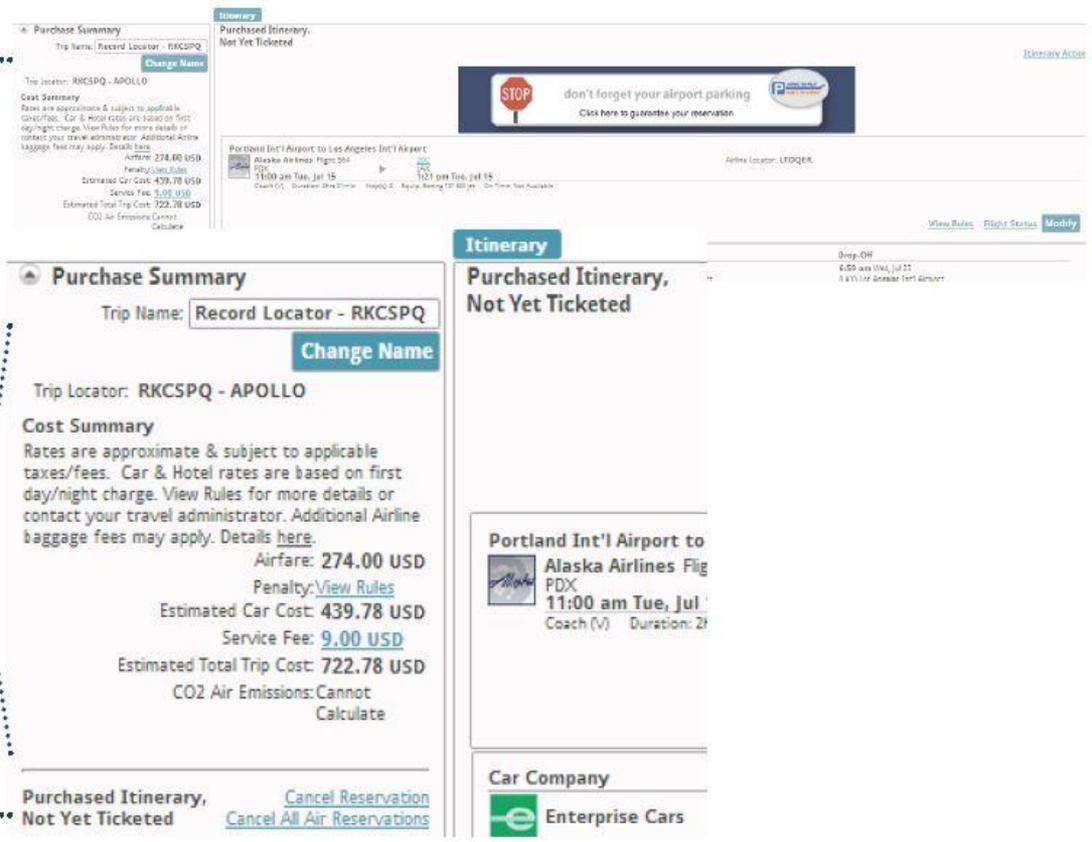
At this point, you will see your reservation has been completed but not ticketed.

b) Cancel Reservation: The trip still may be cancelled. This is not the finalization of your reservation.

10

10a

10b



The screenshot displays the 'Purchase Summary' and 'Itinerary' sections of a travel reservation system. The 'Purchase Summary' section includes the following details:

- Trip Name:** Record Locator - RKCSPQ
- Trip Locator:** RKCSPQ - APOLLO
- Cost Summary:**
 - Airfare: 274.00 USD
 - Estimated Car Cost: 439.78 USD
 - Service Fee: 9.00 USD
 - Estimated Total Trip Cost: 722.78 USD
 - CO2 Air Emissions: Cannot Calculate

The 'Itinerary' section shows a 'Purchased Itinerary, Not Yet Ticketed' for a flight from Portland Int'l Airport to Los Angeles Int'l Airport on Alaska Airlines, Flight 504, on Tuesday, July 15, 2014, at 11:00 am. The flight is in Coach class with a duration of 21 hours. A 'Car Company' section below the itinerary lists 'Enterprise Cars'.

11) Approval Request:

a) Approval Request: An email will be sent to your Travel approver. Once they have selected the Approve travel option, your reservation will be ticketed and you will be sent a final itinerary.

b) Unacknowledged Request: If your travel approver has not taken action on your reservation within 4 hours, you will receive this message. If you receive this message, you will need to call Dumonde Travel and provide us with a secondary approver name.

11a

If you APPROVE this reservation, it will automatically be ticketed. If you DENY this request, the entire booking (air, car, and hotel) will be cancelled immediately and pricing and availability may change relative to the original request. Taxes and service fees may not be included in the estimated costs shown below.

[Approve Travel](#)

[Deny Travel](#)

Itinerary Details

Itinerary Locator: RZV5PU
Reference Number: 123456.55105.
Departure Date:
Total Airfare Cost: \$0.00

INDEX NUM - 123456
ACCOUNT CODE -55105

11b

The Approval Request for Itinerary Locator Number: RZV5PU

Has not been acted upon within FOUR hours.

This Message was sent from APPROVALS



Mobile Applications

The best mobile functionality at the forefront of development.

CONSTANT CONTENT DELIVERY

- Deliver in-policy content - whenever, wherever
- Improve compliance with all-in-one trip management tools
- Keep travelers productive
- Enhance visibility

ON-THE-GO TRIP MANAGEMENT

- Manage & edit itineraries and flight status
- Quick-change flights and seats, mid-trip
- Add/edit hotel, car, dining & more to active PNR
- Access destination info, directions & traffic Details

Increase compliance and enhance visibility on the road with a mobile travel tool unlike any other.





**Department of Online Reservations System
Dumonde Group**

+1 305 379 6844

Direct line: 1 786 272 5666

E-mail: info@traveldm.com