



STT Online User Guide



STT Online Booking Tool

Reference Guide

(Hold the Ctrl and click on topic in index to jump to section)

Contents

Navigating the Main Tool Bar	3
Travel Menu	3
Personal Profile	4
Help	4
Traveler.....	4
Booking aides	4
Logout	4
Personal Profile - completing.....	5
Personal Information.....	5
Travel Preferences	6
Frequent Traveler Numbers	7
Car Membership Numbers.....	8
Hotel Membership Numbers	9
Credit Card / Billing Info - ADD	10
Credit Card / Billing Info - DELETE.....	11
Designating a Travel Planner.....	12
Travel Planner Account – request access	13
Navigating the booking area.....	13
Right Pane	14
User Home Page	14
My Trips	15
Trip Planning Tabs	16
Travel Preferences	16
Company Communications	17
Trip List.....	17
Left Pane.....	18
Booking a Trip	20



Add a car or hotel booking with air booking:	21
Booking multiple hotels for one trip	23
Hotel page links	34
Purchase Summary Page	35
Purchase Trip	36
Purchase now	37
Additional Itinerary Actions	39
Email Confirmation	40
Invoice submission for payment	41



Navigating the Main Tool Bar

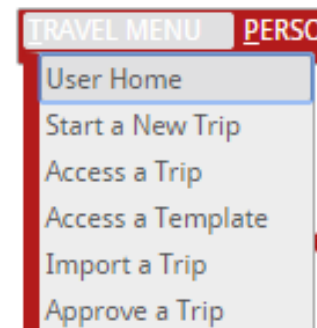
The main menu toolbar is located at the top of the application screen and is used to navigate throughout the main areas of the application. This toolbar gives options to access Travel, Profile, Help, Traveler, and Logout. There are sub-menus found for Travel, Profile, Administration, and Help which utilize drop down menus. When selecting the topic, a sub-menu will display in a dropdown list to initiate an action relevant to its title.



Travel Menu

The Travel menu enables the user to book and manage trips. Sub-menus for the Travel include:

- **User Home** – this will return the user to their home page.
- **Start a New Trip** – The starting point to book a new trip.
- **Access a Trip** – Access current or past trips.
- **Access a Template** - Access frequent trips previously saved as templates.
- **Import a Trip** - Import a trip into STT Online that was booked directly with an agent. This is currently done automatically every 4 hours
- **Approve a Trip** – Allows an authorized user to access a list of trips awaiting approval. This feature is only applicable if pre-trip authorization is implemented.

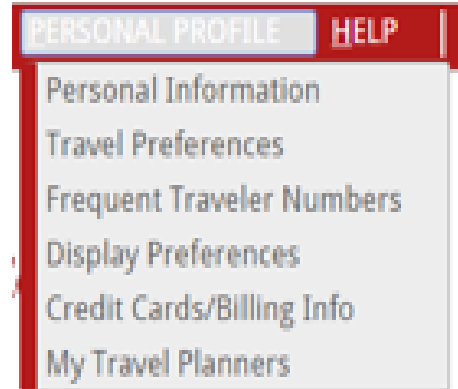




Personal Profile

The Profile menu and its sub-topics provide access to the traveler's profile information.

- **Personal Information** – Personal data such as name, Secure flight data and Cornell Department
- **Travel Preferences** – Preferred carriers, car, and hotel vendors.
- **Frequent Traveler Numbers** – Membership & Loyalty numbers for air, car, and/or hotel.
- **Display Preferences** – Date and time format preference.
- **Credit Card/Billing Info** – Add and assign credit cards for hotel guarantee
- **My Travel Planners** – Assign Cornell online users that can book travel on your behalf.



Help

The Help link menu provides useful information such as:

- **Email Tech Support**
- **Report a problem**
- **Contact travel agency**



Traveler

Your name will appear here when you log in. If you are allowed to book travel for others, hovering over your name will show the travelers you have been given authorization to book.

Once you select another traveler, the name will show for whom you are currently making reservations.

Booking aides

Tips and documents that are available to assist with the booking process.

Logout

The logout area is used to logout of the online solution when the user is done. Any unsaved information will be lost.



Personal Profile - completing

The personal profile link is located on the main toolbar. Fill in all appropriate pages before making your first booking to ensure your data is added to your reservation.

Personal Information

Fill in the Personal Information accordingly. (Make adjustments to name as needed. The name in this section is the exact name your airline tickets will be issued as and must match your government issued photo ID)

PERSONAL PROFILE

Personal Information Print ?

Please fill out every field with a red asterisk (*)
Profile has been updated successfully. Save

Complete the information below and click the Save button to update your profile.
(*) Required to complete a reservation.
Name for airline tickets - as it appears on your government issued photo identification.

Prefix *Cornell Net ID TEST
 *First Name *Primary E-Mail Address
 Middle Name or Initial Always send itinerary to the Primary email address
 *Last Name (Punctuation not allowed) Secondary E-Mail Address (additional field available at end of page)
 Suffix

Phone Numbers

	Country Code	City/Area Code	Phone Number	Extension Number
*Cell/Home Phone	<input type="text" value="1"/>	<input type="text" value="716"/>	<input type="text" value="631-5186"/>	<input type="text"/>
*Work Phone	<input type="text" value="1"/>	<input type="text" value="716"/>	<input type="text" value="631-4022"/>	<input type="text"/>

Fill in Secure Flight Requirements for airline tickets

*** Secure Flight Requirements**
 * The Transportation Security Administration (TSA) of the U.S. Department of Homeland Security (DHS) requires the following passenger information. All passengers must provide full name, date of birth and gender, and the data must match the data on the document presented at the airport. More information may be obtained on the TSA website.

*First Name
 Middle Name or Initial
 *Last Name
 *Gender
 *Date of Birth
 Redress Number
 Country [What is this?](#)
 Known Traveler Number
 TSA Precheck Number
 Global Entry Number [What is this?](#)
 Country

This information will be saved to your profile and used for all future airline reservations. If you choose not to disclose this information you may be denied advance seating assignments, online check-in privileges and subject to additional security screening at the time of departure.



Fill in the additional profile information to include Cornell Department Name
The click [HERE](#) link includes a spreadsheet to search your department by name or number. Cut and Paste the exact format from column C into this field.

Additional profile information:

Cornell department information is required for reporting purposes. Click [HERE](#) to search and view the department information and formatting. Copy and paste department information exactly as noted in COLUMN C.

*Cornell Department Name:

Travel Planner Email

Additional Email

Save

The department document can also be found under [click for booking aides](#) on the main toolbar
Click “save”

Travel Preferences

Fill in your personal travel preferences
Click “save”

PERSONAL PROFILE

Travel Preferences Print

Save

Complete the information below to save preferences for EVERY TRIP. Click the Save button to update your profile.
(* Indicates Required Information.)

Air Settings

Seat Preferences

Preferred Seat

On seat maps hide me from other travelers

Extended Options

*Time Search Window

Maximum Number of Connections

Search for Fares Using Multiple Airports

Notes to Travel Agent regarding air, car or hotel (alpha/numeric text only, no special characters)

Ticketing Options

Airline Tickets - Select Method of Payment

Web Bookings - Default Method of Payment

Rail Settings

Default Class of Service Coach Business First

Car Settings

Preferred Car Type

Special Request

Guarantee With Credit Card if Required

Hotel Settings

Smoking Preference Smoking Non-Smoking

Additional Requests

Find Hotel Within **20** miles of my search location

Preferred Credit Card

Save



Frequent Traveler Numbers

Click on the “add new” link under each function.

The screenshot shows the 'PERSONAL PROFILE' page with a sidebar menu and a main content area. The sidebar menu includes 'PERSONAL PROFILE', 'Personal Information', 'Travel Preferences', 'Frequent Traveler Numbers', 'Display Preferences', 'Credit Cards/Billing Info', and 'My Travel Planners'. The main content area has a 'PERSONAL PROFILE' header and a 'Loyalty Program Numbers' section. This section contains three tables: 'Air Frequent Flyer Numbers', 'Car Loyalty Program Numbers', and 'Hotel Reward Program Numbers'. Each table has columns for 'Airline', 'Account ID', 'Status Level', and 'Edit/Delete'. Below each table is an 'Add New' link: 'Add New Frequent Flyer Number', 'Add New Car Loyalty Number', and 'Add New Hotel Reward Number'. A red arrow points from the 'Add New Frequent Flyer Number' link to the 'PERSONAL PROFILE' menu item.

Click the (Select) link under Airline to populate and select the appropriate vendor.

Add Account ID
Add Status Level

Click “save”

This screenshot shows the 'Loyalty Program Numbers' section with the 'Airline' dropdown menu open. The dropdown menu lists various airlines: ANA, ASKY Airlines, Adria Airways, Aegean Airlines, Aer Lingus, Aerocon, Aeroenlaces Nacionales, Aeroflot, Aerolineas Argentinas, Aerolineas Galapagos, Aeromar, Aeromexico, Aeropelican, Aeropostal, Aigle Azur, Air Alps Aviation, Air Armenia, Air Astana, and Air Berlin. The 'Account ID' and 'Status Level' columns are empty. There are 'Save' and 'Cancel' buttons at the bottom right of the form.



Car Membership Numbers

Click the (Select) link under Car Company to populate and select the appropriate vendor.

Add Account ID
Add Status Level

Click “save”

>Select each page to fill in required data.

PERSONAL PROFILE

- PERSONAL PROFILE
- Personal Information
- Travel Preferences
- Frequent Traveler Numbers
- Display Preferences
- Credit Cards/Billing Info
- My Travel Planners

PERSONAL PROFILE

Loyalty Program Numbers

Enter your car account numbers below.

Save **Cancel**

Car Company	Account ID	Status Level
(select)		
(select)		
Ace Rent-A-Car		
Advantage		
Alamo Rent-A-Car		
Auto Europe		
Avis Rent-A-Car		
Blueway Car Rental		
Budget Rent-A-Car		
Discount Rentals		
Dollar Rent-A-Car		
E-Z Rent-A-Car		
Economy Car Rentals		
Enterprise Cars		
Europcar		

Hotel Membership Numbers

Many hotel brands now have loyalty programs that include multiple chains. You only need to fill the number in once if you select the BRAND for the most popular chains as follows:

TRAVEL MENU PERSONAL PROFILE HELP TRAVELER test Apple Click for BOOKING INSTRUCTIONS Logout

WELCOME CORNELL TRAVELER!
 Step 1 - Select Personal Profile above
 Step 2 - Complete Personal Information
 Step 3 - Complete Frequent Traveler
 Step 4 - Complete credit card, billing, hotel guarantee
 Step 5 - Designate My Travel Planner, if applicable
 Step 6 - START YOUR BOOKING BELOW!

