



CTM Lightning: Quick Start Guide

Creating Your Password

The screenshot shows an email client interface. At the top, there is a blue header bar with the text "CTM SMART Portal - Welcome - Message (HTML)". Below this is a menu bar with "File", "Message", and "Help". The "Message" menu is open, showing options like "Delete", "Archive", "Move", "Reply", "Reply All", "Forward", "OPEN//Light...", and "Mark Unread".

The main content of the email is titled "CTM SMART Portal - Welcome". It is from "noreply@travelctm.com" and is addressed "To". Below the sender information, there is a link: "If there are problems with how this message is displayed, click here to view it in a web browser."

The email body features the CTM logo, which consists of the lowercase letters "ctm" in a bold, dark blue font, followed by a stylized graphic of four overlapping leaves in shades of green and blue. Below the logo, the text reads: "Welcome to Corporate Travel Management".

The message continues with a paragraph: "Now that your company has chosen CTM, you can look forward to a corporate travel experience that is safe, easy and personal. CTM's technology is designed with the user in mind and is a central destination for all your travel requirements."

Below this paragraph, it says: "Your personal login details are:"

There are two fields listed: "Username:" and "Email:". Both fields are currently empty.

At the bottom of the email, there is a green button with the text "Create your password".

Logging in to Lightning via SMART Portal

Login into the CTM SMART Portal page via URL <https://us.ctmsmart.com>; click on the **CTM Profiles** tile to access your traveler profile. **Prior to booking your first trip in Lightning, please login to CTM Profiles and update your personal and travel information.**

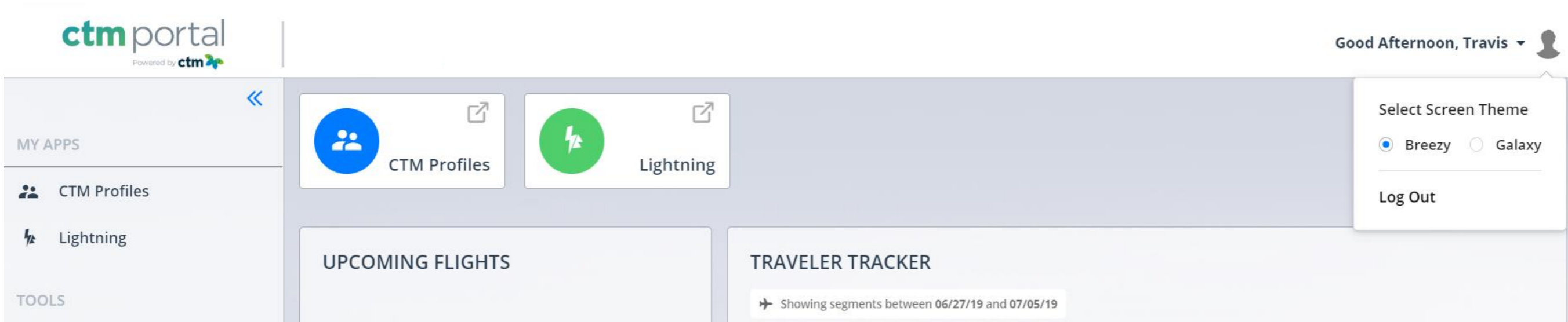
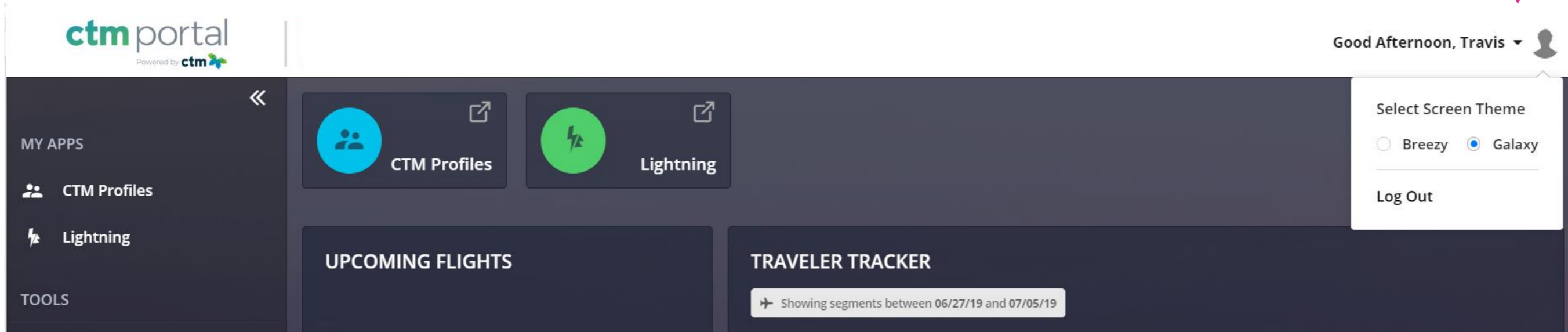


Welcome to Portal

CTM Portal offers two distinctive views to customize your user experience.

- Galaxy (Default View): Dark Background and White Text
- Breezy: White Background and Gray Text

To set your background, click the Greeting to see theme options and select your preferred theme.



Traveler Tracker

The screenshot displays the Traveler Tracker interface. On the left is a sidebar with 'TOOLS' (Traveler Tracker, Fare Forecaster) and 'WIDGETS' (Upcoming Flights, Traveler Tracker, Fare Forecaster, Business Intelligence, News, World Clocks, Currency Converter). The main area is divided into 'UPCOMING FLIGHTS' and 'TRAVELER TRACKER'. The 'UPCOMING FLIGHTS' section lists three flights: UA 344 (LAX to BOS) for ALIS COOPER, DL 342 (LAX to BOS) for DENZEL COOPER, JULIE DAVIS, and UA 349 (BOS to JFK) for ALIS COOPER. The 'TRAVELER TRACKER' section shows a world map with a date range filter for 06/10/19 to 06/18/19 and a summary of travel status: 4 On Time, 4 Landed, 1 Delayed, 0 Not Departed, 1 En-Route, 1 At Risk, and 10 All Travel.

Flight	Traveler	Departure	Arrival	Status
UA 344 LAX → BOS	ALIS COOPER	06/11/19 04:30AM	06/11/19 12:45PM	Landed
DL 342 LAX → BOS	DENZEL COOPER, JULIE DAVIS	06/11/19 09:20AM	06/11/19 05:35PM	Landed
UA 349 BOS → JFK	ALIS COOPER	06/11/19 03:00PM	06/11/19 03:40PM	Landed

Status	Count
On Time	4
Landed	4
Delayed	1
Not Departed	0
En-Route	1
At Risk	1
All Travel	10

Travel Arrangers

Travel Arrangers can search, view, and communicate with travelers from within their company.

- To locate a traveler filter by location, traveler name &/or date range.
- Travelers are plotted on the map via geo location by travel sector. i.e. Flight is airport, hotel is hotel address.
- Traveler Tracker uses a technique called 'clustering' to allow users to view multiple people at the same location at the same time. i.e. Kennedy Airport.
- Arrangers can view the traveler's full itinerary details.
- Travel date range can be extended up to 30 days before and 30 days after the current date.

NOTE: The default date range list of travelers is the next 7 days.

Travelers

Travelers can search and view their own past date or upcoming travel.

- To locate a trip filter by location, &/or date range.
- Travel is plotted on the map via geo location by travel sector. i.e. Flight is airport, hotel is hotel address.
- Travel date range can be extended up to 30 days before and 30 days after the current date.

NOTE: The default date range list of travelers is the next 7 days.

Traveler Requirements

Travel Requirements are available through the GeoRisk map or via a widget on CTM Portal



TRAVEL REQUIREMENTS

Passport: USA Fully vaccinated

Round Trip No Connections

Where from?

Where to?

Depart: Fri Feb 18 Return: Fri Feb 25

[See restrictions](#)

powered by **sherpa**

Passport: USA Fully vaccinated

Round Trip No Connections

From Atlanta, ATL

To Amsterdam, AMS

Depart: Tue Apr 19 Return: Tue Apr 26

[See restrictions](#)

Users can access global entry requirements - updated several daily – as well as download official underlying documentation or applications.

