Purchasing Itineraries

After you’ve selected a flight, hotel room, rental car, or car service, you can purchase your itinerary. (Note: Page titles and button names identified below differ slightly from one type of booking to the next.)

1. On the Flight or Hotel and Room or Car Rental information or Car service information page, double-check all itinerary details for accuracy, enter all required and any desired optional information and then click Continue or Agree and continue.

2. On the Traveler Information or Guest preferences or Driver preferences or Passenger preferences page, double-check all itinerary details for accuracy, enter all required and any desired optional information and then click Continue or Agree and continue.

3. On the Review and purchase or Review and complete reservation page, double-check all itinerary details for accuracy and then click Purchase or Agree and reserve.

Canceling Trips

If you no longer need to take a trip, you can delete the itinerary and cancel your trip in Orbitz for Business.

1. From the home page, click the My Trips tab.
2. Find the itinerary you want to cancel.
3. Click Cancel reservation.
4. (Flights) Select the I understand cancellation will occur immediately and apply to all travelers box.
5. Click Cancel my tickets or reservation.

Contacting Support

Traveler Support and Technical Support
To view contact information for your Orbitz for Business travel service provider, click the Customer Service tab on the home page. On this tab you can search Frequently Asked Questions (FAQs) by keyword or phrase or submit new questions there.

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4. Review the
3. Enter

Specifying Your Hotel Search Criteria:
1. On the home page, click the Hotels tab.
2. Indicate whether you would like to search for a hotel by City, point of interest, airport, Company Location or Search by address.
3. Enter Where, Check-in/Check-out, or number of Guests, and any additional search options.
4. Click Find.

Note: If you don’t find a hotel that meets your requirements, enter new search criteria in the Change Search area to the left of the search results.

Reserving Hotel Rooms:
1. On the hotel search results page, locate a hotel that meets your requirements.
   - Select the tab for Best values (most deeply discounted), Lowest price, or Distance to sort hotels by one of these criteria.
   - Click Map these hotels to view a map with hotels from your search (plotted by an assigned number). When you roll over each number, you can click a link for each property to send it to the top of the search return list.
   - Click Check for rates and availability for your chosen property to view average nightly rate and room descriptions.
   - Select any tab for Overview, Map & area info, Features or Photos, or Room & Rates or click Previous hotel or Next hotel to obtain more information.
   - You can click Select or Continue booking to choose the property or click Edit dates, guests or numbers of room to alter your search.

Note: Refer to “Purchasing Itineraries” on the back of this guide for more information on completing the purchase process.

Searching for and Reserving Rental Cars
1. On the home page, click the Cars tab.
2. Indicate how you would like to search for a car by selecting Airport, City/ Company Location or Address in the Pick-up and Drop-off fields.

Note: If you select “Address” or “City” for the pick-up or the drop-off, you must select “Airport” criteria for the other field.
   - To search by Airport, enter either an airport name or an airport code.
   - To search by City/ Company Location enter the partial or full name of that city or click Company Location to select your desired location.
   - To search by Address, enter the address or intersection, city, state, and zip/postal code.
3. Enter the pick-up and drop-off information (including date and time) and any additional search options and click Find.

Note: If you don’t find a rental car that meets your requirements, update your search criteria:
   - Use the Change Search area to the left of the car search results to change your search criteria.
   - To start a new car search, click Start over.

Reserving Rental Cars:
1. The Choose rental (pick-up or drop-off) locations page appears only for Address or City-based searches. You can:
   - Choose distance (in miles) from the rental location from a list.
   - Select the pick-up or drop-off time from a list.
   - Select a specified number of locations you can compare in the car search results page.
2. On the car search results page, you can locate a car that meets your requirements.
   - Click a car company at the top of the matrix to view only that company’s rental car options.
   - Click a car type to the left of the matrix to view only car rental options for that specific car type.

Click Select for your chosen rental car. Refer to “Purchasing Itineraries” for more information on completing the purchase process.