Cornell University

>Select each page to fill in required data.

PERSONAL PROFILE

Loyalty Program Numbers
 Enter your hotel account numbers below.

Save Cancel

Print

PERSONAL PROFILE

- PERSONAL PROFILE
- Personal Information
- Travel Preferences
- Frequent Traveler Numbers
- Display Preferences
- Credit Cards/Billing Info
- My Travel Planners

Hotel Chain Account ID Status Level

(select)

(select)

- * All Marriott/Marriott Rewards
- * Carlson Hotels/Gold Rewards
- * Choice Hotels/Choice Privileges
- * Every Hilton/Hilton Honors
- * Intercontinental Hotels/Priority Club
- * Starwood Preferred Guest
- * Trip Rewards/Wyndham Brands
- * West/Loast Family
- * WorldHotels
- ABC Reed
- Abotel
- AC Hoteles
- Accor
- Affinia Hospitality
- Airco Services
- Alesia Distribution
- All Suites Hotels
- Allegiance Services
- Aloft Hotels

<i>All Marriott Brands</i>	<i>Renaissance, Courtyard, Marriott, Fairfield, Residence Inn, Towneplace Suites, Springhill Suites</i>
<i>Carlson Hotels</i>	<i>Country Inn and Suites, Radisson Hotels, The Regent International, Park Inn, Park Plaza</i>
<i>Choice Hotels</i>	<i>Comfort Inns, Clarion, Comfort Suites, EconoLodge, Quality Inn, Rodeway, Sleep Inn</i>
<i>Every Hilton/Hilton Honors</i>	<i>Doubletree, Embassy Suites, Homewood Suites, Hilton, Hilton Garden Inn, Hampton Inn</i>
<i>Intercontinental</i>	<i>Crowne Plaza, Holiday Inn, Inter-Continental, Staybridge Suites, Candlewood, Indigo</i>
<i>Starwood</i>	<i>Sheraton, W Hotels, Westin</i>
<i>Trip Rewards</i>	<i>Days Inn, Howard Johnson, Super 8, Ramada Hotels, Travelodge, Wingate, Microtel, Wyndham, Hawthron, Baymont</i>



Credit Card / Billing Info - DELETE

When your card is set as a preferred you will see the EDIT link underscored and the DELETE link is not underscored.

Select EDIT

UNCHECK ALL the "My Preferred" boxes and SAVE

PERSONAL PROFILE

Credit Cards - Used for Air purchase or Hotel Guarantee

[Print](#)

Save **Cancel**

(*) indicates required information

All credit card information is encrypted (SSL).

The system requires a name for each credit card for security purposes. All credit cards will be displayed as their given name after initial setup without displaying the credit card number.

Enter a unique name for this card, such as "Boss's Card" or "Personal."

Name of Credit Card

If using credit card for Air check the AIR and WEB box
Credit Card is required for Hotel Air Hotel Web (Southwest or Amtrak) bookings.

ALWAYS use THIS CARD when booking-check applicable box(es)
Hotel must be checked to guarantee room Air Hotel Web (Southwest or Amtrak)

Only one credit card can be preferred for each segment type

Enter the credit card number (excluding spaces). If you are using an air travel card that does not have an expiration date, leave the date blank.

The DELETE link is now underscored. Click to delete the credit card.

PERSONAL PROFILE

Credit Cards - Used for Air purchase or Hotel Guarantee

[Print](#)

Your profile contains the following credit cards.

Name	Card	Expiration Date	Use as "My Preferred"	Edit/Delete
JT for test	AMERICAN EXPRESS XXXXXXXXXXXX2001	9 / 2016		<u>Edit / Delete</u>



Designating a Travel Planner

A Travel Planner must be assigned if you do not book travel for yourself or need to allow another person to access your profile. By assigning a Travel Planner you are giving selected personnel permission to access your profile and plan travel on your behalf.

Click on the Personal Profile tab and select My Travel Planners.

Click the Assign Travel Planner link

PERSONAL PROFILE

Add Travel Planner(s) only if others are allowed to book on your behalf Print ?

Authorized Cornell Personnel allowed to book your travel. The Travel Planner must have an active account in the system. Refer to Quick Reference Guide.

First Name	Last Name	Net ID of Travel Planner(s) making your reservations. See above	Delete
(none)			

[Assign Travel Planner](#)

You may add up to 10 Cornell Net ID's of individuals who plan travel on your behalf.

Click "save"

PERSONAL PROFILE

Add Travel Planner(s) only if others are allowed to book on your behalf Print ?

Enter up to ten (10) **Cornell NetIDs** of individuals who may plan your travel and access your profile.

Net ID of Travel Planner(s) making your reservations. See above

Save **Cancel**

ERROR MESSAGE: This message is produced when a Net ID is entered for a person that does not have an account in the online booking tool. Please refer your Travel Planner to the instructions immediately following on how to request Travel Planner access.


PERSONAL PROFILE

Add Travel Planner(s) only if others are allowed to book on your behalf Print ?

Error(s) occurred while processing your input. Mouse over the error icon(s) for more information.

Enter up to ten (10) **Cornell NetIDs** of individuals who may plan your travel and access your profile.

Net ID of Travel Planner(s) making your reservations. See above

bb865 



Travel Planner Account – request access

This is applicable to anyone that books for themselves and/or others. Once you have an account in the system we need to update your credentials so you have access to your traveler's profiles.

Click the link to request a Travel Planner Account: [Request Travel Planner Account](#)

- Include your full name
- Cornell Net ID
- Phone number

*If multiple planners are allowed to book for these travelers, include all additional planners name, Net ID and phone number

Include the following information for ALL travelers you will book for:


- Name as it appears on their government issued photo ID
- Cornell Net ID

You will receive a response or call within one business day from a STT Online Representative when you have been assigned to your travelers.

Navigating the booking area

The architecture is based on three navigational sections:

- Main Tool Bar – Access the Travel Menu, Profile Menu, Help Menu, Traveler Display and Log Out.
- Right Pane – When accessed as part of the home page this area will display My Messages, My Trips, and Bulletin Board. When accessed for trip planning there are options for Travel Preferences, Interactive Map, Company Communications, and Trip List. When searching for travel this area will populate with results for air, car, hotel, and rail availability.
- Left Pane – Used to input search criteria. When booking travel this area also turns into a shopping cart for travel options.

NOTE: Select the help icon  on any screen to access the Help pages for that particular area.



Right Pane

The Right Pane can be used for many functions. It can be part of the home page, trip planning tabs, or for searching travel options.

User Home Page

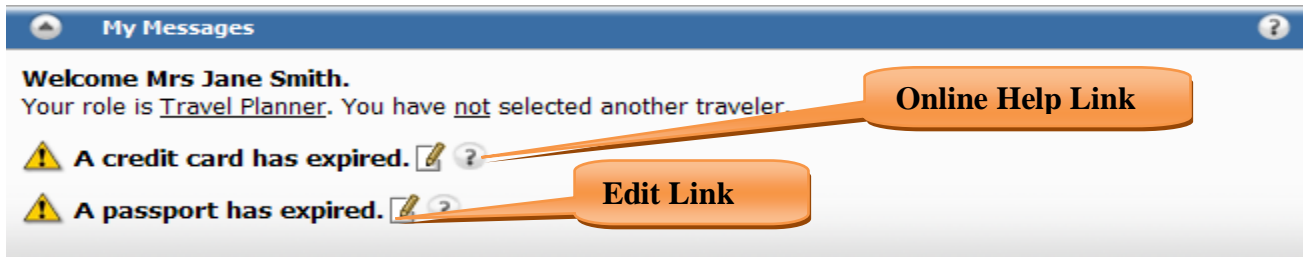
For Technical Assistance:

The homepage displays the user trips and system messages.



My Trips and My Messages

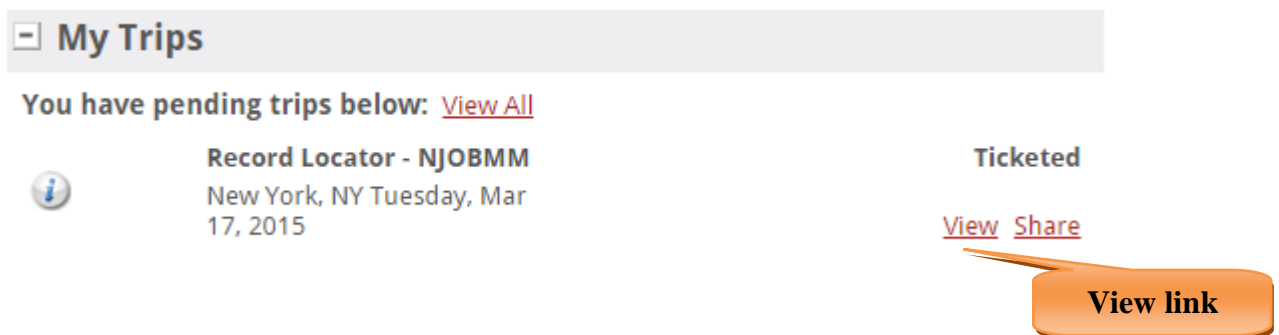
This section will display messages depending on your user role as well as the selected user (if applicable). It provides information on various topics. When applicable, this section will also provide notification on expiring unused tickets as well as trips pending your trip approval. Links and buttons to edit these fields or access STT Online Help are available.



NOTE: The user may still access this information by clicking on **Alerts** on the main toolbar at anytime

My Trips

This section will display pending or current trips chronologically beginning with the earliest trip departure date. The user has the ability to view each trip by clicking on the view icon next to that trip or View all trips by clicking on the **View all** link. The status of each trip (Reserved, Purchased, etc.) is also provided.



NOTE: If the user does not have any pending trips, the message **“You have no pending trips”** will be displayed.



Trip Planning Tabs

The Trip Planning tabs allow the user to update travel preferences for the current reservation, use the interactive map to populate from and to boxes, look at company communications, or search trip lists for current/past date reservations.



