AirPortal® My Travel | Quick Start Guide for Travelers

Contents
Logging in ....................................................................................................................................................... 2
Basic Navigation/My Travel Dashboard ........................................................................................................ 2
Informational Widgets .................................................................................................................................... 3
Airtineraries .................................................................................................................................................... 4
AirBank® | Unused Ticket Bank .................................................................................................................... 5
  Book a Trip - Agent .......................................................................................................................................... 7
  Book a Trip – Online ......................................................................................................................................... 7
  My Travel Profile ............................................................................................................................................ 7
My Travel Map ................................................................................................................................................ 8
Tripit® ............................................................................................................................................................... 9
  Activating Tripit® ........................................................................................................................................... 9
  Deactivating Tripit® ...................................................................................................................................... 9
Settings & Logging Out .................................................................................................................................. 10
AirPortal® My Travel

The AirPortal® My Travel dashboard gives travelers everything they need before, during and after travel. It gives travelers access to their past, present and future travel itineraries, unused tickets, travel spend, online booking tool and much more!

Logging in

a. Log in at www.cbtravel.com
b. Click on the LOGIN button in the upper right hand corner of the home page.

c. Click on your initials to access your account settings page to change your password, access training resources or logout.

d. Click on the MENU button to access products such as; AirBank® containing unused tickets, Airtineraries® your past, present and future travel itineraries, your company’s travel policy, access your online booking tool, and obtain agency contact information.

e. The main products can also be accessed from the “Quick Links” area.
a. The My Travelspend widget shows travelers year-to-date travel spend for air, car, and hotel.

b. The My Travel Contacts widget gives travelers agency contact information. This widget also allows travelers to email their agent by simply clicking on the agents email address. The “more...” link gives traveler’s additional agency information such as hours of operation, after-hours information, etc.

c. The Blog Posts widget contains travel related information helpful to travelers.

d. The information inside each widget can be select to drill into the data. For example, you can click on an unused ticket inside the My Unused Tickets widget and obtain additional information regarding that unused ticket.

e. The informational “widgets” can be rearranged by clicking and dragging them from one place to another. “Widgets” can be added by selecting the + symbol at the bottom of the page.
Airtineraries®

a. The first “3” upcoming trips will appear in the “My Upcoming Travel” section. If there are no upcoming trips then the “My Travel Map” will appear.
b. Use the mouse icon to “check in” for a flight.
c. Luggage icon can be used to view airlines baggage policy and fees.
d. Airplane icon will display departure airport delays.
e. The “My Upcoming Travel” tab will display all upcoming travel.

Airtineraries® | Accessing Trip itineraries.

a. Past, current, and future travel itineraries can be accessed by hovering over the “My Travel” tab and selecting Airtineraries® or by selecting Airtineraries® from the “Quick Links” area.
b. Airtineraries® default displays all travel itineraries (past, current & future). Use the “Arrow” buttons to view only past, current or future trips.
c. The “Manage Columns” button will allow customized viewing of itineraries.

da. Click on the individual line to view the entire itinerary. This will give the option to email trip, re-sync trip to Tripit, view travel policy, or collapse the itinerary to view by a glance.
Traveler’s Option to Resend Hotel Prepayment Information

Travelers whose companies use Christopherson’s HotelPrepayLogic® tool for hotel prepayments have the ability to resend the hotel prepayment information to the hotel, should it become necessary. Travelers can access the itinerary from their mobile device or computer with internet access and select the RESEND HOTEL PAYMENT AUTHORIZATION button located under the hotel details. This generates a fax to the hotel containing the details of the prepayment.

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Sunday May 3rd 2015</th>
<th>Friday May 8, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comfort Suites Marysville (Continued)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1054 North Bell Rd Marysville CA 95901</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duration: 5 nights</td>
<td>Check-in @</td>
<td>Check-out @</td>
</tr>
<tr>
<td>Phone: +1 (530) 742-9200</td>
<td>3:00 PM</td>
<td>12:00 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Guest Name</th>
<th>Room Rate</th>
<th>Effective Date</th>
<th>Number of Rooms</th>
<th>Number of Guests</th>
<th>Number of Children</th>
</tr>
</thead>
<tbody>
<tr>
<td>GREEN</td>
<td>$81.00 USD</td>
<td></td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