4/19/2022 – 4/26/2022 Passport: USA Fully vaccinated

Depart: ATL > AMS | Return: AMS > ATL

[Edit my trip](#)

Most travelers from Atlanta, ATL with proof of full COVID-19 vaccination can enter Amsterdam, AMS, but there are restrictions.

[Search instead for Not fully vaccinated >](#)

- Travel restrictions (2)
- COVID-19 testing
- Visa requirements
- Documents required (5)
- Mandatory proof of vaccination [See details >](#)
 - [See EU Digital COVID Certificate eligibility](#) →
- Mandatory health declaration form before arrival in the Netherlands [See details >](#)

- Documents required (5)
- Mandatory proof of vaccination [See details >](#)
 - [See EU Digital COVID Certificate eligibility](#) →
- Mandatory health declaration form before arrival in the Netherlands [See details >](#)
 - [Download PDF](#) ↓
- Mandatory quarantine form [See details >](#)
 - [Download PDF](#) →
 - [Complete online](#) →

Mandatory COVID-19 testing before arrival in the Netherlands [See details >](#)

Manage your Widgets

Portal's Widget display can be customized to show or hide by default in the dashboard. (Widgets will remain displayed in the navigation menu for user access.)

To set your display preference click the gear next to WIDGETS to see the available toggles.

The image shows a dark-themed user interface for managing widgets. On the left, a vertical menu titled 'WIDGETS' lists: 'Upcoming Flights', 'Traveler Tracker', 'News', 'World Clocks', and 'Currency Converter'. A gear icon is at the top right of this menu. A red arrow points from the gear icon to the 'WIDGETS' section of a larger dashboard screenshot. This dashboard screenshot shows a 'TOOLS' section with 'Traveler Tracker' and 'Fare Forecaster', and a 'WIDGETS' section with the same five items as the menu, each with a green toggle switch. A second red arrow points from the 'Upcoming Flights' widget toggle to a third screenshot. This third screenshot shows the 'UPCOMING FLIGHTS' widget with three flight entries:

Flight	Departure	Arrival	Status
UA 344 LAX BOS (ALIS COOPER)	06/11/19 04:30AM	06/11/19 12:45PM	Landed
DL 342 LAX BOS (DENZEL COOPER, JULIE DAVIS)	06/11/19 09:20AM	06/11/19 05:35PM	Landed
UA 349 BOS JFK (ALIS COOPER)	06/11/19 03:00PM	06/11/19 03:40PM	Landed

Below the flights is a 'TRAVELER TRACKER' widget showing a world map and a summary: 'Showing segments between 06/10/19 and 06/18/19'. At the bottom are four circular gauges: '2 On Time', '4 Landed', '1 Delayed', and '0 Not Departed'. A final red arrow points from the 'Upcoming Flights' widget toggle to a fourth screenshot. This screenshot shows the 'WIDGETS' section with the 'Upcoming Flights' toggle switched off (grey), while the other four toggles remain on (green). The 'TRAVELER TRACKER' widget below it now shows a summary with seven gauges: '2 On Time', '4 Landed', '1 Delayed', '0 Not Departed', '3 En-Route', '1 At Risk', and '10 All Travel'.

Additional Widgets

The screenshot displays three widgets on a dark-themed dashboard. The 'NEWS' widget on the left has three filter buttons: 'ALL' (black), 'RISK' (red), and 'CTM' (green). It lists three news items, each with a 'RISK' tag and a 'READ MORE...' link. The 'WORLD CLOCKS' widget in the middle features an 'Add New Clock' button and three clock cards for Pacific Time (05:46 AM), Central Time (07:46 AM), and Eastern Time (08:46 AM). The 'CURRENCY CONVERTER' widget on the right shows 'USD: United States Dollar' at 10 and 'EUR: Euro' at 8.8, with a line graph below showing exchange trends from May 12 to June 9.

NEWS

View global news that may impact the upcoming travel. View all news listed by date/time from most recent or filter by RISK or CTM.

RISK: Alerts that have been identified as a potential security or safety hazard.

CTM: Weather alerts or general news that could potentially impact travel.

WORLD CLOCKS

Add clocks in multiple time zones, to help plan arrival and departures, as well as meeting times for calls or events with attendees in various regions.

CURRENCY CONVERTER





Easily view the current currency conversions and recent exchange trends

Company Documents & Links


View customized documents and links that you may find helpful when planning travel.

Some links may require you to be logged in to your corporate intranet to be able to access the content. When selecting a document to view a PDF version will be downloaded and can be saved for offline access.


TOOLS

-  Fare Forecaster Carrier Grou...
-  Traveler Tracker + GeoRisk
-  Docs & Links Admin
-  Fare Forecaster Carrier Grou...

LINKS

-  CTM Invoice Request





Print My Invoice

Traveler First Name


Traveler Last Name

Search By:

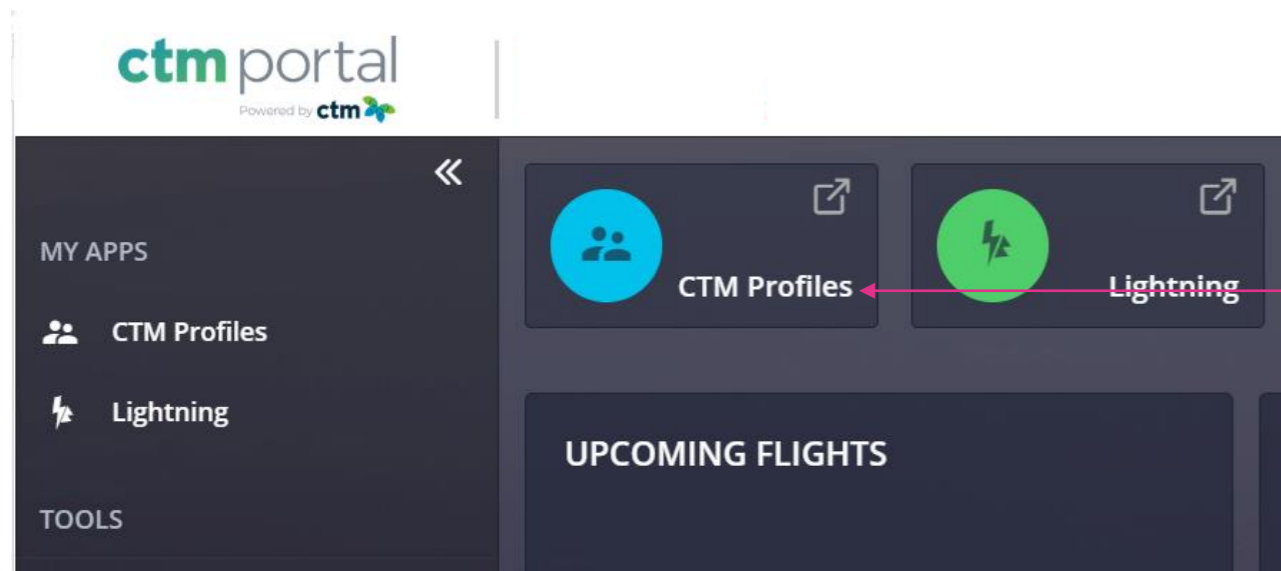
- Invoice #
- Record Locator
- Ticket / Confirmation #
- Credit Card Number (last 4 digits)

Show Invoices As:

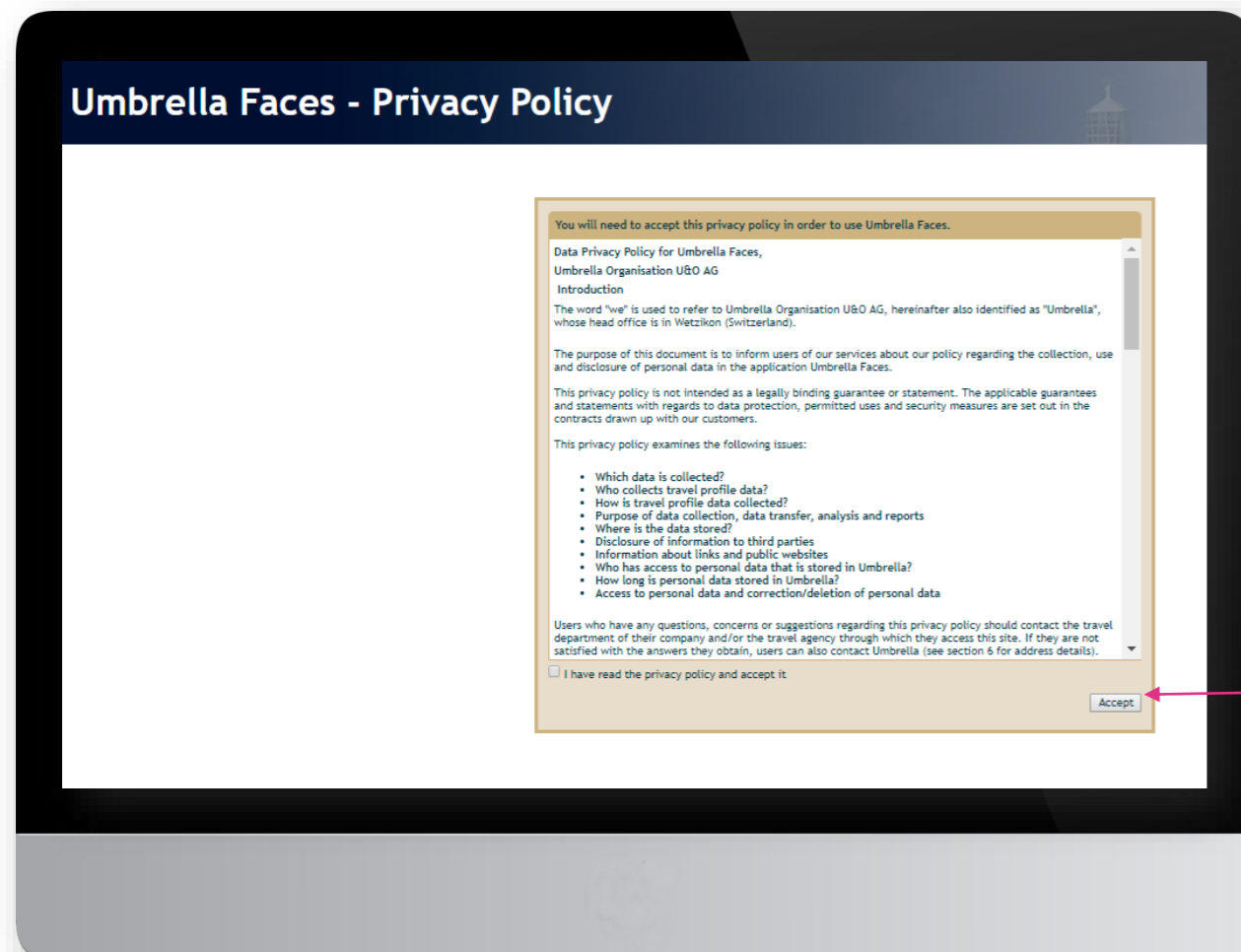
- Single PDF
- List

I'm not a robot 
reCAPTCHA
Privacy - Terms

Completing Your Travel Profile



Click the CTM Profile widget to access your personal travel profile.



Read and accept the user Privacy Policy to view and update your profile.
(You will only have to accept the policy the first time you login.)

Travel Profile Update

Please review and complete the sections below:

General

Company: USA Client Demo

Gender: Male

Title: -

Legal First name: Travis

Legal Middle name: Demo

Legal Last name: Miles

Suffix (Jr, Sr, III): -

Date of birth: 01/22/1990

Citizenship: United States

Language: English (United States)

Phone business: +1 555-555-1212

Phone home: -

Mobile: +1 555-555-1313

E-mail: demo@elliemaeinc.com

Card type: Visa

Creditcard no.: 445070CVAZRJ9259

Expiration: 04 / 20

Remark: Air Card

Use as form of payment:

Priority Remarks: Priority Remarks

Travel documents

Passport(s)

Nationality: Nationality

Passport no.: Passport no.

Issue date: Issue date

Issue place: Issue place

Issue country: Issue country

Expires: Expires

Primary Passport:

Add new

Visa Information

Country: Country

Number: Number

Issue date: Issue date

Expires: Expires

Entry type: -

Linked passport: -

Add new

Identification cards

Country: Country

Number: Number

Issue date: Issue date

Expires: Expires

Add new

Known Traveler Number: Known Traveler Number

Redress Number: Redress Number

Preferences

Seat Request: -

Meal Request: -

Smoker:

Web card: -

Frequent flyer

Airline: Select a carrier

Number: Number

PIN: PIN

Add new

Hotel guarantee: -

Hotel Program

Hotel chain: Select a hotel chain

Customer number: Customer number

Customer request: Customer request

Add new

Guarantee rental car: -

Car Program

Company: Select a rental company

Customer number: Customer number

Customer request: Customer request

Add new

Carrier preference (2-letter-code): Carrier preference (2-letter-code)

Car Type - Vehicle Category: -

Car Type - Body Type: -

Administration

Arranger / Assistance

Arranger / Assistance: Travis Miles

Add new

Approver

Approver: Approver

Add new

Emergency Contact

First name: First name

Surname: Surname

E-mail: E-mail

Phone: -

Employment Information

Employee ID: Employee ID

Cost Center: Cost Center

Department: Department

Job Title: Job Title

Cancel Save

BEWARE! Changes apply to new bookings only!

SAVING PROFILE CHANGES AND BOOKING TRAVEL ON LIGHTNING

* Please remember to enter your personal IATAN VER # into your profile, this is required for CTM employees when booking business travel.

** When editing the Traveler Profile make sure to click Save, before returning to the Portal and booking in Lightning

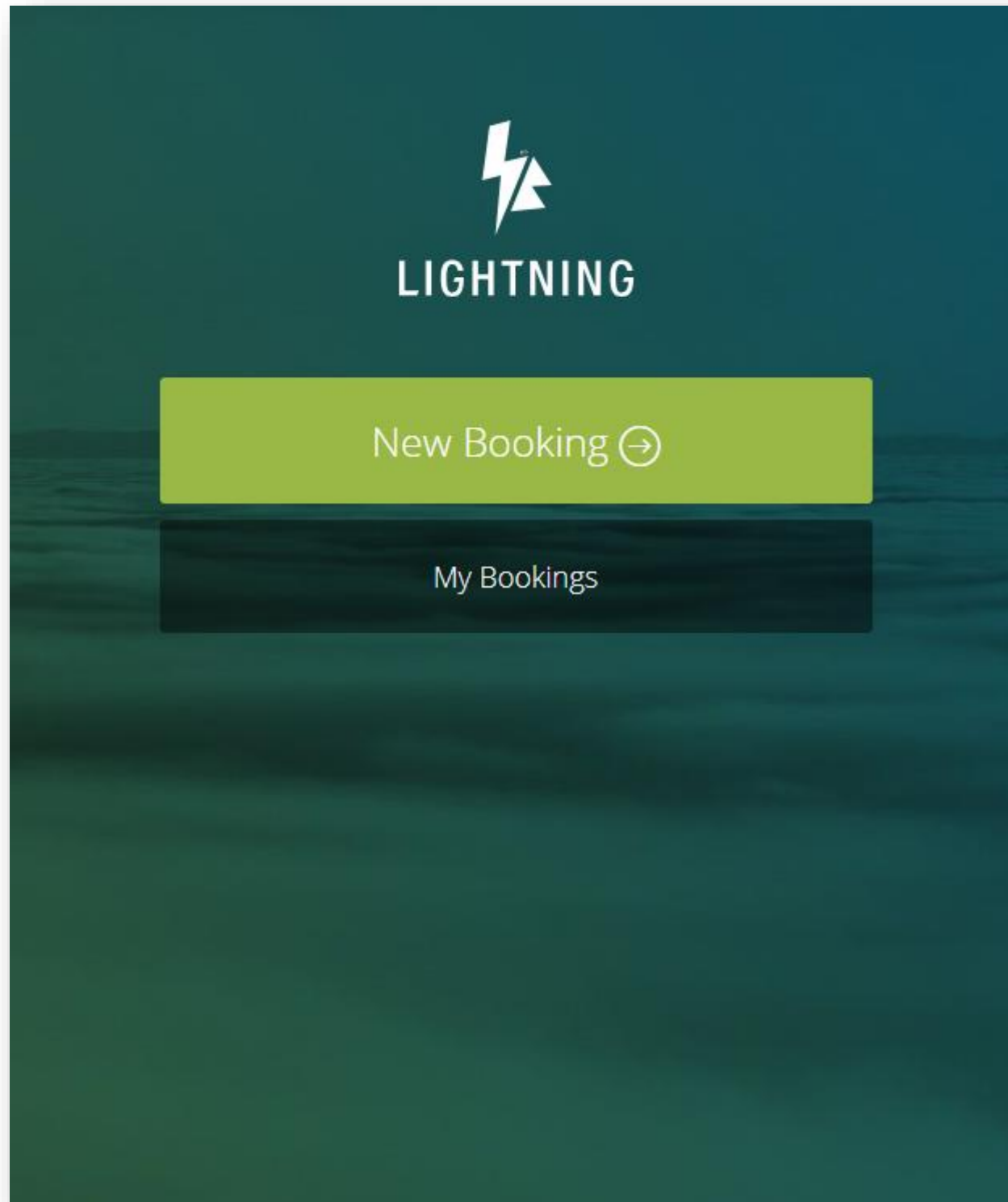
*** If the profile requires any updates to an un-Editable field, please email [CTM Online Support](#), for assistance.