Travel Preferences

Travel Preferences may contain air, car, and hotel preferences. This information is used when the system checks availability based on your search criteria.

Options relevant to Travel Preferences are displayed in the right pane, beneath the Travel Preferences tab.

Modifications or settings made to the air, car or hotel travel preference screen apply to the current reservation only. Settings will not be saved to the selected traveler's profile.

To save changes for every trip, access your traveler preferences from the personal profile menu

The screenshot shows the 'Travel Preferences' section of a user interface. At the top right is a link for 'View Travel Policy'. Below it is a red banner stating 'Travel Preferences in this window apply to current trip only.' followed by the instruction 'To apply preferences for every trip, select PERSONAL PROFILE and Travel Preferences.' The 'Air Travel Preferences' section is expanded, showing a note about contract rates, a checked option for 'Search for Fares Using Multiple Airports', a 'Time Search Window' dropdown set to '2 hrs', 'Seat Preferences' set to 'No Preference', an 'Airline Tickets - Select Method of Payment' dropdown set to 'JT for test', and a 'Maximum Number of Connections' dropdown set to '3'. Below this are collapsed sections for 'Car Travel Preferences' and 'Hotel Travel Preferences', each with a '+' icon and a help icon.



Click on these icons to minimize or maximize that section. It can be found next to each section on the page. In the screenshot above, the Air Travel Preferences are displayed. To display the car or hotel preferences, click the + icon.



Click on this icon to access the Help pages.



Company Communications

Contains information that pertains to your company

Stovroff Taylor Travel (STT) - always going the "extra mile" to get you where you want to be.

- Stovroff and Taylor Travel (STT) offers Cornell University direct billing on airline tickets. Invoices must be submitted for payment immediately upon receipt.
- National / Enterprise Car Rental FREE **Emerald Club** - [Click here](#)

National Emerald Club membership gives the renter automatic upgrades and counter bypass at participating locations with National. Enterprise will also collect the member information, however, they do not offer automatic upgrades or counter bypass.

Trip List

Trips saved as research, pending or archived trips are displayed in list format along with the status of each trip

NOTE: ALL Stovroff and Taylor Travel agent bookings are automatically integrated every 4 hours.

Travel Preferences **Interactive Map** **Company Communications** **Trip List**

Select View to view more details, modify the trip or confirm the status of a trip awaiting ticketing (trip status is not updated on this page). If you have not named a trip, the default name is (unnamed).

Import a Trip **Import Trip** **Enter the agency confirmation on your invoice**

Trip Research [Delete All](#)

New York City visit	BUF-LGA	Tue, Feb 17 2015				Research	View / Delete
17FEB15	LGA-BUF	Wed, Feb 18 2015					

Pending Trips

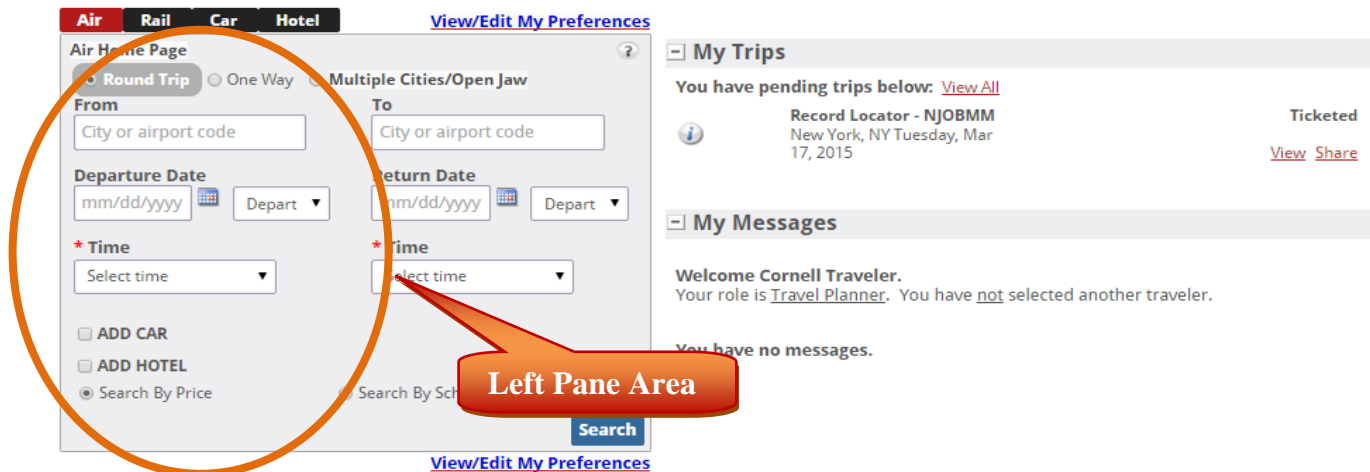
Record Locator -	BUF-JFK	Tue, Mar 17 2015				Ticketed	View / Copy
NJOBMM	LGA-BUF	Thu, Mar 19 2015					

Trip Archives
(none) [More Archive Trips](#)



Left Pane

The Left Pane is used to enter search criteria as well as secondary navigation in the profile areas of the application. It is also the shopping cart for travel options.



For Technical Assistance:

Email: [Online Support](#)

Stovroff & Taylor Travel, Ltd.
1127 Wehrle Drive
Williamsville, NY 14221

844-873-9455 - Cornell toll free line
716-632-7479 - Fax
888-215-8655 - After Hours Emergency
www.stovrofftaylortravel.com

Input Search Criteria

The user has the ability to search for travel from the homepage. You can enter the search criteria for air, rail, car, and hotel. For more information on the search criteria or on how to book air, rail, car, or hotel, go to the *Book a New Trip* section in this document.

The user has the option to display their Traveler Preferences on the same page as their search criteria. They can do this by clicking on the *View/Edit My Preferences* link on the homepage.

The page will now display the search criteria section as well as the Travel Preferences. The user then has the option to click on the Interactive Map, cities on the map are defaulted and cannot be changed, Company Communications, or Trip List tabs.

NOTE: To return to the homepage, the user must click *Travel Menu* on the toolbar and select *User Home*.

Sort Options

The sort option fields are located in the left pane of each availability window.

Sample air sort fields

Sort Options:
 Price ▼

Results per page:
 10 ▼

Clear All Filters

Flight Number Filter

Apply Clear

BUF - JFK Time Filter
 Thu 5:30A - Thu 10:00A Thu 7:00A - Thu 3:45P

 BUF Departure JFK Arrival

JFK - BUF Time Filter
 Fri 6:45A - Fri 1:00P Fri 8:15A - Fri 6:15P

 JFK Departure BUF Arrival

Departure/Arrival Airports

- EWR
- HPN
- JFK
- LGA

Stop-Over Airports

- BOS
- CLT
- DCA
- DTW
- IAD
- MDW
- PHL

Sample car sort fields

Clear All Filters

Preferred and Contracts
 Show

Car Vendors

- Avis Rent-A-Car
- Budget Rent-A-Car
- Enterprise Cars
- Hertz Rent-A-Car
- National

Car Types

- Intermediate 2/4 Door

Legend

- Car Contract (Agency Settings)
- Car Contract (Agency Settings)

Sample hotel sort fields

Sort Options:
 Default ▼

Clear All Filters

Hotel Name Contains

Apply Clear

Show

- Previously Stayed at
- Preferred and Contracts

Crown Rating

- (17)
- (40)
- (48)
- (36)
- (10)
- (49) Crown Rating Not Available

Amenities

- Business Center
- Coffee Maker
- Complimentary Breakfast
- Fitness Room
- Internet
- Laundry
- Non-Smoking Available
- On-Site Restaurant
- Pool
- Room Service

Hotel Chain

- * All Marriott/Marriott Rewards
- * Carlson Hotels/Gold Rewards
- * Choice Hotels/Choice Privileges
- * Every Hilton/Hilton Honors



Booking a Trip

Create a Travel Reservation

These steps instruct the user how to book a trip using STT Online:

1. Click **Travel Menu** on the main tool bar.
2. Select **Start a New Trip**.
3. Select the trip type (Round Trip, One Way, or Multiple Cities). The system defaults to Round trip.
4. The air preferences selected in your profile are displayed in the right pane. The changes made to this area, affect this trip only, and are not saved to your profile.

To make changes that will be saved to your profile, Select **Personal Profile, Travel Preferences**.

The screenshot shows the 'Air Home Page' interface. At the top, there are navigation tabs for 'Air', 'Rail', 'Car', and 'Hotel', with 'Air' selected. A link for 'View/Edit My Preferences' is visible in the top right. The main form area includes:

- Trip type selection: Round Trip, One Way, Multiple Cities/Open Jaw.
- Origin and destination: 'From' field contains 'BUF', 'To' field contains 'JFK'.
- Departure and return dates: 'Departure Date' is '02/18/2015' (WED) with a 'Depart' dropdown; 'Return Date' is '02/19/2015' (THU) with a 'Depart' dropdown.
- Time selection: '* Time' dropdowns show '8:00 AM' for departure and '11:30 AM' for return.
- Additional services: ADD CAR, ADD HOTEL.
- Search options: Search By Price, Search By Schedule.
- A blue 'Search' button is located at the bottom right.



Car or hotel booking with air booking

Check the box to ADD CAR or ADD HOTEL in the Air Home Page search window.

Air Home Page

Round Trip One Way Multiple Cities/Open Jaw

From: BUF To: JFK

Departure Date: 02/18/2015 (WED) Depart Return Date: 02/19/2015 (THU) Depart

* Time: 8:00 AM * Time: 11:30 AM

ADD CAR ADD HOTEL

Search By Price Search By Schedule

Search

Select car for your trip

ADD CAR

The information from the air request is automatically populated to the car request.

If the car will deviate from the air search criteria, the dates and times can be modified at this time.

Add Car

Same Location Different Location

Pick-up Location: LGA **Off Airport Location**

Pick-up Date: 2/17/2015 (TUE) * Time: 9:17 AM

Drop-off Date: 2/18/2015 (WED) * Time: 7:00 AM

Search

Car location can be changed by selecting Different Location. Fill in the information accordingly

ADD CAR Based on air search criteria

Same Location Different Location

Pick-up Location: **Off Airport Location**
City or airport code

Drop-off Location: **Off Airport Location**
City or airport code

Pick-up Date: mm/dd/yyyy * Time: Select time

Drop-off Date: mm/dd/yyyy * Time: Select time



Select hotel for your trip

ADD HOTEL

The information from the air request is automatically added to the hotel request.

