My Travel is an intelligent dashboard for travelers. It provides travelers instant access to all of their itineraries, flight options, travel spend, mobile syncing, and more!
The AirPortal® tools are located in the side navigation toolbar to allow for easy access from every page. To expand or collapse the toolbar select ☰. Click on a category to view the sub-categories.

Return to the main dashboard from any page by clicking on the back button, on My Travel Dashboard from the toolbar menu or the logo.

To manage your individual traveler profile and personal settings, select the down arrow button next your name in the upper right hand corner of the dashboard.

My Settings can be used to change your password, authorize TripIt, manage notifications and itinerary settings.

Travel Agency Contacts contains travel agent names, email addresses, phone numbers, online support, and account manager Information.

View Travel Profile makes updating your frequent flyer numbers, TSA info, credit cards, or travel preferences a snap!

Give Feedback to send us ideas for improvements or to report a bug!
Trips provide travelers with easy access to Current, Future and Past Trips as well as the ability to print, email, or view travel itineraries.

Current/Future displays a list of current and future trips. Select Email located under the Actions column to email the itinerary or View to email, print, download, push to Tripit, or view history of the reservation.

Trips Missing Hotels displays a list of itineraries containing an overnight stay but do not contain a hotel. Travelers can send a reminder, book a hotel, or add a hotel booked outside the system.
Request Agent Booking sends travel information to a full-service agent to book a trip.

Book/Manage Online Trips provides access to the self-service online tool to book, cancel or change trips. It's also a quick way to view or change seats.

If your company participates in our Travel Approval process, this is where you'll see trips that are pending, approved and canceled.

Travelers can access details about unused tickets using AirBank® - Unused Tickets located under the Reporting category.
**My Trips**

My Trips is another option to access current, future and past trips.

**My Action Items**

My Action Items is a work-to-zero tool that organizes and displays tasks that need attention. When an action is selected it will take you to the item that needs attention.

Select the 🔄 to manage which actions are shown.

**Widgets**

The widgets located at the bottom of the dashboard provide valuable information such as travel Spend, blogs, travel contacts, unused tickets and more.

Use the View Details button to access more specific details.

**Training Resources**

Be sure to check out our video tutorials, training webinars, and frequently asked questions in the Knowledge Center, located at the bottom left-hand corner of every page.