**** After the Traveler Profile has been reviewed and updated, as needed please close the CTM Profile browser tab to return to the CTM SMART Portal.




***** To book travel click the **Lightning** tab to open the online booking tool.

Booking Travel

Select New Booking







Select all the required services for this itinerary

 FLIGHT  HOTEL  CAR





Add travelers for this itinerary

Search for a traveler by name

Flight 1

 Enter a Location	 Enter a Location	 23 Jul, 2018	 7:00 am
---	---	---	--

Flight 2

 Enter a Location	 Enter a Location	 24 Jul, 2018	 5:00 pm
--	--	--	---

+ Add another flight

Purpose of Trip

Please select

Search

Tick **Flight**, **Hotel**, and **Car** at the top of the screen as required and add the travelers, destination and times.

If applicable, enter 'Purpose of Trip' from the drop-down menu.

Click **Search**

Flights: Availability

Flights can be filtered by time of day, or the entire day can be displayed.

Sort Options:

- Most Direct
- Cheapest
- Shortest
- Earliest Departure
- Earliest Arrival
- Carbon Footprint

Additional Filters:

Price (USD) 0 to 6,691

Airlines Select options...

Stops Nonstop 1 stop 2 stops 3 stops

Departure Time 12:00 am to 11:59 pm

Arrival Time 12:00 am to 11:59 pm


Cancel Apply

All 12AM - 12PM 12PM - 7PM 7PM - 12AM				Sort Filter View cheapest fares			All prices shown in USD		
				Economy No Baggage	Economy Restricted	Economy Flexi	Premium Economy	Business	First
	DEN 7:00 am	2h, 25m Nonstop	LAX 8:25 am	Basic Economy 9+ 68USD 1 fare only	Main Cabin 9+ 88USD 1 fare only	Main Cabin Flexi 9+ 367USD 1 fare only	Delta Comfort+ 9+ 117USD 1 fare only	N/A	First Class 8 220USD + 1 other fare
DELTA • DL1540							Preferred	Show trip details & all 6 fares	
	DEN 7:00 am	2h, 46m Nonstop	LAX 8:46 am	N/A	Main Cabin 2 173USD 1 fare only	Main Cabin Flexible 9+ 364USD 1 fare only	N/A	Flagship Business 7 235USD + 1 other fare	N/A
AMERICAN AIRLINES • AA6061							92% on time	Show trip details & all 4 fares	

*A pop-up box may appear if an out of policy fare is chosen. A reason for the out of policy fare selected needs to be nominated before continuing.

Flights: Expanded View

[Show trip details & all 6 fares](#)

			Economy No Baggage	Economy Restricted	Economy Flexi	Premium Economy	Business	First	
	DEN 7:00 am	2h, 25m Nonstop	LAX 8:25 am	Basic Economy 9+ 68USD 1 fare only	Main Cabin 9+ 88USD 1 fare only	Main Cabin Flexi 9+ 367USD 1 fare only	Delta Comfort+ 9+ 117USD 1 fare only	N/A	First Class 8 220USD + 1 other fare
DELTA • DL1540						Preferred	Collapse		
All Fares			Trip Details			Seat Map (View Only)			
6 fares found for this journey									
No Baggage 1 fare in total	No Baggage Basic Economy	9+ seats remaining Refund and full fare conditions				68.20	Add to cart		
Restricted 1 fare in total	Semi Restricted Main Cabin	9+ seats remaining Refund and full fare conditions				88.20	Add to cart		
Flexi 1 fare in total	Flexi Main Cabin Flexi	9+ seats remaining Refund and full fare conditions				367.20	Add to cart		
Premium Economy 1 fare in total	Premium Economy Delta Comfort+	9+ seats remaining Refund and full fare conditions				117.20	Add to cart		
First 2 fares in total	First Class	8 seats remaining Refund and full fare conditions				220.20	Add to cart		
	First Flexi First Flexi	9+ seats remaining Refund and full fare conditions				466.21	Add to cart		

Click **Seat Map** to view available seats. (Seat selections will be available after flight selection.)

Click **Add to Cart** to select flight and fare

Flights: Cart

The flights selected will appear in the itinerary summary on the right-hand side of the page.

The shopping cart will update the total price of the flights, hotel and car selected.

The screenshot shows a flight cart interface with the following elements:

- Flight Details:** DEN to RDU, fare rules, Flight: UA1417, Restricted (Economy), Date: May Tue 11th 2021 5:35 pm, Price: 98.40, and a trash can icon.
- Total:** 196.80
- Breakdown:** A list with checkmarks and prices: FLIGHTS (0.00), RAIL (0.00), HOTELS (0.00), and CARS (0.00).
- Disclaimer:** All prices shown in USD unless otherwise stated.
- CO2 Footprint:** 308 Kg Per Trip.
- Buttons:** "Select Seats" (green) and "Continue (Skip Seat Selection)".

Once a flight has been selected, all other flight options will disappear.

To re-display the other flights options, click the trash can icon for that flight.

