

QUICK CARD



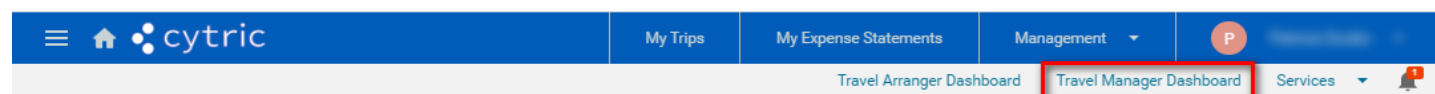
HOW TO BOOK AN AIR TICKET





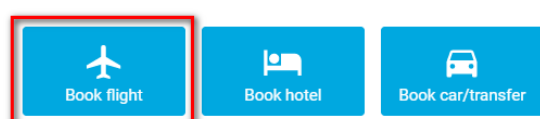
HOW TO BOOK AN AIR TICKET

If you are a travel arranger, first select your **Travel Arranger Dashboard**

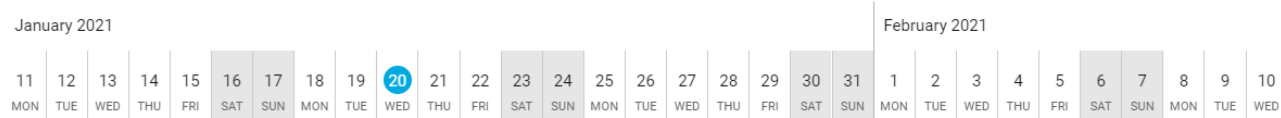


Personal Dashboard

1. CLICK THE BOOK FLIGHTS BUTTON



Bookings calendar



2. ENTER THE JOURNEY DETAILS

1 Start — 2 Select flights — 3 Select fare — 4 Complete booking — 5 Confirmation

You are booking for:

Start flight booking

One way Round trip Multi city 1

2

Only non-stop flights or

3

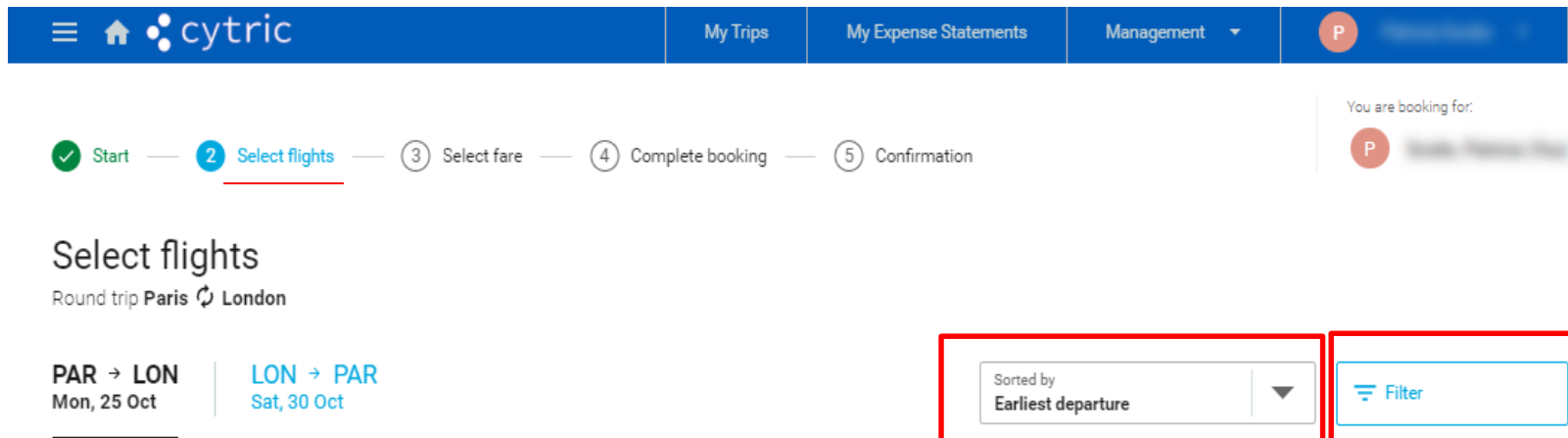
4

1. One Way or Round Trip
2. From and To
3. Dates and (optional) Time
4. Next step

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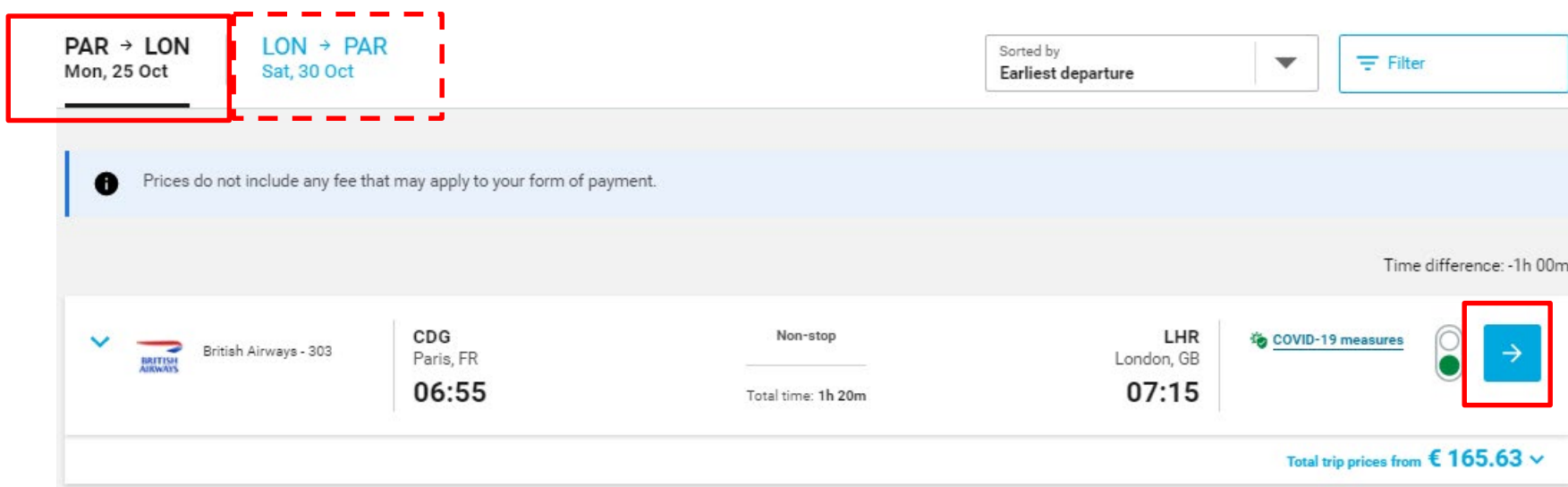
3. CLICK THE BOOK FLIGHTS BUTTON

Sorted by and Filter can help you find the best flight:

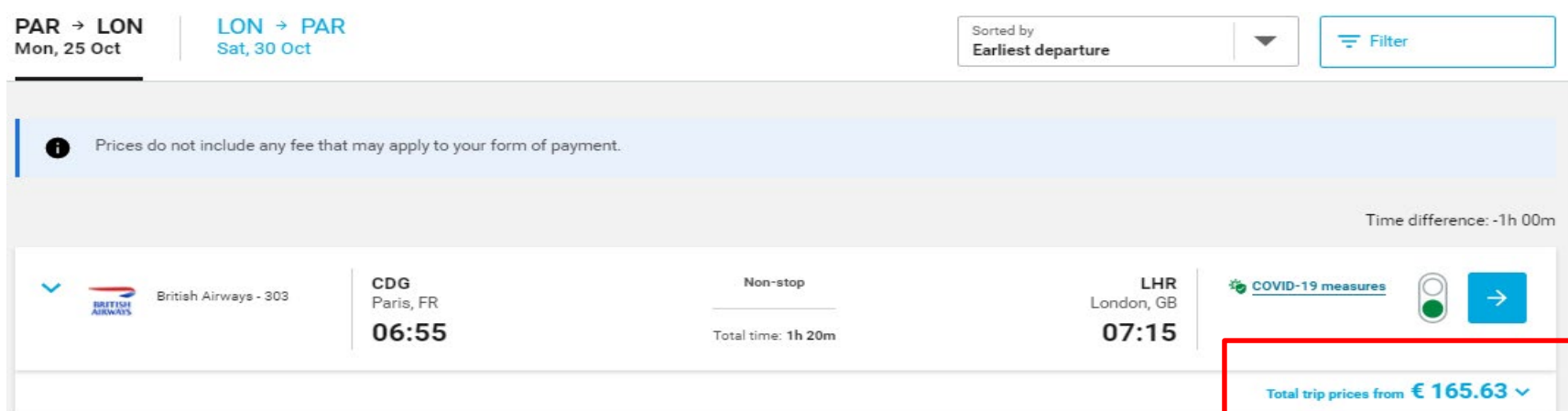
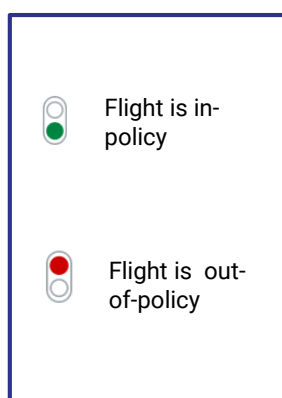