Find hotel within xx miles - Click on the number to display a drop-down that allows you to change the number of miles for the system to search for your hotel.

NOTE: All Cornell University negotiated hotel properties and rates will be displayed at the top of availability if offered at your destination.

Hotel search options:

Search for hotel by *Airport* – When selected with flights, search information is filled in to match the flight request by airport of arrival. If the hotel is closer to another airport or outside the 20 mile radius, modify the airport information here or search by reference point.

Search for hotel by *Address* – Allows the user to search by hotel address.

NOTE: This is not be the address of your destination.

ADD HOTEL

Search For Hotels By:

Airport/Custom Location Address
 Reference Point Hotel Name

Airport
DCA

Hotel Name Contains
FULL OR PARTIAL NAME

Check-In Date: 02/17/2015
Check-Out Date: 02/19/2015

Find Hotel Within 20 miles of my search location

Search By Price Search By Schedule

ADD HOTEL

Search For Hotels By:

Airport Address
 Reference Point Hotel Name

Airport
City or airport code

Hotel Name Contains
FULL OR PARTIAL NAME

Check-In Date: mm/dd/yyyy
Check-Out Date: mm/dd/yyyy

Find Hotel Within 20 miles of my search location

ADD HOTEL

Search For Hotels By:

Airport/Custom Location Address
 Reference Point Hotel Name

Reference Address: 123 Main Street
City: New York
State/Province: NY
Zip/Postal Code: |
Country: USA

Hotel Name Contains
FULL OR PARTIAL NAM

Check-In Date: 02/18/2015
Check-Out Date: 02/19/2015

Find Hotel Within 20 miles of my search location

Search for hotel by *Reference Point* – Allows the user to search by reference point, i.e. Central Park.

Hotel Name Contains - Enter the name (or the partial name) of the hotel.

Check-In Date - Enter the date you need to check into the hotel.

Check-Out Date - Enter the date you need to check out of the hotel.

Booking multiple hotels for one trip

Enter the information and dates for your first hotel on the original search screen. Upon selection of the first hotel, the recap shown here will appear in the left pan. Select “add hotel” to search availability for continuing hotel and dates.



5. Select the way the search results will display on the page.

Search by Price - request the air search results to be displayed by price.

Search by Schedule - View flight options in a list to manually select from. If you click the “Search by Schedule” radio button, flight options will be displayed that include sold out and non-participating GDS carriers prior to continuing with the booking.

Search By Price Search By Schedule

Search

6. **Verify or make any necessary changes to your travel preferences.**

a) If you started your trip by going to **Travel, Start a new Trip**, your travel preferences will be displayed in the right pane of the screen. Make any necessary changes and Save. **Modifications made to any of the travel preferences will only apply to the current reservation. These settings will NOT be saved to the traveler’s profile.**

b) If you started a search from the search criteria on the homepage, click **view/edit my preferences at the top or bottom of the availability window.**

- Make any necessary changes and select the **Save** button.
- Modifications made to any of the travel preferences will only apply to the current reservation. These settings will NOT be saved to the traveler’s profile.

7. Click the **Search** button. The system will now search Cornell University contract rates for air, car and hotel. These rates are identified in the system with the Cornell University Logo

Please Wait

Cornell University

Processing air request... finished.

Searching for CORNELL CONTRACT AIR options...

Searching for CORNELL UNIVERSITY car options...

Searching for CORNELL UNIVERSITY hotel rates...

Shopping Cart

8. View the Results (this example is based on Round Trip air).

- A. **Left Pane** – will highlight the part of the itinerary that is displayed on the right and will give the status of the process.
- **Sort options** – can display the travel results on the page depending on the sort option chosen. They can be modified by the user.
- B. **Right Pane** – will display the itinerary choices available according to your company's policy.
- **Carrier Matrix** – will display the results by airline. It will show how many options there are for a specific airline at that price. The user may click on the price or the number of results to be taken directly to those result options.
 - **Time Sliders** – used to for filtering both arrival and departure times. Moving the arrows left and right will increase and decrease the time filter options in 15 minute increments. The system default is set to include an 8 hour search window.

The screenshot shows a flight search interface with the following components:

- Sort Options:** Price (selected), Results per page: 10.
- Carrier Matrix Table:**

	United Airlines	US Airways	Mixed Carriers	American Airlines
1 Stop	272.20 3 Results	419.00 6 Results	432.70 38 Results	432.70 14 Results
2 Stops	453.20 6 Results	462.00 51 Results	358.20 91 Results	436.70 33 Results
- Time Sliders:** ITH - DCA Time Filter (Tue 5:30A - Tue 6:15A, Tue 8:30A - Tue 2:30P) and DCA - ITH Time Filter (Thu 5:15A - Thu 8:00A, Thu 10:00A - Thu 3:00P).
- Air Options:** Detailed view of a US Airways itinerary:
 - OUTBOUND FLIGHT(S):** US Airways Flight(s) 4915 / 3944. ITH - 5:30 am Tue, Feb 17 2015 to DCA - 10:54 am Tue, Feb 17 2015. Price: 419.00 USD. Includes "View Rules" and "Add to Cart" buttons.
 - INBOUND FLIGHT(S):** US Airways Flight(s) 3932 / 4755. DCA - 6:30 am Thu, Feb 19 2015 to ITH - 11:23 am Thu, Feb 19 2015.
- Cornell Contract:** A red callout box pointing to the "Add to Cart" button.

9. Select the air option that meets your travel needs by clicking on the **Add to Cart** button. The air itinerary will be reflected in the **Shopping Cart** in the left pane.

Complete Options
BUF - LGA
LGA - BUF
 Shopping Cart

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

Results may include flights to/from nearby airports based on your travel preferences.

Displaying **54** of **256** Fares Additional [baggage fees](#) may apply.

Show All 256 Results	 Delta	 JetBlue Airways	 US Airways	 Mixed Carriers	 American Airlines
Non-stop	216.20 5 Results	227.45 2 Results			
1 Stop	1141.70 2 Results		228.20 54 Results	228.20 162 Results	263.20 31 Results

OUTBOUND FLIGHT(S) [+ SHOW FLIGHT DETAILS](#)

US Airways Flight(s) 3952 / 2125

BUF - 5:35 am Tue, Feb 17 2015 ▶ **LGA** - 9:17 am Tue, Feb 17 2015

Duration: 3hrs 42min Stop(s): 1
Flight #3952 Operated by **US Airways Express-Air Wisconsin**

INBOUND FLIGHT(S)

US Airways Flight(s) 2118 / 3895

LGA - 4:00 pm Thu, Feb 19 2015 ▶ **BUF** - 10:03 pm Thu, Feb 19 2015

Duration: 6hrs 3min Stop(s): 1
Flight #3895 Operated by **US Airways Express-Air Wisconsin**

228.20 USD
 Penalty: Yes
[View Rules](#)
[Compare\(1\)](#)

Add to Cart

Available Fares:

228.20USD

228.21USD



Purchase Summary

Purchase Summary

Trip Name:

[Save Research](#)

Cost Summary
Airfare will be reflected on your invoice. Car & Hotel rates are for information only and will be paid to the vendor. View Rules for more details. Additional Airline baggage fees may apply. Details [here](#).

Airfare: **228.20 USD**
Penalty: Yes [View Rules](#)

Estimated Total Trip Cost: **228.20 USD**

[HOLD 24 HRS](#) [PURCHASE TRIP](#)

Itinerary

Selected Itinerary, Not Yet Reserved

[Cancel & Restart Search](#) [Email](#) [View Printable Itinerary](#)

Buffalo Greater Buffalo Int'l Airport to New York La Guardia Airport

US Airways Flight 3952 [VIEW / RESERVE SEATS](#)
BUF - 5:35 am Tue, Feb 17 2015 ▶ DCA - 6:59 am Tue, Feb 17 2015
Coach (N) Duration: 1hrs 24min Stop(s): 0 Equip: Canadairjet On Time: Not Available
Operated by US Airways Express-Air Wisconsin

US Airways Flight 2125 [VIEW / RESERVE SEATS](#)
DCA - 8:00 am Tue, Feb 17 2015 ▶ LGA - 9:17 am Tue, Feb 17 2015
Coach (N) Duration: 1hrs 17min Stop(s): 0 Equip: Airbus A319 Jet On Time: Not Available

[View Rules](#) [More Options](#)

New York La Guardia Airport to Buffalo Greater Buffalo Int'l Airport

US Airways Flight 2118 [VIEW / RESERVE SEATS](#)
LGA - 4:00 pm Thu, Feb 19 2015 ▶ BOS - 5:17 pm Thu, Feb 19 2015
Coach (O) Duration: 1hrs 17min Stop(s): 0 Equip: EMBRAER 190 On Time: Not Available

US Airways Flight 3895 [VIEW / RESERVE SEATS](#)
BOS - 8:30 pm Thu, Feb 19 2015 ▶ BUF - 10:03 pm Thu, Feb 19 2015
Coach (O) Duration: 1hrs 33min Stop(s): 0 Equip: Canadairjet On Time: Not Available
Operated by US Airways Express-Air Wisconsin

[View Rules](#) [More Options](#)

Selected Itinerary, Not Yet Reserved

[Cancel & Restart Search](#)

[Add Car](#) [Add Hotel](#)

Air [More Options](#)
BUF - DCA 5:35 am Tue, Feb 17
US Airways - Flight #3952
DCA - LGA 8:00 am Tue, Feb 17
US Airways - Flight #2125

Air [More Options](#)
LGA - BOS 4:00 pm Thu, Feb 19
US Airways - Flight #2118
BOS - BUF 8:30 pm Thu, Feb 19
US Airways - Flight #3895

From this page you can:

- **Save your trip as research** – Name your trip and come back to it at a later date for purchase. Rates are based on availability at the time of purchase and subject to change without notice.
- **HOLD 24 HOURS** - all components of trip are confirmed but not purchased. Reservation will auto cancel if **PURCHASE TRIP** is not selected within 24 hours.
- **PURCHASE TRIP** – initiates the purchase process where you will be prompted to select payment type and add Cornell University required information such as BSC, trip purpose, trip details, etc.
- **View/Reserve Seats** – display a seat map for each flight in the itinerary (one at a time). The user may click on an available seat to request it. If you are looking for a specific seat assignment you must view the seat map, otherwise the system will automatically request a seat based on your profile preference. Paid seats are not available for booking through the tool and require a credit card for purchase. Please contact agency directly through notes on the payment page during check-out.
- **View Rules** – display the fare rules for the price listed.
- **Add car or hotel**
- **Select more flight options**
- **Cancel and start over**



Option Builder

The **Option Builder** section lets you control the options displayed on this screen. All options are offered by default, but you can use the option builder to display flights leg-by leg.