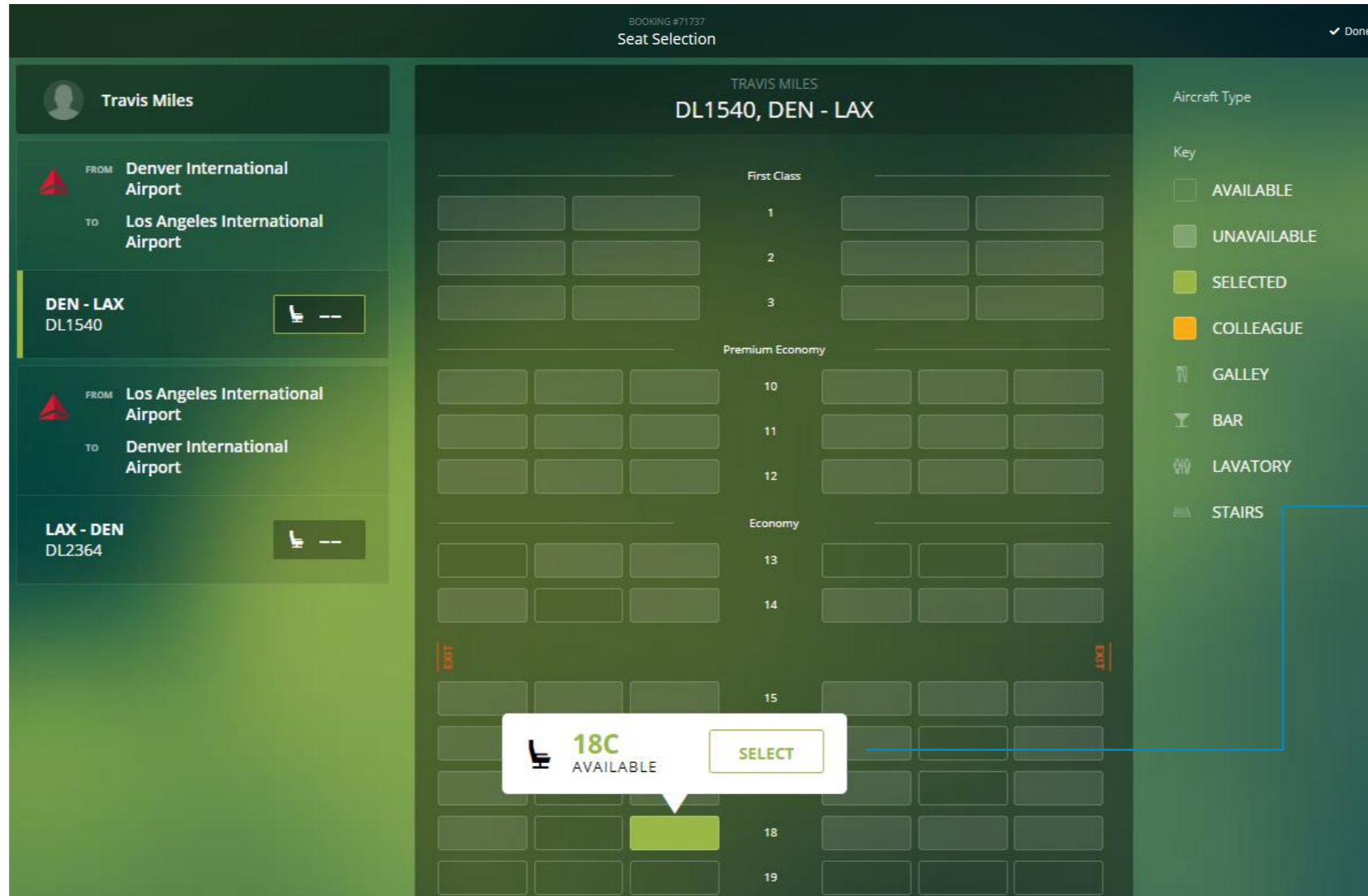
The Carbon Footprint of your flight selection, will be displayed in your cart and documented in your booking record.

Click Select Seats to move to the seat map.

Click the **Continue** button to move to the next step, without selecting seats.

Select Seats

To open the seat map, click



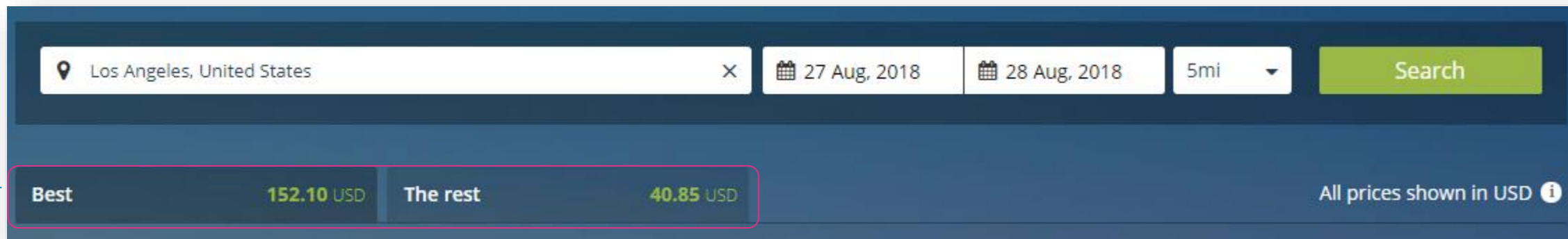
The screenshot shows the Delta website's seat selection interface. At the top, it says "BOOKING #71737" and "Seat Selection" with a "Done" button. The user's name "Travis Miles" is displayed. The flight details are "TRAVIS MILES DL1540, DEN - LAX". The interface is divided into three main sections: flight options, a seat map, and a legend. The flight options section on the left lists "DEN - LAX DL1540" and "LAX - DEN DL2364", each with a seat selection icon. The seat map in the center shows rows 1 through 19, categorized into "First Class", "Premium Economy", and "Economy". Row 18, seat 18C, is highlighted in green, and a callout box shows "18C AVAILABLE" with a "SELECT" button. The legend on the right, titled "Aircraft Type" and "Key", defines seat statuses: AVAILABLE (white), UNAVAILABLE (grey), SELECTED (green), COLLEAGUE (orange), GALLEY (blue), BAR (yellow), LAVATORY (purple), and STAIRS (red).

Click any available seat to **Select** and then ✓ **Done** to proceed with your booking.

Hotels: Availability

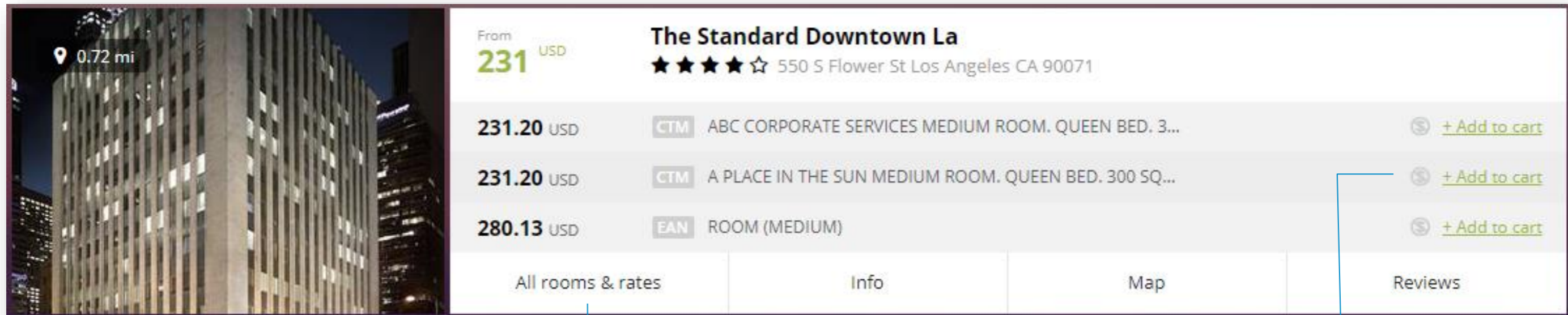
Best value and preferred hotels will appear first under the 'Best' tab, with all other hotels under 'The rest.'

The default search radius is 5 mi. but it can be expanded based on availability and preference.



Search bar: Los Angeles, United States | 27 Aug, 2018 | 28 Aug, 2018 | 5mi | Search

Filter tabs: Best (152.10 USD) | The rest (40.85 USD) | All prices shown in USD ⓘ




0.72 mi

The Standard Downtown La
★★★★☆ 550 S Flower St Los Angeles CA 90071

From 231 USD			
231.20 USD	CTM	ABC CORPORATE SERVICES MEDIUM ROOM. QUEEN BED. 3...	+ Add to cart
231.20 USD	CTM	A PLACE IN THE SUN MEDIUM ROOM. QUEEN BED. 300 SQ...	+ Add to cart
280.13 USD	EAN	ROOM (MEDIUM)	+ Add to cart

Buttons: All rooms & rates | Info | Map | Reviews

To see the full list of rooms and rates for each property, please click on 'Rooms' or 'All rooms & rates' buttons

To view the cancellation policy for each rate, hover over the: 

* A pop-up box may appear requesting a reason be given for the rate selected if the rate chosen is out of policy. Simply enter a reason why the hotel has been selected.

Hotels: Cart

The hotel option selected will appear in the shopping cart, located on right hand side of the page.

Once a hotel has been added in to the shopping cart, a note to the hotel can also be sent via the special request field.

The screenshot shows a mobile application interface for a shopping cart. At the top, there is a dark header with a shopping cart icon and the word "Cart". Below this, the location "Los Angeles (LAX)" is displayed. The main item in the cart is "The La Hotel Downtown" with details: "CORPTRAV MANAGEMENT GROUP", "KING 390 TO 420 SQ FT-SERTA", and "PERFECT SLEEPER". The dates "Mon 27th Aug 2018 - Tue 28th Aug 2018" and the price "212.00 (avg per night pay now)" are shown, along with a trash icon. A button labeled "+ Add Special Request" is positioned below the item. A section titled "Total 413.69" lists the breakdown: "✓ FLIGHTS 168.41", "✓ HOTELS 0.00", and "✓ CARS 0.00". Below this, it states "All prices shown in USD" with an information icon. A "Passenger Itineraries" section with a right-pointing arrow is visible. At the bottom, a large green button labeled "Continue" is present.

