

Search the Help Center



Airfare Reservations



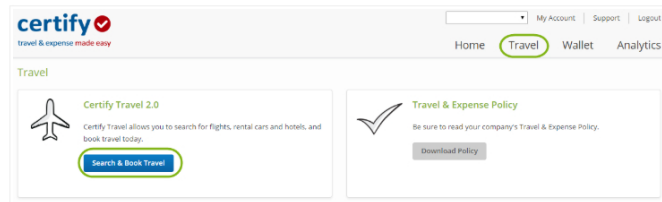
Courtney O'Reilly

January 21, 2020 13:40

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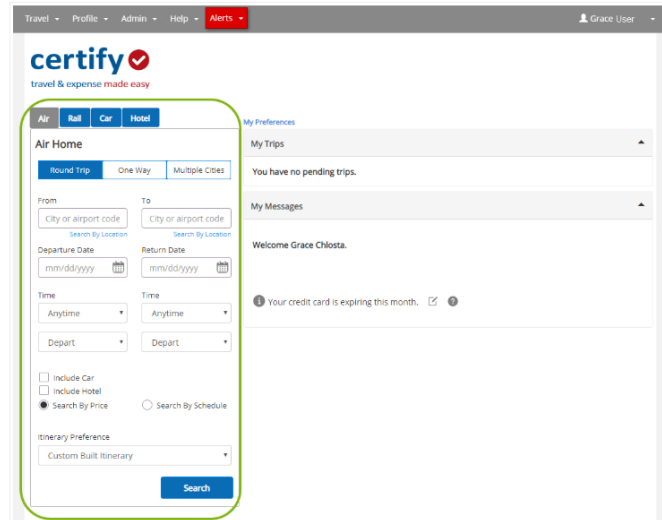
Certify Travel allows users to book flights, hotels, and car reservations quickly and effortlessly online. This article will show you how to book a flight.

Step 1: On your account homepage, select **Travel**, and then select **Search & Book Travel**.



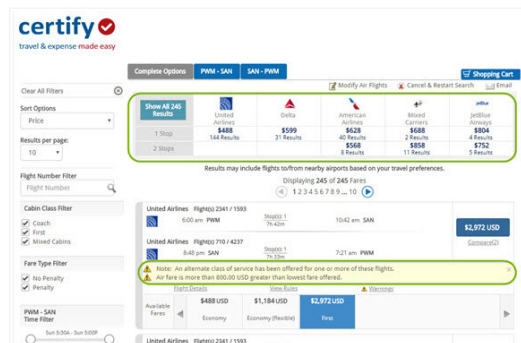
Step 2: On the left panel, select **Round Trip**, **One-Way**, or **Multi-City** at the top. Enter your **From** and **To** locations, along with the **departure** and **return** dates and times. Use additional filtering in **My Preferences** if necessary. Click **Search**.

Please Note: If **Search by Schedule** is selected, **Leg 1** and **Leg 2** will be selected individually.



Step 3: Fares reflected are categorized by fare family and ticket class and will note trip totals based on the lowest available fare. If more than one fare is available for an option, the fares will be listed for selection.

Please Note: Click **Warnings** to view potential company policy violations.

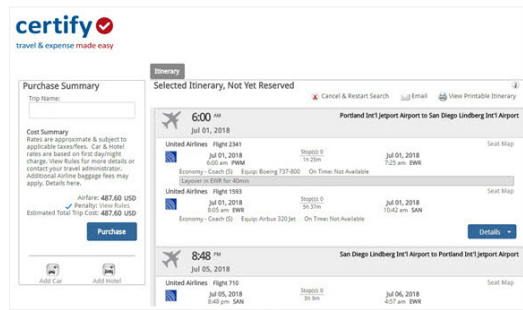


Step 4: You will be presented with any lower-fare options if they are available.

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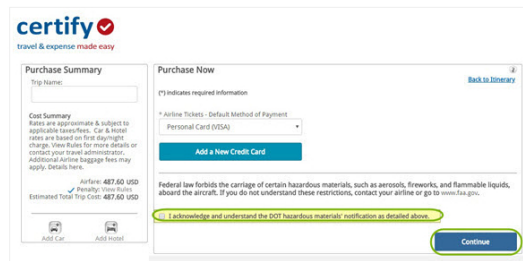
- [PDF Quick Start Guide](#)
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- [Adding a New Travel User](#)
- [Approving an Itinerary](#)

Otherwise, you are taken to the [Shopping Cart](#).

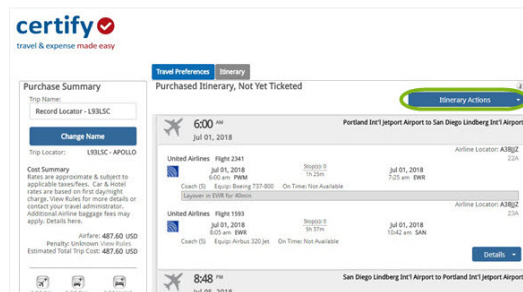


Step 5: Click **Purchase** to complete the reservation. Enter in any additional information for the trip required by your company. Be sure to acknowledge the **DOT hazardous materials notification**.

Please Note: If you have any unused tickets available from previous bookings, they will be added to this booking.



Step 6: From the **Purchased Itinerary** page, **Itinerary Actions** will allow you to email or cancel your reservation.



Step 7: You will receive a confirmation email when the reservation has been approved. Your emailed itinerary will automatically forward into your **Certify Wallet**.

Have more questions? [Contact Support](#)