To populate the Option Builder section, click on the city pair tab next to the complete options tab. Choose the desired outbound flight by clicking on Select Flight.

City pair tab

Complete Options
BUF - LGA
LGA - BUF
Shopping Cart

Flight 1 BUF - LGA

[Back to Itinerary](#)
[Modify Air Flights](#)
[Cancel & Restart Search](#)
[Email](#)

Results may include flights to/from nearby airports based on your travel preferences.

Displaying 28 of 28 Fares Additional [baggage fees](#) may apply.

Show All 28 Results	jetBlue jetBlue Airways	 Delta	 Mixed Carriers	 American Airlines	 US Airways
Non-stop	1 Results	8 Results			
1 Stop		1 Results	8 Results	5 Results	5 Results

<< Prev 1 2 3 Next >>

OUTBOUND FLIGHT(S)

JetBlue Airways Flight 2001
BUF - 5:35 am Tue, Feb 17 2015
Duration: 1hrs 28min Stop(s): 0 Equip: EMBRAER 190 On Time: Not Available

[VIEW / RESERVE SEATS](#)
JFK - 7:03 am Tue, Feb 17 2015
[Select Flight](#)

OUTBOUND FLIGHT(S)

American Airlines Flight(s) 3952 / 4299
BUF - 5:35 am Tue, Feb 17 2015
Duration: 2hrs 33min Stop(s): 1
 Flight #3952 Operated by US Airways Express-Air Wisconsin
 Flight #4299 Operated by ExpressJet Airlines DBA United Express

[+ SHOW FLIGHT DETAILS](#)
EWR - 9:38 am Tue, Feb 17 2015
[Select Flight](#)

The return flights are automatically displayed.

Complete Options
BUF - LGA
LGA - BUF
Shopping Cart

Selected Flight(s)

OUTBOUND FLIGHT(S)

JetBlue Airways Flight 2001
BUF - 5:35 am Tue, Feb 17 2015
Duration: 1hrs 28min Stop(s): 0 Equip: EMBRAER 190 On Time: Not Available

[VIEW / RESERVE SEATS](#) [Remove Flight](#)
JFK - 7:03 am Tue, Feb 17 2015

INBOUND FLIGHT(S)

Pending Flight Selection

[Clear](#)

Select your return flight. Your shopping cart now reflects your selection outbound and return options.

Shopping Cart

Selected Flight(s) ?

OUTBOUND FLIGHT(S)

JetBlue Airways Flight 2001

BUF - 5:35 am Tue, Feb 17 2015 ▶ **JFK - 7:03 am Tue, Feb 17 2015**

Duration: 1hrs 28min Stop(s): 0 Equip: EMBRAER 190 On Time: Not Available

[VIEW / RESERVE SEATS](#) [Remove Flight](#)

INBOUND FLIGHT(S)

American Airlines Flight 2172

LGA - 3:00 pm Thu, Feb 19 2015 ▶ **BOS - 4:09 pm Thu, Feb 19 2015**

Duration: 1hrs 9min Stop(s): 0 Equip: EMBRAER 190 On Time: Not Available
Operated by US Airways

Layover in BOS for 25min

[VIEW / RESERVE SEATS](#)

US Airways Flight 3818

BOS - 4:34 pm Thu, Feb 19 2015 ▶ **BUF - 6:10 pm Thu, Feb 19 2015**

Duration: 1hrs 36min Stop(s): 0 Equip: Canadairjet On Time: Not Available
Operated by US Airways Express-Air Wisconsin

[VIEW / RESERVE SEATS](#)

Clear
Price Option

Click the “Price Option” to see the full price for the selected flights. If the selected flights do not return the lowest airfare, the airfare matrix will appear again giving you the opportunity to select a lower price itinerary.

Shopping Cart

Selected Flight(s) ?

OUTBOUND FLIGHT(S)

JetBlue Airways Flight 2001

BUF - 5:35 am Tue, Feb 17 2015 ▶ **JFK - 7:03 am Tue, Feb 17 2015**

Coach (Z) Duration: 1hrs 28min Stop(s): 0 Equip: EMBRAER 190 On Time: Not Available

[VIEW / RESERVE SEATS](#)

INBOUND FLIGHT(S)

American Airlines Flight 2172

LGA - 3:00 pm Thu, Feb 19 2015 ▶ **BOS - 4:09 pm Thu, Feb 19 2015**

Coach (W) Duration: 1hrs 9min Stop(s): 0 Equip: EMBRAER 190 On Time: Not Available
Operated by US Airways

Layover in BOS for 25min

[VIEW / RESERVE SEATS](#)

US Airways Flight 3818

BOS - 4:34 pm Thu, Feb 19 2015 ▶ **BUF - 6:10 pm Thu, Feb 19 2015**

Coach (N) Duration: 1hrs 36min Stop(s): 0 Equip: Canadairjet On Time: Not Available
Operated by US Airways Express-Air Wisconsin

[VIEW / RESERVE SEATS](#)

Clear
Add to Cart

468.68 USD

Penalty: Yes

[View Rules](#)

Seat Map

Show previous flight

US Airways Flight 3818
BOS - 4:34 pm Thu, Feb 19 2015 **VIEW / RESERVE SEATS**
BUF - 6:10 pm Thu, Feb 19 2015
Duration: 1hrs 36min Stop(s): 0 Equip: CanadairJet On Time: Not Available

Segment	BUF to JFK	LGA to BOS	BOS to BUF
Flight seat selection	Unknown edit	Unknown edit	<input type="text"/>

****Seat assignments are not guaranteed but are requested to the participating airline.**

ANY AIRLINE seat assignment that appears with a \$ indicator will be charged to your selected method of payment - regardless of your status.

Seat Preference:
No Preference

Save Cancel Show Favorites

Legend

- Available
- Available (Undesirable)
- Available (Preferred)
- Available (Additional Charge)
- Unavailable
- Traveler's Seat
- Reserved by Colleague
- Favorite
- Handicapped
- Blocked
- Bulkhead Seat
- Exit
- Exit Row
- Restrooms
- Galley
- Stairs

Review the legend to determine what seats are available to you. Each air carrier seat map is unique.

Click on the seat you want to reserve (if available at time of booking). Select seats for each flight in this itinerary. Click the left or right arrows to move to another flight and reserve your seat.

Click the **“save”** button.



ADD CAR as selected in your initial search. This page will automatically display once the air itinerary is completed.

Select desired car from the availability matrix

Only Cornell University car rental contracts are displayed

Car Availability
Shopping Cart

[Back to Itinerary](#)
[Modify Car](#)
[Cancel & Restart Search](#)
[Email](#)

**Intermediate cars are the default size for Cornell.
For other car classes contact STT toll free at 844-873-9455.**

Pick-Up Location: New York La Guardia Airport (LGA)
Pick-Up Date: Tue, Feb 17

Drop-Off Location: New York La Guardia Airport (LGA)
Drop-Off Date: Wed, Feb 18

Displaying 5 of 5 options ?

All 5 results				
Intermediate 2/4 Door	55.00	63.00	67.00	78.00

NOTE: All rates include Cornell mandated Collision Damage Waiver and Liability Insurance

Car Company	Rate
Enterprise Cars Location Detail: Off Airport/Rental Shuttle Type of Car: Intermediate 2/4 Door Special Request: None Equipment Request: None	The Daily Rate is 55.00 USD The Total Rate is 73.85 USD Unlimited miles Extra Hour Fee: 12.21 USD Extra Day Fee: 55.00 USD
View Rules Vehicle Types Add to Cart	

Car Company	Rate
Hertz Rent-A-Car Location Detail: Off Airport/Rental Shuttle Type of Car: Intermediate 2/4 Door Special Request: None Equipment Request: None	The Daily Rate is 63.00 USD The Total Rate is 84.51 USD Unlimited miles Extra Hour Fee: 44.00 USD

ADD HOTEL as selected in your initial search. This page will automatically display after the air itinerary is selected or the car is selected.

Always book BCD TRAVEL or CORPORATE rates through STT ONLINE if Cornell University or NY Presbyterian rate is not available or higher.

Check-In: Tue, Feb 17 Check-Out: Wed, Feb 18

[View Mapped Options](#)

Displaying 200 of 200 Hotels

<< Prev 1 2 3 4 5 6 7 8 9 ... 20 Next >>



Courtyard Manhattan Upper East Side

169.00 USD / 279.00 USD



410 East 92nd Street
New York, New York 10128
212-410-6777
3.84 Miles

☆☆☆



[Hotel Information](#)

[View Map](#)

Comments: Cornell/NY Presbyterian

[Show Rates](#)



Gardens Nyc-An Affinia Hotel

270.00 USD / 419.00 USD



215 E 64th St
New York, New York 10065
212-355-1230
4.82 Miles

☆☆☆



[Hotel Information](#)

[View Map](#)

Comments: Cornell Medical Center

[Show Rates](#)

Click on **Show Rates** to expand the available room descriptions and view rates.

Courtyard Manhattan Upper East Side

169.00 USD / 279.00 USD

410 East 92nd Street
 New York, New York 10128
 212-410-6777
 3.84 Miles

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[Hotel Information](#)
[View Map](#)

Comments: Cornell/NY Presbyterian

Hide Rates

Marriott senior discount Marriott senior discount, 62 years and older valid ID required, guest room, 1 King	169.00 USD View Rules	Add to Cart
Marriott senior discount Marriott senior discount, 62 years and older valid ID required, guest room, 2 Queen	186.00 USD View Rules	Add to Cart
Experiences attraction Winter in New York package, includes see rate rules, guest room, 1 King	194.00 USD View Rules	Add to Cart
Marriott senior discount Marriott senior discount, 62 years and older valid ID required, guest room, 1 King, corner room	195.00 USD View Rules	Add to Cart
Regular rate Regular rate, guest room, 1 King	199.00 USD View Rules	Add to Cart
NY presbyterian hosp NY presbyterian hosp, guest room, 2 Queen	199.00 USD View Rules	Add to Cart
NY presbyterian hosp NY presbyterian hosp, guest room, 1 King	199.00 USD View Rules	Add to Cart

Click Add to Cart next to the desired room rate and type.