If an alternative hotel or rate is preferred, please click the trash icon in the shopping card to redisplay the hotel options and then reselect the required hotel.

Click the **Continue** button to move to the next step.

Cars: Availability

Preferred car rental providers will appear, displayed in price order.

NOTE: The rate showed is the daily base rate excluding fees and taxes.

Filtering options are available above the car rental results displayed.

Pick up: Los Angeles (US) | Drop off: Los Angeles International Airport (LAX) | 27 Aug. 2018 | 8:00 am | Search

Cars for Los Angeles International Airport (LAX) | Sort | Filter | All prices shown in USD

Provider	Car Model	Price (USD)	Buttons
Thrifty	TOYOTA COROLLA Intermediate	49.92	Add Car, Car Details
Thrifty	TOYOTA COROLLA Intermediate	49.92	Add Car, Car Details
Budget	HYUNDAI ELANTRA Intermediate	47.00	Add Car, Car Details
AVIS	CHEVROLET CRUZE Intermediate	48.00	Add Car, Car Details
Enterprise	HYUNDAI ELANTRA OR ... Intermediate	54.02	Add Car, Car Details
National	HYUNDAI ELANTRA OR ... Intermediate	60.50	Add Car, Car Details
Hertz	TOYOTA COROLLA Intermediate	61.62	Add Car, Car Details
Hertz	TOYOTA PRIUS GREEN Intermediate	61.91	Add Car, Car Details

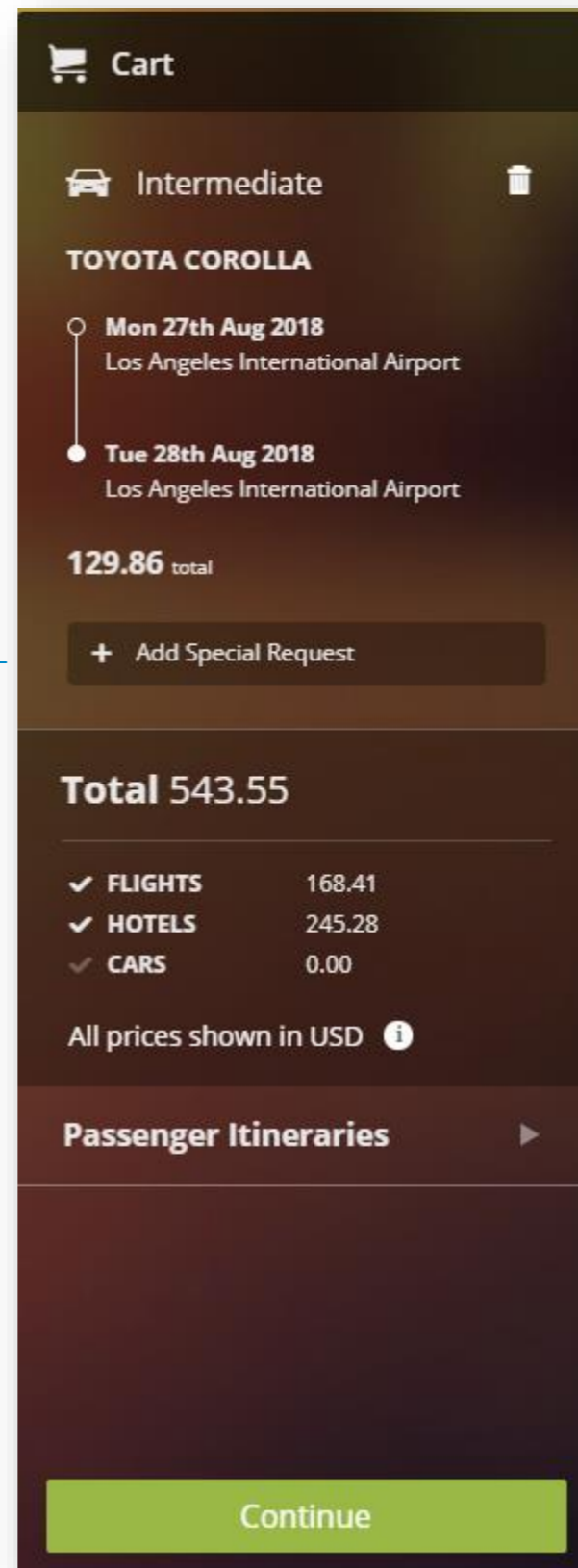
Selecting 'Car Details' will display the full rate details and additional information relating to the vehicle selected.

Please click 'Add Car' to have the preferred option added to the shopping cart.

* A pop-up box may appear requesting a reason be given for the rate selected, if the rate chosen is out of policy. Simply enter a reason why the car has been selected.

Cars: Cart

Once a car has been added into the shopping cart, a note to the vendor can also be sent via the special request field.



To select another car option, please click the trash can icon and reselect the car rate as required.

Click the **Continue** button to move to the next step.

Booking Confirmation

▼ Travis Miles 543.55 USD

Cost Center	Department	Payment Method	Reference	Approver
No Cost Centre	No Department	4444XXXXXXXX1111 Edit	Please select...	N/A

Flight Loyalty Programs [+ Add new](#)

Mon, 27 Aug

Where & when needed complete any required fields, payment information, approver and loyalty program details.

All prices shown in USD unless otherwise stated

DEN-LAX
Delta DL1540

7:00am 8:25am

Delta #1540, AIRBUS A319 **2h, 25m** Class: Semi Restricted (Main Cabin) Duration: 2hr, 25min [View Fare Rules](#)

Denver International Airport, Denver
27th August 2018

Los Angeles International Airport, Los Angeles
Terminal 2, 27th August 2018

Base fare: 88.20 USD
88.20* USD
 Lost savings 20 USD [Remove](#)

The cheapest flight was not selected. Below is the **best fare** available, click to swap [No Baggage \(Basic Economy\)](#)

7:00 am Dep | 2h, 25m **NONSTOP** | 8:25 am Arr **- 20 USD**
9+

NOTE:

Additional flights, cars and hotels can also be added to your flight itinerary by clicking the icons, in the upper right-hand corner.



Flights, hotels and cars can be removed by clicking on the trash can icon.

Under each flight segment, the lowest price fare alternatives can be swapped by clicking on the fare amount. To revert to the original flight, reselect flight again.

To confirm the booking, check the 'Terms and Conditions' box and click **Confirm Booking**.

Please note: Your itinerary may include non-refundable content as well as other important terms and conditions. Please review below:

You have selected content that is non-refundable. Please confirm you understand and accept the terms and conditions of the content that you have selected. Fares, rates and cancellation conditions are defined and managed by the supplier of the service and cannot be guaranteed. The credit card(s) selected will be charged on submission of this booking.

By completing this booking, you agree to:

Federal law forbidding the carriage of certain hazardous materials
[click here](#)

Check that your US state license meets the Real ID Act requirements

I accept the terms and conditions and would like to proceed with this booking

* All prices are quoted in USD unless otherwise stated. USD rates are calculated based on today's exchange rate. Any payments that are to be settled at the time of arrival will need to be made in the local currency and will be subject to the exchange rate of the day.

Total: **543.55** USD

Confirm Booking

Completed Bookings

Congratulations! Your booking was successful.

Passenger	Booking #	PNR	Approver	
Travis SIG Miles	0071737	ENFGEP	N/A	✓ Share

What would you like to do next?

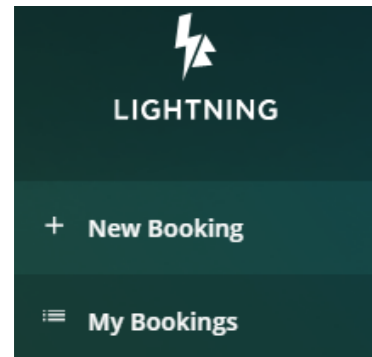
[New Booking](#) [Manage Bookings](#) [Log out](#)

To check your approval status, view your booking and/or book your seats click **Manage Bookings**, otherwise **Log Out** or create a **New Booking**, as needed.

