

How Web fares work

If permitted by your company, your online reservation system can search for and book low-cost airfares (often referred to as Web fares) found on Internet travel sites. Although you initially access the travel Web sites through your online reservation system, you are transferred directly to those sites when booking Web fares.

Note that you can use Web fares only for a single round-trip or a single flight between two locations. In addition, you cannot make additional flight arrangements for a trip after you include Web fare flights. Also, at the time that you confirm a Web fare, any previously booked flight arrangements are removed from your trip.

Your online reservation system does not send your profile or credit card information to the external travel sites and does not manage any flights that you book through those sites. (Web fare flights are displayed as part of your trip in your online reservation system, but, to delete a Web fare flight or modify the flight arrangements, you may need to use the airline Web site or contact your travel agent by phone.)

Effect on your itinerary

While Web fares may offer some price advantages, they also impose the following restrictions on

your itinerary:

- Any flights that are currently part of your itinerary are canceled
- You cannot subsequently add more flights to the itinerary
- To cancel a Web fare flight, you must directly access the Web site where you booked the flight, or contact your travel manager
- You cannot use a trip that contains Web fares as a template for a repeat trip

Frequent-flyer memberships

When you accept an airfare, any frequent-flyer memberships that you recorded in your flight preferences are sent as part of your reservation. This allows you to book premium seating, if your frequent-flyer membership permits.