Hotel page links

View on map – shows current hotel on map view



View hotel information – More detailed description of the hotel including cancellation policy.

Courtyard Upper East Marriott
410 East 92nd Street
New York New York 10128
United States

USA
Phone: 212-410-6777
Fax- 212-423-1236
PROPERTY CODE- 26968
Rating:



Cornell/NY Presbyterian

CANCELLATION POLICY
-07Dec14 - End -

Cancel by 1 days prior to 0000-hours on day of arrival, local hotel time to avoid a cancellation penalty

Cancellation policy text -
Cancel policy may be more restrictive based on rate / room booked, season, special events

The above description and policies are populated from the Global Distribution System (GDS) as provided by each individual vendor based on current booking.

Purchase Summary Page

After all components of your trip are selected, the purchase summary page is viewable for accuracy.

Cost Summary: Shows the estimated total trip cost. *The only charges that will be applied at time of purchase is the airfare. Car and hotel bookings are paid directly to the vendor.

Make any changes or adjustments to your itinerary

Purchase Summary

Trip Name:

[Save Research](#)

Cost Summary
 Airfare will be reflected on your invoice. Car & Hotel rates are for information only and will be paid to the vendor. View Rules for more details. Additional Airline baggage fees may apply. [Details here.](#)

Airfare: 228.20 USD
 Penalty: Yes [View Rules](#)

Estimated Hotel Cost (not charged): 398.00 USD
 Estimated Total Trip Cost: 626.20 USD

[HOLD 24 HRS](#) [PURCHASE TRIP](#)

Selected Itinerary, Not Yet Reserved [Cancel & Restart Search](#)

[Add Car](#) [Add Hotel](#)

Air [More Options](#)

BUF - DCA 5:35 am Tue, Feb 17
 US Airways - Flight #3952
 DCA - LGA 10:00 am Tue, Feb 17
 US Airways - Flight #2147

Hotel [More Options / Remove](#)

LGA Tue, Feb 17 - Thu, Feb 19
 Courtyard Manhattan Upper East Side

Air [More Options](#)

LGA - BOS 4:00 pm Thu, Feb 19
 US Airways - Flight #2118
 BOS - BUF 8:30 pm Thu, Feb 19
 US Airways - Flight #3895

Legend

- Air Contract (Agency Settings)
- Company Preferred
- Hotel Chain Contract
- Previously Stayed at

Itinerary

Selected Itinerary, Not Yet Reserved [Cancel & Restart Search](#) [Email](#) [View Printable Itinerary](#)

Buffalo Greater Buffalo Int'l Airport to New York La Guardia Airport

US Airways Flight 3952 [VIEW / RESERVE SEATS](#)

BUF - 5:35 am Tue, Feb 17 2015 → DCA - 8:59 am Tue, Feb 17 2015
 Coach (H) Duration: 1hs 24min Stops: 0 Equip: Canadairjet On Time: Not Available
 Operated by US Airways Express-Air Wisconsin

US Airways Flight 2147 [VIEW / RESERVE SEATS](#)

DCA - 10:00 am Tue, Feb 17 2015 → LGA - 11:25 am Tue, Feb 17 2015
 Coach (H) Duration: 1hs 25min Stops: 0 Equip: EMBRAER 190 On Time: Not Available

[View Rules](#) [More Options](#)

Courtyard Manhattan Upper East Side Check-In Check-Out # Nights

	410 East 92nd Street New York, New York 10128 USA 212-410-6777 3.84 Miles	Tue, Feb 17	Thu, Feb 19	2
--	---	-------------	-------------	---

Rate: 199.00 USD per night

Comments: Cornell/NY Presbyterian

[Directions](#) [Destination Info](#) [View Rules](#) [Hotel Information](#) [View Map](#) [More Options](#)
[Remove](#)

New York La Guardia Airport to Buffalo Greater Buffalo Int'l Airport

US Airways Flight 2118 [VIEW / RESERVE SEATS](#)

LGA - 4:00 pm Thu, Feb 19 2015 → BOS - 5:17 pm Thu, Feb 19 2015
 Coach (D) Duration: 1hs 17min Stops: 0 Equip: EMBRAER 190 On Time: Not Available

US Airways Flight 3895 [VIEW / RESERVE SEATS](#)

BOS - 8:30 pm Thu, Feb 19 2015 → BUF - 10:03 pm Thu, Feb 19 2015
 Coach (D) Duration: 1hs 33min Stops: 0 Equip: Canadairjet On Time: Not Available
 Operated by US Airways Express-Air Wisconsin

[View Rules](#) [More Options](#)



Purchase Trip

When all information is verified click Purchase Trip button

Purchase Summary

Trip Name:

Save Research

Cost Summary
Airfare will be reflected on your invoice. Car & Hotel rates are for information only and will be paid to the vendor . View Rules for more details. **Additional Airline baggage fees may apply.** Details [here](#).

Airfare: **228.20 USD**
Penalty: Yes [View Rules](#)

Estimated Hotel Cost (not charged): **398.00 USD**
Estimated Total Trip Cost: **626.20 USD**

HOLD 24 HRS **PURCHASE TRIP**

The next page to display will be the airline fare rules. Read and scroll to the bottom of the page. User must accept or decline fare rules as instructed.

Accept the above rules and restrictions and continue
 Decline the above rules and restrictions and return to the air availability page

Continue



Purchase now

Select form of payment from the dropdown menu. If no credit card was added for air purchases, Cornell Direct Bill will be the only choice

Delivery phone will populate from your profile

Communicate special requests to travel agent

DOT hazardous materials' acknowledgement

Click "Continue"

Purchase Now ?

[Back to Itinerary](#)

If you select - DIRECT BILL - invoices must be processed immediately upon receipt.

Forward all invoices promptly to your Business Service Center Office.
Failure to do so may result in loss of DIRECT BILL PRIVILEGES.

(*) indicates required information

*** Airline Tickets - Select Method of Payment**

Cornell Direct Bill-Invoices must be processed IMMEDIATELY ▾

Delivery Information:

Delivery Phone

Notes to Travel Agent regarding air, car or hotel (alpha/numeric text only, no special characters)

Federal law forbids the carriage of certain hazardous materials, such as aerosols, fireworks, and flammable liquids, aboard the aircraft. If you do not understand these restrictions, contact your airline or go to www.faa.gov.

* **I acknowledge and understand the DOT hazardous materials' notification as detailed above.**

Continue



Cornell Reporting Information page

These fields are the requirements and must be filled in to the best of your ability.

Cornell University Information - Mandatory fields are marked with an (*)



[Back to Itinerary](#)

Department Specific Information (no special characters):

* Select the appropriate Trip Purpose

* Provide Trip Details here

* FTC / BSC

Cornell University Account Number

* Net ID of person responsible to submit invoice for payment

Continue

Click Continue to finalize the purchase of your ticket.

Trip Name – Airline Record Locator if trip left unnamed

Trip Locator – Agency confirmation number

Cost Summary – review of airfare, estimated car and hotel cost if included. STT only charges the airfare.

CO2 Air Emissions

Purchase Summary

Trip Name: **Change Name**

Trip Locator: GQKNFW - SABRE

Cost Summary
 Airfare will be reflected on your invoice. Car & Hotel rates are for information only and will be paid to the vendor. View Rules for more details. **Additional Airline baggage fees may apply.** Details [here](#).

Airfare: **228.20 USD**
 Penalty: Yes [View Rules](#)

Estimated Hotel Cost (not charged): 398.00 USD
 Estimated Total Trip Cost: **626.20 USD**
 CO2 Air Emissions: **1146 lb**



You will receive notification your reservation has been submitted for ticketing. Once the tickets are issued all airline rules apply.

Itinerary

Purchased Itinerary, Not Yet Ticketed



ADDITIONAL ITINERARY ACTIONS

Your tickets are being purchased. You will receive for your final invoice momentarily. If you used the [direct bill option you must submit your invoice for reimbursement immediately upon receipt](#). If you wish to update or cancel your air reservation after ticketing, please contact Stovroff & Taylor Travel at 844-873-9455. Office hours are 8am-6pm eastern time.

Additional Itinerary Actions

- **Cancel flights only**

Cancel air only. All other components remain in tact

- **Cancel entire reservation**

Cancel ALL components of the reservation. A message will be sent to the agency to document your unused ticket for future use.

- **Clone Itinerary**

This allows you to book the same trip for another traveler. Once selected you will enter the Net ID of the companion traveler profile, modify flight dates and times, add/delete a car or modify hotel dates if necessary.

- **Email Itinerary**

Enter information to forward trip itinerary. This can be used to forward your reservation to a colleague, alternate email, etc.

- **Save as a Template – quick create travel reservation**

1. Name the Template
 2. Select the Template Type
 3. Personal – for your use only
 4. Shared – you may include use to others*
- *no personal information is shared.

5. **SAVE**

Template is accessible on the Travel Home Page under Travel Menu, Access a Template

- **Update Calendar**

Click to add/update current itinerary to calendar

- **Upload Agency Record**

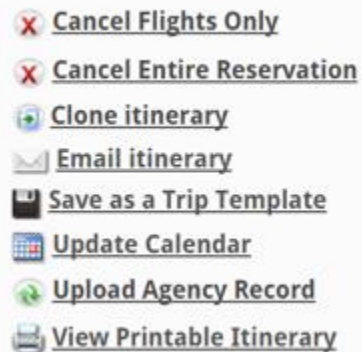
Used to update your reservation online when a change was done directly with the agency.

- **View Printable Itinerary**

Print itinerary. This is not intended to act as an invoice. Final invoice will be forwarded from the Agency.

- **Import a Trip**

Trips booked directly with the agency are automatically imported to your Trips List on STT Online





Email Confirmation

Immediately following the purchase of your trip you will receive an email from noreply@nutravel.com. This document will include a full recap of your purchase along with a calendar link to add all components of your trip to your calendar. THIS IS NOT YOUR INVOICE.