*You can also manage your bookings by clicking **My Bookings** from the Lightning landing page, after logging in to the site from the SMART Portal.

Trip Status and Cancellations

- Travelers and arrangers can track the trip status and approval in 'My Bookings.'



Search interface showing fields for PNR, Name, and travel dates (04 Mar, 2021 to 12 Mar, 2021). A green 'Search' button is present. Below the search fields is a 'Booking Status' filter dropdown. The main content area displays a list of four bookings:

PNR	Name	Price	Route	Dates
#2598	Travis Miles	USD 128.20	RDU → DEN	Sun, 19 Aug 2018 - Sun, 19 Aug
#2581	TRAVIS MILES	USD 393.00	DEN → JAX	Sun, 19 Aug 2018 - Fri, 24 Aug
#2556	TRAVIS MILES	USD 720.40	DEN → DFW	Tue, 28 Aug 2018 - Wed, 29 Aug
#2549	TRAVIS MILES	USD 720.40	DEN → DFW	Tue, 28 Aug 2018 - Wed, 29 Aug

Using the search fields, specific bookings can be found by PNR, Name, and/or by a specific travel date range.

Booking Status filter dropdown menu:

- Approved (0)
- Pending Approval (0)
- Offline Bookings (0)
- Declined (0)
- Expired (0)
- Canceled (1)

Trips can be filtered based on status; the default search is for all, but can be narrowed down to a specific status, i.e. 'Canceled.'

CANCEL TRIP

Trips can be canceled, in whole or in part, by clicking Cancel, on the Booking Summary.

[X Cancel](#) [Share](#) [Select Seats](#) [Add to calendar](#)

Trip Modifications

Click Change to initiate the modification of the flight, car, or hotel

Sep 13th 2023

DL5759 - DELTA
BOS → LGA

Airline Ref# GZORXO

Change

7:00am

8:32am

Delta #5759

Logan International Airport (BOS)
Terminal A
Boston, US
Sep 13th 2023

LaGuardia Airport (LGA)
Terminal C
New York, US
Sep 13th 2023

1h, 32m

Class: ECONOMY
Seat: 12B

Loyalty program: DL 9394132535

For air, check the flights to be modified, input new search criteria and click Search

Flights

Select your flights

Checked Items will be changed/canceled

Ticket: 0067987906628

DL5759 BOS LGA @9/13 7:00am

DL5750 LGA BOS @9/14 6:00pm

From Logan International Airport To LaGuardia Airport

Depart Sep 15, 2023 7:30 am

Add flight

Cancel Search

Choose your new flight from the search results and complete the booking as if it were new.

Economy Flexi

CO₂ 36Kg

Exchange Ticket: 0067987906628

87 USD

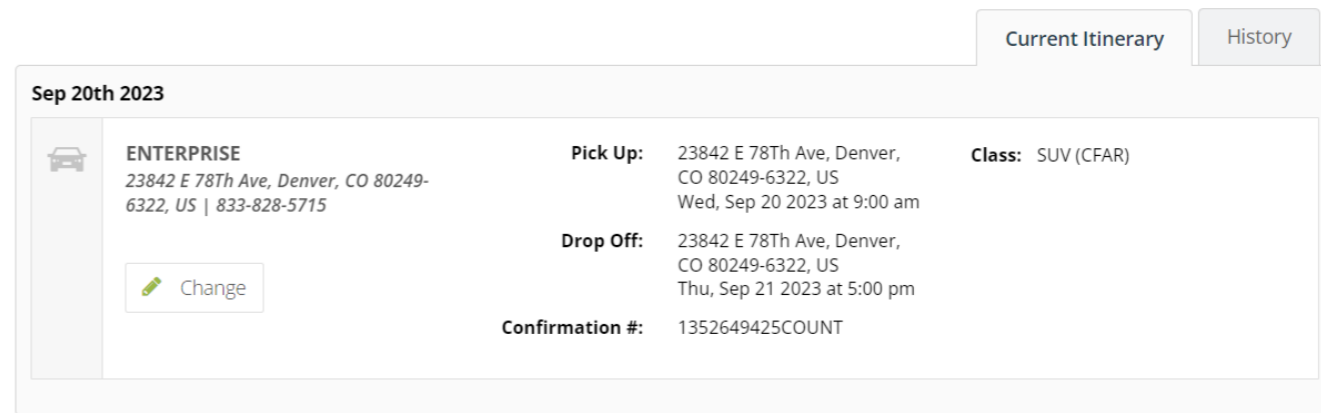
1 fare only

DELTA • DL2814

BOS 6:00 am 1h, 24m Nonstop LGA 7:24 am

Trip Modifications

For car, click change and check the flights to be modified, input new search criteria and click Search



Current Itinerary History

Sep 20th 2023

ENTERPRISE
23842 E 78Th Ave, Denver, CO 80249-6322, US | 833-828-5715

Pick Up: 23842 E 78Th Ave, Denver, CO 80249-6322, US
Wed, Sep 20 2023 at 9:00 am

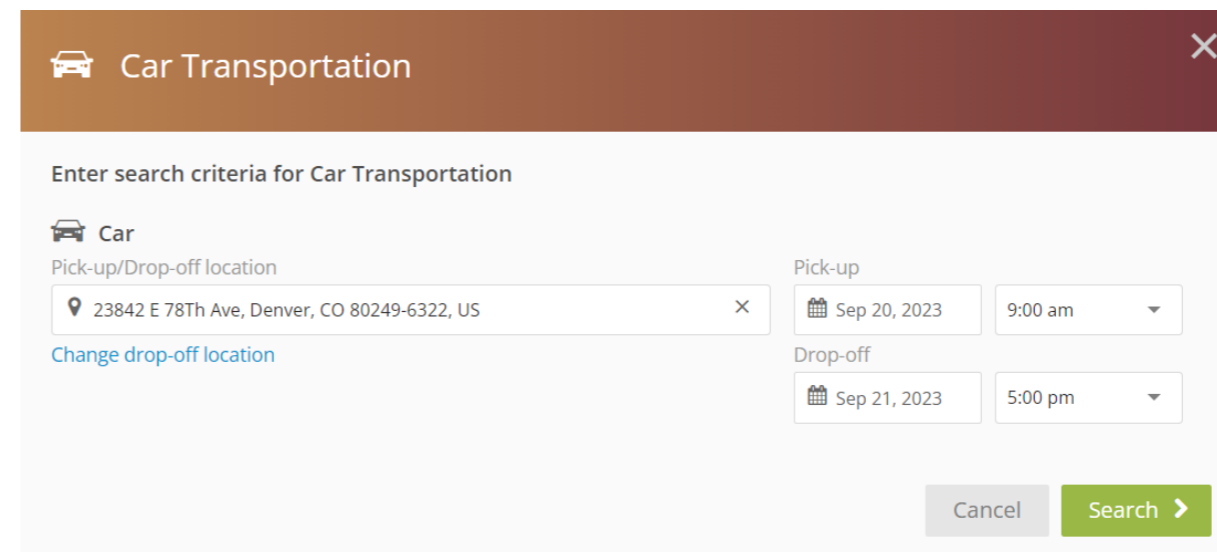
Drop Off: 23842 E 78Th Ave, Denver, CO 80249-6322, US
Thu, Sep 21 2023 at 5:00 pm

Class: SUV (CFAR)

Confirmation #: 1352649425COUNT

[Change](#)

Input the new search criteria and click Search



Car Transportation

Enter search criteria for Car Transportation

Car

Pick-up/Drop-off location
23842 E 78Th Ave, Denver, CO 80249-6322, US

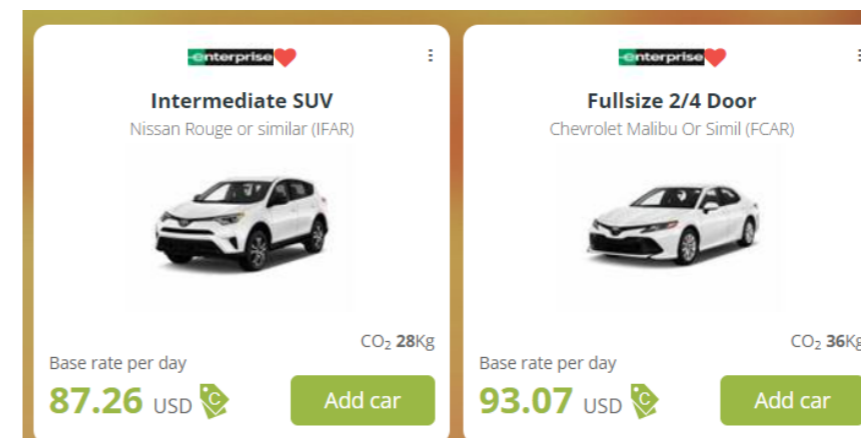
[Change drop-off location](#)

Pick-up
Sep 20, 2023 9:00 am

Drop-off
Sep 21, 2023 5:00 pm

[Cancel](#) [Search](#)

Choose your new car from the search results by clicking "add card" and complete the booking as if it were new.



