UA Travel



"Look but Don't Book"

Use the Trip Search to build cost estimates for the trip by viewing available flights, hotel rooms, and car rentals. This function is also used to capture the business-only cost comparison to attach to the Request when taking personal time in conjunction with UA business travel.

- 1. Search for available round trip, one way, and multi-city flights
 - a. If flight includes a layover longer than 4 hours, use multi-city search option
 - b. Select "Pick-up/Drop-off car at airport" to add rental car to search
 - c. Select "Find a Hotel" to add hotel to search
- 2. Enter dates, destinations, and times in booking tool
- 3. Search for only car rental, hotel, or train by selecting the associated icon

Trip Search					
X 🖻 📾 🖿 🚇					
Mixed Flight/Train Search					
Round Trip One Way Multi City					
From ③					
FAI - Fairbanks Intl Airport - Fairbanks, AK					
Find an airport Select multiple airport					
To ③ ANC - Anchorage Ted Stevens Intl Airport - Anchorage, Ak					
Find an airport Select multiple airport					
Depart ⑦ Image: 10/20/2023 Image: depart v Anytime v					
Return () 10/25/2023 depart v Anytime v					
 Pick-up/Drop-off car at airport Find a Hotel 					
Class ⑦ Search by Economy class v Price v					
Specify a carrier [®]					
Search					



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Trip Summary	Fairbanks, / Fri, Oct 20 -	AK To Anchorage, AK Wed, Oct 25	(1)	Show as USD - 🗸	
Select Flights or Trains	Hide matrix Print / Email				
Round Trip FAI - ANC Depart: Fri, 10/20/2023	All 260 results	(愛) Alaska Airlines		Detta	
Finalize Trip	Nonstop 56 results			Preferred	
Change Search	1 stop 166 results	603.83 157 results		896.94 9 results	
Depart - Fri, Oct 20	2 stops 37 results	723.20 37 results		-	
Depart 01:40 A - 08:55 P	3 stops 1 result 3 Shop by Fares	Ghop by Schedule		,336.68 L results	
Return - Wed, Oct 25	Caution: Upon occasi	on Frontier and Alaska Airtines offer unique fares i able and unable to be voided. Also Southwest Airl			
Depart 12:55 A - 11:05 P	Flight Number Sear	Ch C Sorted By: Price - Low to High	~	ing: 260 out of 260 results. Is Page: 1 of 26 Next All	
Price	Alaska Airlines ¹	AI → 06:53 AM ANC Nonstop 1	Main 1h 13m \$ 254.4 2	Refundable Main 2 \$458.52	
Price \$254.42 - \$1,897.60	04:45 PM A		Select	Select	
Display Settings		rated by HORIZON AIR AS ALASKAHORIZON	(7)		
Hide flights without refundable fares	Preferred Airline	6 More fares/o	details 🗸		

- 1. Top Matrix Filter by airline or number of stops
- 2. Left Filter Fields Filter search by flight times, prices, and airports
 - a. Open "Change Search" to adjust dates, times, and locations
 - b. Change departure times to "Anytime" to search for all available flights (highly recommended for all airfare searches)
- 3. Shop by Fares Lists flight results by price (outbound and inbound combined if round trip)
- 4. Shop by Schedule Choose outbound and inbound flights independently
- 5. Flight Number Search Find a specific flight (especially helpful when trying to find the same flight listed on an airline's website)
- 6. "More fares/details" View full itinerary details
- 7. "Select" the flight to access a print-friendly version of the chosen itinerary