Look but Don’t Book

Go to Trip Search. If you do not see it on the left side of your screen, click on the top left of your screen. Enter the search parameters for your flight and click ‘Search’. After the Matrix loads, you can Sort by various parameters. If you don’t want to spend all day flying, you can select ‘Duration’ to sort by. Be aware that if you choose a flight that is more than $200 in excess of a reasonable flight, it will give you a warning. However, if you are being reasonable, you can select a flight that is shorter in duration and costs a bit more than the least expensive. When you find the flight you like, click on ‘Show all details’ (below the price). This shows how long flights and layovers are. Be wary of short layover times. Once you have found the flight you want, take a screen shot. I like to use the ‘Snipping Tool’, but use what you like.

You’ll need this for your request or to send to your travel coordinator if they are booking your flight. If using the online form, please send the screen shot to the travel coordinator in a separate email.