Intermediate SUV
Nissan Rouge or similar (IFAR)

Base rate per day **87.26** USD [Add car](#)

CO₂ 28Kg

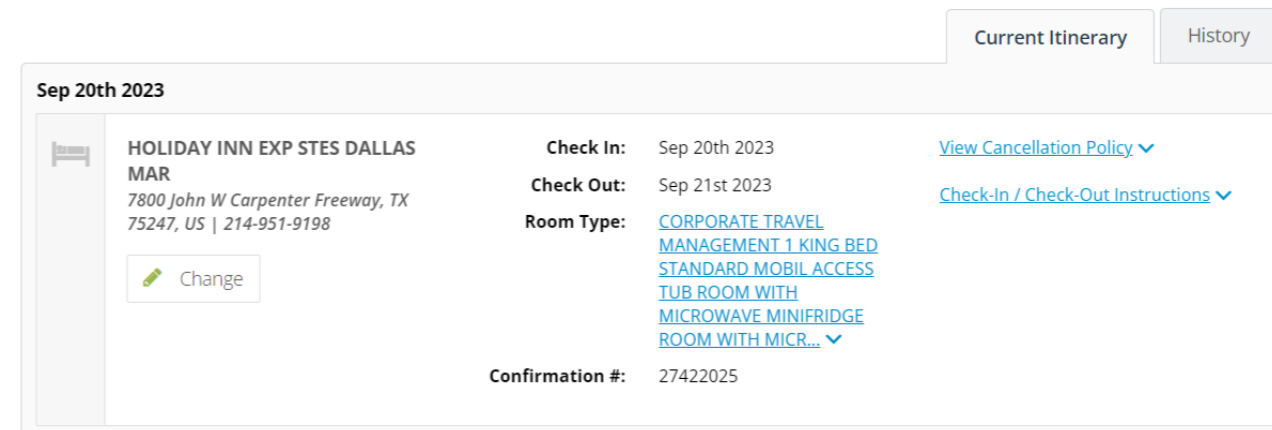
Fullsize 2/4 Door
Chevrolet Malibu Or Simil (FCAR)

Base rate per day **93.07** USD [Add car](#)

CO₂ 36Kg

Trip Modifications

For hotel, click change and check the flights to be modified, input new search criteria and click Search



Sep 20th 2023

HOLIDAY INN EXP STES DALLAS MAR
7800 John W Carpenter Freeway, TX 75247, US | 214-951-9198

[Change](#)

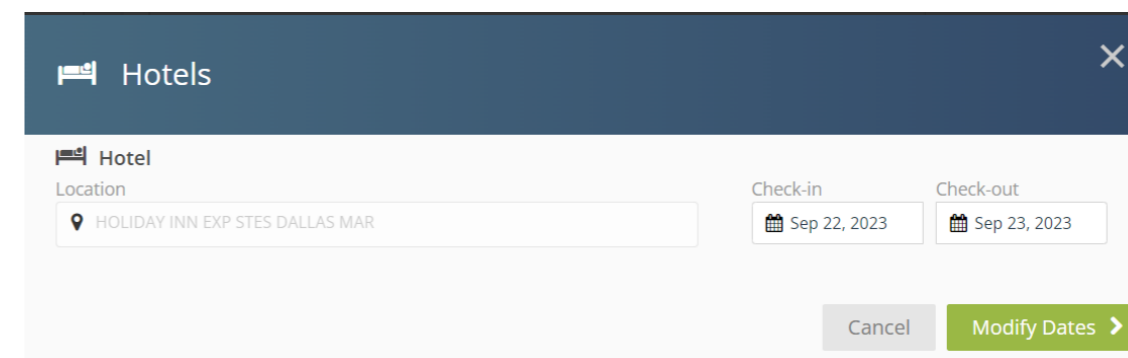
Check In: Sep 20th 2023 [View Cancellation Policy](#) ▾

Check Out: Sep 21st 2023 [Check-In / Check-Out Instructions](#) ▾

Room Type: [CORPORATE TRAVEL MANAGEMENT 1 KING BED STANDARD MOBIL ACCESS TUB ROOM WITH MICROWAVE MINIFRIDGE ROOM WITH MICR...](#) ▾

Confirmation #: 27422025

Choose new dates for the hotel stay



Hotels ✕

Hotel

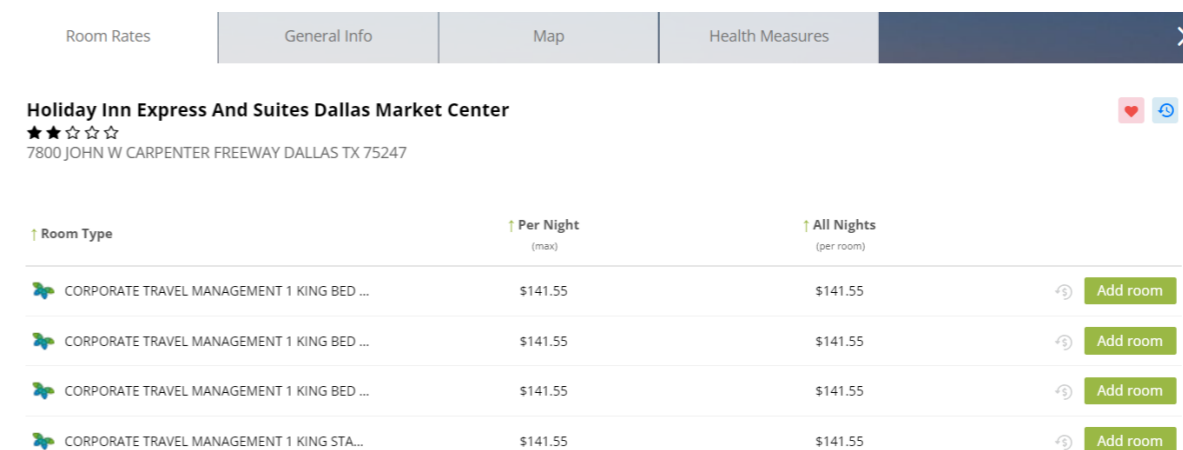
Location:

Check-in:

Check-out:

[Cancel](#) [Modify Dates](#) >

Choose the new room type and complete the booking as if it were new.



Room Rates | General Info | Map | Health Measures | ✕

Holiday Inn Express And Suites Dallas Market Center ★★☆☆☆
7800 JOHN W CARPENTER FREEWAY DALLAS TX 75247

Room Type	Per Night (max)	All Nights (per room)	
CORPORATE TRAVEL MANAGEMENT 1 KING BED ...	\$141.55	\$141.55	Add room
CORPORATE TRAVEL MANAGEMENT 1 KING BED ...	\$141.55	\$141.55	Add room
CORPORATE TRAVEL MANAGEMENT 1 KING BED ...	\$141.55	\$141.55	Add room
CORPORATE TRAVEL MANAGEMENT 1 KING STA...	\$141.55	\$141.55	Add room

For additional information or assistance please contact Online Technical Support at 1-877-208-1396, or email at na_online@travelctm.com.