Tue 1/27/2015 8:37 PM
noreply@nutravel.com
Trip Record Locator - GQKNFW For Cornell Traveler on 2/17/2015 HAS BEEN CREATED BY Cornell Traveler

To netid@cornell.edu
Cc Sue Szarletta

Message RecordLocator-GQKNFW.ics (4 KB)

Traveler's Name: Cornell Traveler
Trip Locator: GQKNFW
Service Fee Total: Unknown
Estimated Total Trip Cost: USD 626.20
Airfare: USD 228.20
CO2 Air Emissions: Cannot Calculate

Air Segment:
US Airways 3952
Air Locator: FBPIGX
Departing: Buffalo Greater Buffalo Int'l Airport (BUF) - Tue, Feb 17 2015 5:35 AM
Arriving: Washington Ronald Reagan National Airport (DCA) - Tue, Feb 17 2015 6:59 AM (1 Hours 24 Minutes)
Class: Coach (03A)
Meals: None
Equipment: CRJ
On Time: Not Available



Invoice submission for payment

Once your reservation has been ticketed by Stovroff & Taylor Travel (STT), you will receive a final invoice to submit for payment to the agency. This invoice must be forwarded to the appropriate parties immediately upon receipt.

The invoice will come from an unattended email address labeled ticketing@stovrofftaylortravel.com. The attachment will include a PDF file, a link to view online and a full recap of your itinerary.



Car only booking – no air

Click the car tab

Same location – indicates the car rental will be picked up and dropped off at the same location

Different location – indicates the car rental will be picked up at one location and dropped off at a different location

NOTE: Most Cornell contracts do not allow for one way rentals

Fill in rental dates and times

Add hotel if required →

Click “Search”

The screenshot shows the 'Car Home Page' booking interface. At the top, there are four tabs: 'Air', 'Rail', 'Car' (which is highlighted in red), and 'Hotel'. To the right of these tabs is a link that says 'View/Edit My Preferences'. Below the tabs, the form is titled 'Car Home Page' and has a help icon. It features two radio buttons: 'Same Location' (selected) and 'Different Location'. The 'Pick-up Location' section has a text input field labeled 'City or airport code' and a link for 'Off Airport Location'. Below this are two rows for dates and times: 'Pick-up Date' and 'Drop-off Date', each with a date input field (format mm/dd/yyyy) and a 'Time' dropdown menu. The 'Flight Information' section includes a note: 'If you are arriving on a flight, please provide your flight information. This will ensure your car is ready upon arrival.' It has two input fields: 'Airline (select)' and 'Flight Number'. At the bottom left, there is a checkbox labeled 'ADD HOTEL'. A 'Search' button is located at the bottom right. A link 'View/Edit My Preferences' is also present at the bottom right of the form area.



Car Rental – Off Airport Location

Click the Off Airport Location link

The screenshot shows the 'Car Home Page' form. At the top, there are tabs for 'Air', 'Rail', 'Car', and 'Hotel'. Below the tabs are radio buttons for 'Same Location' and 'Different Location'. The 'Pick-up Location' section has a text input field and a link for 'Off Airport Location' which is circled in red. Below this are fields for 'Pick-up Date' and 'Drop-off Date', each with a calendar icon and a 'Time' dropdown menu. The 'Flight Information' section includes a text area for flight details, an 'Airline' dropdown menu, and a 'Flight Number' input field. At the bottom, there is an 'ADD HOTEL' checkbox and a 'Search' button. A 'View/Edit My Preferences' link is visible in the top right corner.

Type in the city name where you wish to pick up the car rental

Click “Search”

This screenshot shows the same 'Car Home Page' form, but with 'Ithaca, NY' entered in the 'Pick-up Location' text input field. The 'Search' button is now highlighted in red. The 'Off Airport Location' link is no longer circled. The 'ADD HOTEL' checkbox remains at the bottom left.



A complete list of off-site rental locations is returned.

Select the location and then click "Select"

Fill in rental dates and times

Air **Rail** **Car** **Hotel**

Car Home Page ?

Pick-up Location [Search Airport](#)

Ithaca, NY

Search

The following car locations are available.

- Enterprise Cars: Rocc07 Gates Erac
- Enterprise Cars: Rocc08 Downtown Rochester E
- Enterprise Cars: Rocc11 Irondequoit Erac
- Enterprise Cars: Rocn02 Webster Erac
- Enterprise Cars: Rocn04 Greece
- Enterprise Cars: Rocn15 Brockport Erac
- Enterprise Cars: Roc01 West Henrietta Era
- Enterprise Cars: Roc06 Canandaigua Erac
- Enterprise Cars: Roc14 Victor Erac

Air **Rail** **Car** **Hotel**

Car Home Page ?

Same Location Different Location

Pick-up Location [Off Airport Location](#)

ITH

Pick-up Date * Time

2/24/2015 TUE 1:00 PM ▼

Drop-off Date * Time

2/25/2015 WED 6:00 AM ▼

Flight Information

If you are arriving on a flight, please provide your flight information. This will ensure your car is ready upon arrival.

Airline Flight Number

(select)

ADD HOTEL

Search

Add hotel if required →

Click "Search"



Select the car rental of choice from the availability matrix and “Add to cart”

The following summary page is returned for review.
The following links are available:

Reserve: Confirms car rental as shown

View more options / remove: search more availability

Add Hotel

Purchase Summary

Trip Name:

[Save Research](#)

Cost Summary
Airfare will be reflected on your invoice. Car & Hotel rates are for information only and will be paid to the vendor. View Rules for more details. **Additional Airline baggage fees may apply. Details here.**
Estimated Car Cost (not charged): 42.18 USD
Estimated Total Trip Cost: 42.18 USD

[Reserve](#)

Selected Itinerary, Not Yet Reserved [Cancel & Restart Search](#)

[Add Car](#) [Add Hotel](#)

[More Options / Remove](#)

Car ROCN04 GREECE Tue, Feb 24 Enterprise Cars

Itinerary

Selected Itinerary, Not Yet Reserved [Cancel & Restart Search](#) [Email](#) [View Printable Itinerary](#)

Car Company	Pick-Up	Drop-Off
Enterprise Cars	Tue, Feb 24 Off Airport Location ROCN04 GREECE 3012 RIDGE RD W GREECE, NY US	Wed, Feb 25 Off Airport Location ROCN04 GREECE 3012 RIDGE RD W GREECE, NY US
Type of Car: Intermediate 2/4 Door Special Request: None Equipment Request: None	Rate: 37.00 USD Per Day 42.18 USD total Unlimited miles Extra Day Fee: 37.00 USD Extra Hour Fee: 12.34 USD	
	View Rules Vehicle Types Location Detail	More Options Remove

Add Hotel

The availability window will appear to designate where you will need a hotel.

Refer to: **ADD HOTEL** from the index.

Add Hotel

Search For Hotels By:

Airport Address
 Reference Point Hotel Name

Airport

Hotel Name Contains

Check-In Date: TUE
Check-Out Date: WED

Find Hotel Within 20 miles of my search location

[Search](#)



Hotel only booking – no air

Click the hotel tab

Enter all necessary search criteria

NOTE: All Cornell University negotiated hotel properties and rates will be displayed at the top of availability if offered at your destination.

Air **Rail** **Car** **Hotel** [View/Edit My Preferences](#)

Hotel Home Page ?

Search For Hotels By:

Airport Address
 Reference Point Hotel Name

Airport

City or airport code

Hotel Name Contains

FULL OR PARTIAL NAME

Check-In Date

Check-Out Date

Find Hotel Within **20** miles of my search location

ADD CAR

Search

[View/Edit My Preferences](#)

Hotel search options:

Search for hotel by *Airport* – When selected with flights, search information is filled in to match the flight request by airport of arrival. If the hotel is closer to another airport or outside the 20 mile radius, modify the airport information here or search by reference point.

ADD HOTEL

Search For Hotels By:

Airport Address
 Reference Point Hotel Name

Airport

City or airport code

Hotel Name Contains

FULL OR PARTIAL NAME

Check-In Date

Check-Out Date

Find Hotel Within **20** miles of my search location

Search for hotel by *Address* – Allows the user to search by hotel address.

NOTE: This is not be the address of your destination.

ADD HOTEL

Search For Hotels By:

Airport/Custom Location Address
 Reference Point Hotel Name

Reference Address

City

State/Province

Zip/Postal Code

Country

Hotel Name Contains

Check-In Date

Check-Out Date

Find Hotel Within **20** miles of my search location

Search for hotel by *Reference Point* – Allows the user to search by reference point, i.e. Central Park.

Hotel Name Contains - Enter the name (or the partial name) of the hotel.

Check-In Date - Enter the date you need to check into the hotel.

Check-Out Date - Enter the date you need to check out of the hotel.

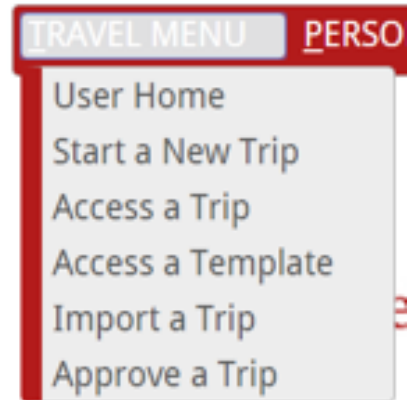
Booking multiple hotels for one trip

Enter the information and dates for your first hotel on the original search screen. Upon selection of the first hotel, the recap shown here will appear in the left pan. Select “add hotel” to search availability for continuing hotel and dates.



Modify a booking-add car/hotel to existing reservation

If you need to add a car or hotel to an itinerary, the first step is to open that itinerary. You can open an itinerary from the Trip List, which can be accessed from the main menu bar under *Travel Menu* and *Access a Trip*



Select the *view* link next to the desired trip to access the shopping cart and modify links

Travel Preferences | **Interactive Map** | **Company Communications** | **Trip List**

Select View to view more details, modify the trip or confirm the status of a trip awaiting ticketing (trip status is not updated on this page). If you have not named a trip, the default name is (unnamed).