Confirmation: 304549608 - SAMANTHA
Rate Info: Approx total is $445.50 USD
Cancellation Policy: 07/01 TO MASTERCARD-CANCEL 24-HOURS PRIOR TO AVOID BILLING
Room: NON-SMOKING REQUESTED
Notes:
- HOTEL ROOM AND TAX PREPAID WITH CREDIT CARD RUSH/24APR/15
- KING WITH MICROWAVE AND FRIDGE
- **PLEASE REVIEW FPOD UPON CHECK-OUT - ENSURE INCIDENTAL CHARGES ARE BILLED CORRECTLY.
**TRAVELER IS RESPONSIBLE FOR NO-SHOW CHARGES
AirBank® | Unused Ticket Bank

a. AirBank® can be accessed by clicking on the MENU button and selecting AirBank® or by selecting AirBank® from the Quick Links area.
**Book a Trip - Agent**
Book a trip by sending your travel information to a Christopherson Business Travel agent by hovering over the My Travel tab and selecting Book a Trip – Agent or selecting the Book a Trip – Agent option from the Quick Links area.

AirBank® can be accessed by clicking on the MENU button and selecting AirBank® or by selecting AirBank® from the Quick Links area.

Note: This is an optional function in which your company may have disabled.

**Book a Trip – Online**
To book a trip using your online booking tool hovering over the My Travel tab and select Book a Trip – Online or click on Book a Trip – Online from the Quick Links area.

**My Travel Profile**
To change or update your travel profile (add frequent flyer numbers, email addresses, phone numbers, TSA information, credit cards, etc.) select My Travel Profile from the Quick Links area.
**My Travel Map**

The My Travel Map tab displays past and future trips on a world map powered by Google Maps. The My Travel Map also gives travelers information that may affect their travel such as airport delays, travel alerts/warnings, traffic information, weather and earthquake disturbances.

a. The red pins indicate past trips and the green pins indicate future travel. Simply click on a pin to view the itinerary for that trip.
b. Past/Future option will allow the user to view past trips, future trips or both.
c. Map “Overlays” will display airport delays, travel alerts, traffic, weather and earthquake disturbances.
d. The “Map” feature shows road map, terrain, and satellite views.
e. The “+” and “–” symbols can be used to adjust the zoom.
f. Use “Reset Zoom” to reset the view.

**ALERTS Definitions and Criteria**

**Disaster** ⚠️ A major natural or terrorist event that has occurred or is to take place, such as hurricanes, typhoons, tsunamis, floods, earthquakes, that has created wide spread damage and destruction and has or will affect thousands of people or the country. For example: Typhoon Haiyan, Hurricane Katrina, Indonesian Tsunami, 9/11, London/Spain bombings, Haiti earthquake.

**Warning** ⚠️ Events that will threaten the safety of a traveler or will significantly affect travel itineraries. For example: government sends do not travel warnings, terrorist events, violent demonstrations, weather events, flight/airline cancellations, airport closures, natural disasters.

**Caution** ⚠️ For events that might affect traveler safety or might potentially disrupt travel itineraries, eg labour strikes, political demonstrations, crime, weather disruptions, etc.

**Info** 📌 For events that travelers should be aware of when visiting a destination such as national elections, International sporting events. Some events may already be listed in the Public Holidays category in the Traveler’s Advisory.
Tripit®

Activating Tripit®

a. To activate Tripit®, log into AirPortal®, click on your initials next to the AirPortal® logo.

b. Select My Settings

c. If you have a TripIt® account select Have an account? Sign In. If not, select Sign Up to create an account.

d. Select Allow to permit AirPortal® to forward your itineraries to your TripIt® account. It is only necessary to do this once.

Deactivating TripIt®

a. To deactivate Tripit®, log into AirPortal®, click on your initials next to the AirPortal® logo.

b. Select My Settings

c. Select Deauthorize TripIt.

d. Click on the Remove button.

e. Select OK.
Settings & Logging Out
a. Click on your initials in upper right hand corner of the page and select Settings.
b. My Settings to change your password, user ID, notification preferences, add a travel planner, add phone numbers or email addresses.
c. Select Log Out to exit the system.