Two methods to select your flights:

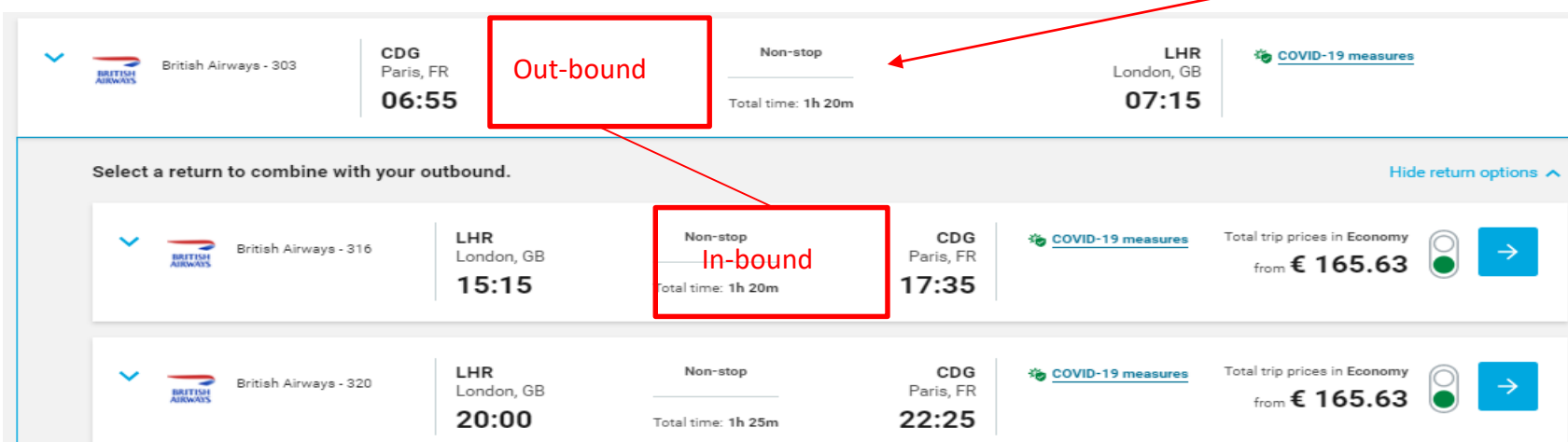
a- Select out-and in-bound flights one at a time:



b- Or select both flights at once:

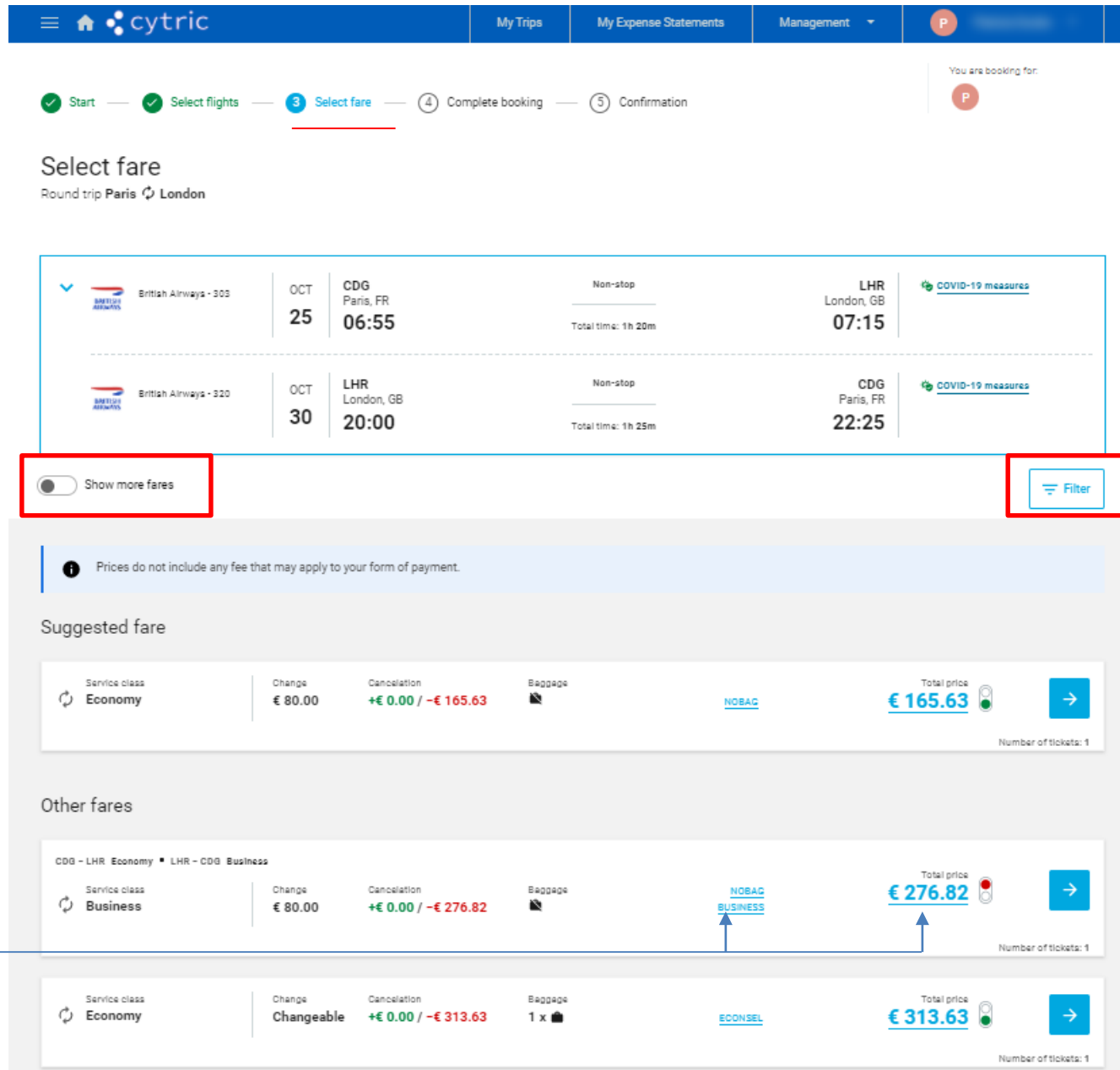
Flight is in-policy
 Flight is out-of-policy



HOW TO BOOK AN AIR TICKET

4. SELECT YOUR FARE

Show more fares and Filter can help you find the best fare:



Start — Select flights — **3 Select fare** — Complete booking — Confirmation

You are booking for: P

Select fare
Round trip Paris → London

British Airways - 303	OCT 25	CDG Paris, FR 06:55	Non-stop Total time: 1h 20m	LHR London, GB 07:15	COVID-19 measures
British Airways - 320	OCT 30	LHR London, GB 20:00	Non-stop Total time: 1h 25m	CDG Paris, FR 22:25	COVID-19 measures

Show more fares

Prices do not include any fee that may apply to your form of payment.