Import a Trip **Import Trip** **Enter the agency confirmation on your invoice**

Trip Research [Delete All](#)

New York City visit 17FEB15	BUF-LGA LGA-BUF	Tue, Feb 17 2015 Wed, Feb 18 2015		Research	View / Delete
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[Refresh All Trips](#)

Pending Trips

Record Locator - KLHNLC	BUF-PHL PHL-BUF	Mon, Mar 16 2015 Tue, Mar 17 2015		Submitted for Purchase	View / Cancel / Refresh / Copy
Record Locator - GQKNFW	BUF-LGA LGA-BUF	Tue, Feb 17 2015 Thu, Feb 19 2015		Submitted for Purchase	View / Cancel / Refresh / Copy

[Refresh All Trips](#)

Trip Archives
(none)

[More Archive Trips](#)

The modify buttons are now available for each component of the reservation.
 Select the component you wish to modify

Purchase Summary

Trip Name: **Record Locator - KLHNL** [Change Name](#)

Trip Locator: KLHNL - SABRE

Cost Summary
 Airfare will be reflected on your invoice. Car & Hotel rates are for information only and will be paid to the vendor. View Rules for more details. Additional Airline baggage fees may apply. Details [here](#).

Airfare: **589.70 USD**
 Penalty: Yes [View Rules](#)

Estimated Car Cost (not charged): **136.98 USD**
 Estimated Hotel Cost (not charged): **179.00 USD**
 Estimated Total Trip Cost: **905.68 USD**
 CO2 Air Emissions: 593 lb

Purchased Itinerary, Not Yet Ticketed [Cancel Entire Reservation](#)
[Cancel Flights Only](#)

	Add Air		Add Car		Add Hotel
	Air				Modify
	BUF - PHL 7:00 am Mon, Mar 16				
	US Airways - Flight #4493				
	Car				Modify / Cancel
	PHL Mon, Mar 16				
	Enterprise Cars				
	Hotel				Modify / Cancel
	PHL Mon, Mar 16 - Tue, Mar 17				
	EMBASSY SUITE PHILA				
	Air				Modify
	PHL - BUF 5:44 pm Tue, Mar 17				
	US Airways - Flight #3879				

Legend

Itinerary

Purchased Itinerary, Not Yet Ticketed

ADDITIONAL ITINERARY ACTIONS

Your tickets are being purchased. You will receive your final invoice momentarily. If you used the direct bill option you must submit your invoice for reimbursement immediately upon receipt. If you wish to update or cancel your air reservation after ticketing, please contact Stovroff & Taylor Travel at 844-873-9455. Office hours are 8am-6pm eastern time.

Buffalo Greater Buffalo Int'l Airport to Philadelphia Int'l Airport

US Airways Flight 4493 [15A](#) Airline Locator: CRKJ39

BUF - 7:00 am Mon, Mar 16 2015 **PHL - 8:33 am Mon, Mar 16 2015**

Coach (W) Duration: 1hrs 33min Stop(s): 0 Equip: Embraer EMB 175Jet On Time: Not Available
 Operated by US Airways Express-Republic Airlines

[View Rules](#) [Flight Status](#) [Modify](#)

Car Company	Pick-Up	Drop-Off
Enterprise Cars	8:34 am Mon, Mar 16 (PHL) Philadelphia Int'l Airport	5:43 pm Tue, Mar 17 (PHL) Philadelphia Int'l Airport
Type of Car: Intermediate 2/4 Door Special Request: None Equipment Request: None	Rate: 47.00 USD Per Day 136.98 USD total Unlimited miles Extra Day Fee: 47.00 USD Extra Hour Fee: 12.21 USD Confirmation Number: 591738989COUNT-	
	View Rules Vehicle Types	Modify Cancel

Embassy Suite Phila	Check-In	Check-Out	# Nights
9000 Bartram Ave Philadelphia, PA 19153 USA 215-365-4500	Mon, Mar 16	Tue, Mar 17	1
	Rate: 179.00 USD per night Confirmation Number: 86854242		
Cancellation Policy: 24H Special Request: Non Smk			
	Directions Destination Info View Rules Hotel Information View Map		Modify Cancel

Philadelphia Int'l Airport to Buffalo Greater Buffalo Int'l Airport

US Airways Flight 3879 [04A](#) Airline Locator: CRKJ39

PHL - 5:44 pm Tue, Mar 17 2015 **BUF - 6:59 pm Tue, Mar 17 2015**

Coach (W) Duration: 1hrs 15min Stop(s): 0 Equip: CanadairJet On Time: Not Available
 Operated by US Airways Express-Air Wisconsin

[View Rules](#) [Flight Status](#) [Modify](#)



Enter your new date or time requirements and click “Search”
If you select a new air itinerary, click the “purchase” button

Select “Reserve” from
your shopping cart

Shopping Cart

Selected Flight(s)

OUTBOUND FLIGHT(S)

US Airways Flight 4493 [VIEW / RESERVE SEATS](#)

BUF - 7:00 am Mon, Mar 16 2015 ▶ **PHL - 8:33 am Mon, Mar 16 2015**

Coach (W) Duration: 1hrs 33min Stop(s): 0 Equip: Embraer EMB 175 Jet On Time: Not Available
Operated by US Airways Express-Republic Airlines

INBOUND FLIGHT(S)

US Airways Flight 3879 [VIEW / RESERVE SEATS](#)

PHL - 5:44 pm Wed, Mar 18 2015 ▶ **BUF - 6:59 pm Wed, Mar 18 2015**

Coach (W) Duration: 1hrs 15min Stop(s): 0 Equip: Canadairjet On Time: Not Available
Operated by US Airways Express-Air Wisconsin

Clear
Reserve

NOTE: The following carriers cannot be combined with other carriers: Southwest Airlines

Note: The fare for your selected itinerary has changed. Please review the new fare and confirm your selection.

Note: Multiple fares have been found for your itinerary. Please review the available fares and confirm your selection.

589.70 USD
 Penalty: Yes
[View Rules](#)
[Compare\(1\)](#)

If you have a car or hotel attached to your itinerary a reminder is given to update car dates and times as well as hotel dates if necessary.

You must check the boxes for the car and hotel if updates need to be made

Update Car & Hotel

[Back to Itinerary](#)

Your air reservation has been modified. The date of your hotel reservation and/or date and time of your car reservation does not correspond to your air segment. To update or cancel the car/hotel reservation check the appropriate box below.

You may add car and/or hotel to your itinerary at a later time by selecting the itinerary and adding the appropriate segment.

- Update dates and times of your car reservation in (PHL) Philadelphia Int'l Airport.
- Update dates and times of your hotel reservation in (PHL) Philadelphia Int'l Airport.

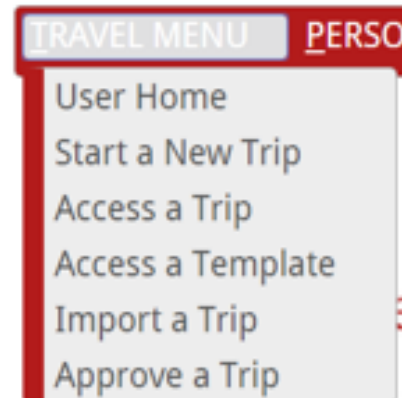
Continue

NOTE: IF ANY PORTION OF YOUR TRIP IS NOT REBOOKED BY THE SYSTEM IT IS BECAUSE ONE OR MORE VENDORS DOES NOT HAVE AVAILABILITY FOR YOUR SELECTED DATES OR RATE CATEGORY. REFER BACK TO THE ADD CAR OR ADD HOTEL LINK FROM THE PURCHASE PAGE TO SELECT ANOTHER VENDOR OR CALL STOVROFF AND TAYLOR (STT) DIRECTLY AT 844-873-9455.



Cancel a trip prior to ticket issuance

If you need to cancel any or all of an itinerary, the first step is to open that itinerary. You can open an itinerary from the Trip List, which can be accessed from the main menu bar under *Travel Menu* and *Access a Trip*



Click the “cancel” link

Travel Preferences | Interactive Map | Company Communications | **Trip List**

Select View to view more details, modify the trip or confirm the status of a trip awaiting ticketing (trip status is not updated on this page). If you have not named a trip, the default name is (unnamed).

Import a Trip **Import Trip** **Enter the agency confirmation on your invoice**

Trip Research [Delete All](#)

New York City visit 17FEB15	BUF-LGA LGA-BUF	Tue, Feb 17 2015 Wed, Feb 18 2015		Research	View / Delete
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[Refresh All Trips](#)

Pending Trips

Record Locator - KLHNLC	BUF-PHL PHL-BUF	Mon, Mar 16 2015 Tue, Mar 17 2015		Submitted for Purchase	View / Cancel / Refresh / Copy
Record Locator - GQKNFW	BUF-LGA LGA-BUF	Tue, Feb 17 2015 Thu, Feb 19 2015		Submitted for Purchase	View / Cancel / Refresh / Copy

[Refresh All Trips](#)

Trip Archives
(none)

[More Archive Trips](#)



Cancel after ticket issuance

After a ticket is issued your Pending Trips list will show "Ticketed."

Travel Preferences
Company Communications
Trip List

Select View to view more details, modify the trip or confirm the status of a trip awaiting ticketing (trip status is not updated on this page). If you have not named a trip, the default name is (unnamed).

Import Trip
Enter the agency confirmation on your invoice

Trip Research [Delete All](#)

New York City visit 17FEB15	BUF-LGA LGA-BUF	Tue, Feb 17 2015 Wed, Feb 18 2015	✈️	Research	View / Delete
--------------------------------	--------------------	--------------------------------------	----	----------	-------------------------------

[Refresh All Trips](#)

Pending Trips

Record Locator - KLHNLC	BUF-PHL PHL-BUF	Mon, Mar 16 2015 Wed, Mar 18 2015	✈️ 🚗 🏨	Ticketed	View / Copy
Record Locator - QWMCFC	ITH-BWI BWI-ITH	Tue, Mar 10 2015 Wed, Mar 11 2015	✈️	Submitted for Purchase	View / Refresh / Copy
Record Locator - GQKNFW	BUF-LGA LGA-BUF	Tue, Feb 17 2015 Thu, Feb 19 2015	✈️ 🚗	Submitted for Purchase	View / Cancel / Refresh / Copy

[Refresh All Trips](#)

Trip Archives
(none)

[More Archive Trips](#)

Due to airline restrictions and documenting of unused tickets, only car and hotel reservations can be cancelled through STT Online for ticketed itineraries. Please contact the agency to cancel ticketed air reservations or email onlinehelp@stovrofftaylortravel.com with your trip details and cancellation request.

Ticketed Travel



ADDITIONAL ITINERARY ACTIONS

Your tickets have been processed. If you wish to update or cancel your air reservation, please contact Stovroff & Taylor Travel at 844-873-9455. Office hours are 8am-6pm eastern time. For afterhours emergency services call 888-215-8655.