TraveLink Quick Guide

PURPOSE: Self-service corporate travel booking application allowing you to request air, car and hotel reservations

LOCATION: https://enterprise.nutravel.com/login/dart/

Icons:

Company Preferred Option

DARI

= Closest Match Option

First-time Sign On:

- 1. Enter "dart" as the name of the company you are logging into in the "Company" text box
- 2. Enter your user ID in the "Member ID" text box (same as your Dart email - john.smith@dart.biz)
- 3. Leave the password text box blank; the system will prompt you to create a password after your click on "Login"

User Login	Resources		
Company dart	Quick Reference Guide	Trave Link	
Member ID	Frequency Asked Questions	Password must change	
Password		(*) indicates required information New Password	Password RequirementsCase Sensitive: Yes Number of characters: 6 - 15
Lost Password Privacy Statement	<u>t</u>	Verify New Password	
Remember Login 📕 🛛 Login		Save	

Profile

Personal Information

Updating Personal Information (Name, Address, Phone, Emergency Contacts, Passport):

Click on "Profile" on upper left-hand corner of home screen and then click on "Personal Information"



Once updated information has been entered, click "Save"

Updating Travel Preferences (Airlines, Seating, Car Types):

Click on "Profile" on upper left-hand corner of home screen and then click on "Travel Preferences"





Once updated information has been entered, click "Save"

Profile vel Preferences 🗎 Print 👔 Complete the information below and click the Save button to update your prof (*) Indicates Required Information Air Settings Preferred Airlines (select) Excluded Airline (select) (select) (select) Default Class of Service
Coach/Fo nomy

Premium Economy
Business
Eirst -* All special meals may not be offered on all airline -On seat maps hide me from other trav

🖨 Print 🔞

Booking Air Reservation

1. Enter all of the corresponding fields and click "Search"

Air Car Hotel	View My Preferences
Air Home	3
Round Trip One Way Onutiple Cities	
From To	
ATL DTW	
Departure Date Time	
01/13/2014 Depart Anytime	
Return Date Time	
01/17/2014 FRI Depart Anytime	
Promotional Code	
Include Car	
Include Hotel	
Search By Price Search By Schedule	
tinerary Preference Custom Built Binerary	
	Search

2. Choose desired flight option by clicking on "Add to Cart"

Delta Flig ATL 8:10 am	ght 690 Mon, Jan 13	►	<u>Seat Map</u> DTW 10:11 am Mon, Jan 13	
Coach (V)	Duration: 2hrs 1min	Stop(s): 0	Equip: 76W On Time: 90%	217.80 U Penalty: \ View Rul
Delta Flig DTW 12:09 pr	ght 630 n Thu, Jan 16	►	<u>Seat Map</u> ATL 2:15 pm Thu, Jan 16	Add to C
Coach (V)	Duration: 2hrs 6min	Stop(s): 0	Equip: McDonnell Douglas 90 On Time: 100%	

Booking Car Reservation

Same Location
 O Different Location

Pick-up Location <u>Off Airport Location</u> Detroit Wayne County Airport, MI - DTW (US

2

1. Enter all of the corresponding fields and click "Search" Air Car Hotel
Car Home

3. Choose either "Reserve" (reserved for ticketing at a later time after 24 hours the reservation cancels if not purchased) or "Purchase" (request the itinerary be ticketed)

Save Research option will save the itinerary so you can return later to book it – Type the 🕒 Purchase Summary :h"

Trip Name:
Save Researc
Cost Summary
Rates are approximate & subject to applicable taxes/fees. Car & Hotel rates are based on first day/night charge. View Rules for more details or contact your travel administrator. Additional Airline baggage fees may apply. Details <u>here</u> . Airfare: 217.80 uSD Penalty: Yes <u>View Rules</u> Estimated Total Trip Cost: 217.80 uSD Reserve Purchase

3. Choose "Reserve"

Save Research option will save the itinerary so you can return later to book it - Type the trip name and click "Save Research"

Pick-Up Data 01/13/2014 Time Drop-Off Data 01/16/2014 Time 01/16/2014 Time		Purchase Summary Trip Name:
If you are arriving on a flight, please provide your flight information. This will ensure your		Save Research
Arrine Flight Humber (reflect) Include Hotel Einclude Hotel 2. Choose your car selection		Rates are approximate & subject to applicable taxes/fees. Car & Hotel rates are based on first day/night charge. View Rules for more details or contact your travel administrator. Additional Airline baggage fees may apply. Details <u>here</u> . Estimated Car Cost: 252.32 USD Estimated Total Trip Cost: 252.32 USD
Dart Preferred Car Rentals sl	nould be considered as primary option	Reserve
Car Company 🧆	Rate	
Hertz Hertz Rent-A-Car	The Daily Rate is 69.00 USD	
Location Detail: Shuttle To Car Type of Car: Intermediate 2 or 4 Door Special Request: None Equipment Request: None	The Total Rate is 252.32 USD Unlimited miles Extra Hour Fee: 30.00 USD	
	View Rules Vehicle Types Add to Cart	

Booking Hotel Reservation

Find Hotel Within 20 miles of my search location

 \odot Airport/Custom Location \bigcirc Address

Hotel Home

Search For Hotels By:

- 1. Enter all of the corresponding fields and click "Search" Hotel 2
- 3. Choose "Reserve"

Save Research option will save the itinerary so you can return later to book it - Type the trip name and click "Save Research"

Airport		Purchase Summary
Hotel Name Contains		Trip Name:
Check-In Date Check-Out Date		Save Research
01/20/2014 MON 01/24/2014 FRI		Cost Summary
Include Car Itinerary Preference Custom Built Itinerary		Rates are approximate & subject to applicable taxes/fees. Car & Hotel rates are based on first day/night charge. View Rules for more details or contact your travel administrator. Additional Airline baggage fees may apply. Details here.
		Estimated Hotel Cost: 1876.00 USD
. Choose your notel selection		Estimated Total Trip Cost: 1876.00 USD
Dart Preferred Hotels should be	considered as primary option	Reserve
Verification and a second seco	× (*) (*) (2) (*) (*) (*) (*) (*) (*) (*) (*) (*) (*	
Comments: This is a DART Preferred Hotel. The Dart rate will provide you Club	Level Access	
Regular rate lanai private patio guest room 1 King poolside view	429.00 USD View Rules	
Regular rate club level guest room 1 King top floor	439.00 USD View Rules	
Regular rate club lounge access 1 bedroom	469.00 USD View Rules	
Hotel Information	Add to Cart	