Suggested fare

Service class Economy	Change € 80.00	Cancellation +€ 0.00 / -€ 165.63	Baggage NOBAC	Total price € 165.63	<input type="button" value="→"/>
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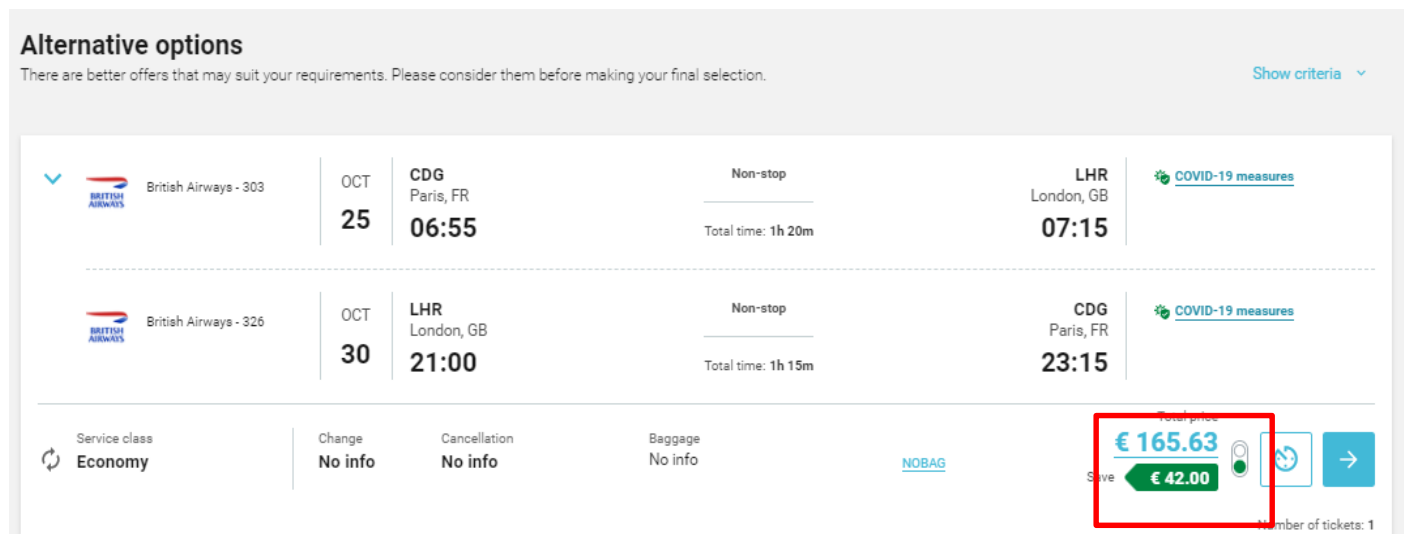
Other fares

Service class Business	Change € 80.00	Cancellation +€ 0.00 / -€ 276.82	Baggage NOBAC BUSINESS	Total price € 276.82	<input type="button" value="→"/>
Service class Economy	Change Changeable	Cancellation +€ 0.00 / -€ 313.63	Baggage 1 x ECONSEL	Total price € 313.63	<input type="button" value="→"/>

Clickable link to get more details on Fare Basis and Total price

To select your fare click on the blue arrow.

Cheaper, alternative flights may be shown in **Alternative options**:



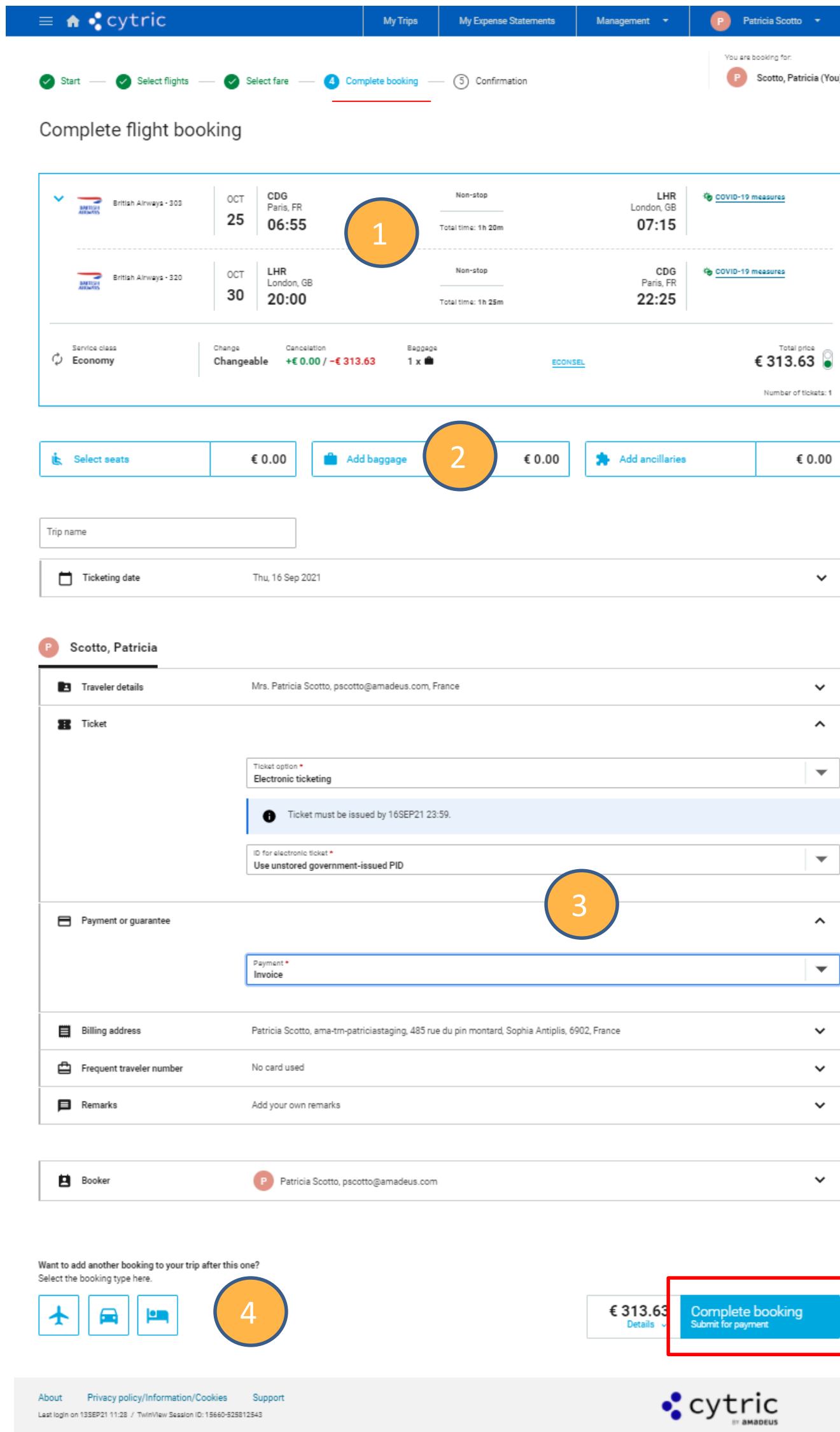
Alternative options
There are better offers that may suit your requirements. Please consider them before making your final selection. [Show criteria](#)

British Airways - 303	OCT 25	CDG Paris, FR 06:55	Non-stop Total time: 1h 20m	LHR London, GB 07:15	COVID-19 measures
British Airways - 326	OCT 30	LHR London, GB 21:00	Non-stop Total time: 1h 15m	CDG Paris, FR 23:15	COVID-19 measures

Service class Economy	Change No info	Cancellation No info	Baggage No info	NOBAG	Total price € 165.63	Save € 42.00	<input type="button" value="→"/>
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5. COMPLETE THE BOOKING

Complete this booking:



The screenshot shows the Cytric booking interface. At the top, there's a navigation bar with 'My Trips', 'My Expense Statements', 'Management', and the user's name 'Patricia Scotto'. Below this is a progress bar with five steps: Start, Select flights, Select fare, Complete booking (highlighted with a blue circle and the number 1), and Confirmation. The main content area is titled 'Complete flight booking' and displays two flight options for British Airways. The first flight is on Oct 25 from CDG Paris, FR to LHR London, GB, departing at 06:55 and arriving at 07:15. The second flight is on Oct 30 from LHR London, GB to CDG Paris, FR, departing at 20:00 and arriving at 22:25. Below the flight details, there are buttons for 'Select seats' (€ 0.00), 'Add baggage' (€ 0.00), and 'Add ancillaries' (€ 0.00). The 'Add baggage' button is highlighted with a blue circle and the number 2. Further down, there are fields for 'Trip name', 'Ticketing date' (Thu, 16 Sep 2021), and 'Traveler details' for Patricia Scotto. The 'Ticket' section shows 'Electronic ticketing' and a warning that the ticket must be issued by 16SEP21 23:59. The 'Payment or guarantee' section shows 'Invoice' as the payment method, highlighted with a blue circle and the number 3. At the bottom, there are icons for adding other bookings (flight, car, hotel) and a 'Complete booking' button (€ 313.63) highlighted with a red box and a blue circle and the number 5. The footer contains links for 'About', 'Privacy policy/Information/Cookies', and 'Support', along with the Cytric logo and a session ID.

1. Check the flight details
2. Add flight options: book seats, add baggage, add ancillaries
3. Check your details: this information comes from your traveler profile. Orange text = mandatory information not available from your profile
4. Add other bookings: additional flights, book a car or book a hotel
5. **Complete booking**