

Direct2USM

Document Delivery
& Mobile App



DIRECT2U ITINERARY SOLUTION IS HERE!

Direct2USM

Document Delivery (Email/Online)

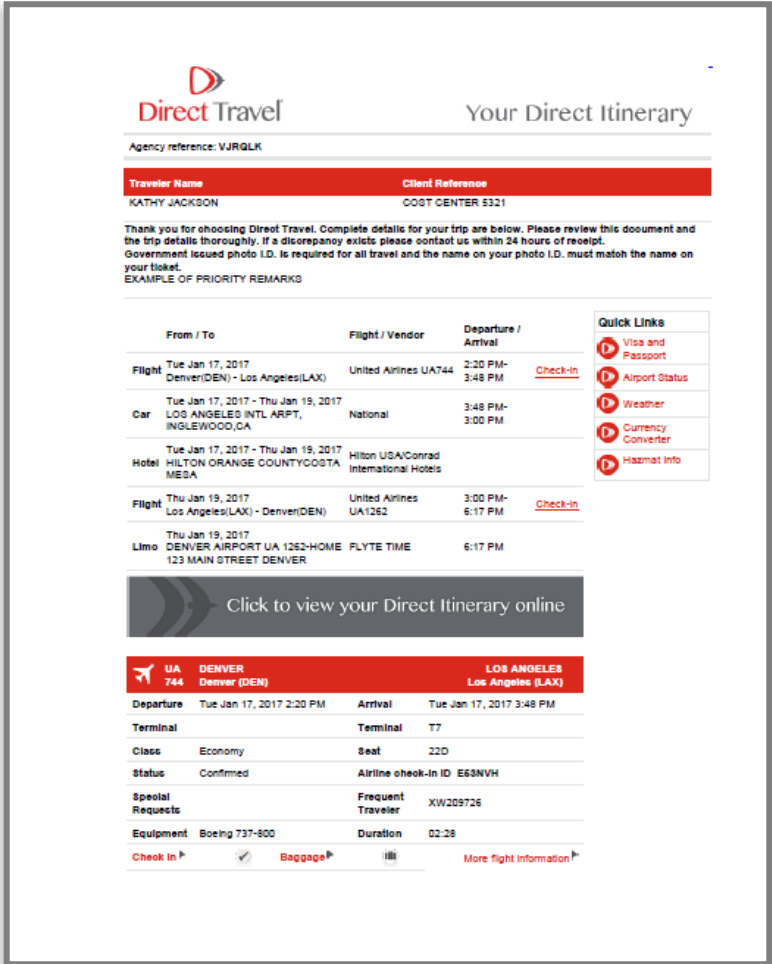

Direct Travel

Direct Travel is excited to announce that we are launching our Itinerary/Document Delivery, **Direct2U!**

In this guide you will find highlights and details on your new itinerary to help you navigate through our innovative solution and the new features you will have access to.

Features

- Embedded HTML format with attached PDF
- Calendar Sync
- Links to airline for check-in and baggage allowance
- Quick Links for weather, airport status, passport/visa requirements, and currency converter
- Ticket and service fee invoice information included in the body of the email
- Full exchange ticket details for all airlines
- Customizable client itinerary templates (fee based)
- Additional information accessible via online itinerary - flight status, map of departing airport or hotel, weather for destination



Itinerary Features Email Version

Mon 9/26/2016 11:56 PM
Direct2U Itinerary
Ticketed Direct2U Itinerary for KATHY JACKSON on Jan 17, 2017 VJRQLK

To: Kathy Jackson

Agency reference: VJRQLK

Traveler Name	Client Reference
KATHY JACKSON	COST CENTER 5321

Thank you for choosing Direct Travel. Complete details for your trip are below. Please review this document and the trip details thoroughly. If a discrepancy exists please contact us within 24 hours of receipt. Government issued photo I.D. is required for all travel and the name on your photo I.D. must match the name on your ticket.

EXAMPLE OF PRIORITY REMARKS

	From / To	Flight / Vendor	Departure / Arrival	
Flight	Tue Jan 17, 2017 Denver(DEN) - Los Angeles(LAX)	United Airlines UA744	2:20 PM- 3:48 PM	Check-in
Car	Tue Jan 17, 2017 - Thu Jan 19, 2017 LOS ANGELES INTL ARPT,INGLEWOOD,CA	National	3:48 PM- 3:00 PM	
Hotel	Tue Jan 17, 2017 - Thu Jan 19, 2017 HILTON ORANGE COUNTYCOSTA MESA	Hilton USA/Conrad International Hotels		
Flight	Thu Jan 19, 2017 Los Angeles(LAX) - Denver(DEN)	United Airlines UA1262	3:00 PM- 6:17 PM	Check-in
Limo	Thu Jan 19, 2017 DENVER AIRPORT UA 1262-HOME 123 MAIN STREET DENVER	FLYTE TIME	6:17 PM	

Quick Links

- [▶ Visa and Passport](#)
- [▶ Airport Status](#)
- [▶ Weather](#)
- [▶ Currency Converter](#)
- [▶ Hazmat Info](#)

Sender Email Address – For most clients this will be your dedicated agent team mailbox. Some locations may use the default direct2uitinerary@dt.com.

Calendar Attachments – Click on each calendar icon to open. Make any desired changes (e.g., add a reminder, add/change information). Then “save & close” to add the event to your calendar. Note – Calendar attachments may be disabled for some clients.

Quick Links are provided for useful information -
Visa and Passport: CIBT is the default source
Airport Status: FAA Air Traffic Control System
Weather: Weather Channel
Currency Converter: XE (trusted currency authority)

“**Check-in**” link - Will take you directly to the airline website where you can enter your Airline Check-in ID and complete the check in process.




Click to view your Direct Itinerary online

Use this link to access the online version of your itinerary. See page 7 for additional details.

	UA 744	DENVER Denver (DEN)	LOS ANGELES Los Angeles (LAX)
Departure	Tue Jan 17, 2017 2:20 PM	Arrival	Tue Jan 17, 2017 3:48 PM

Travel Segment Details

Airline Information:

	UA 443	NEW YORK CITY New York John F Kennedy (JFK)	LOS ANGELES Los Angeles (LAX)
Departure	Sat Jun 13, 2015 8:25 AM	Arrival	Sat Jun 13, 2015 11:29 AM
Terminal	T7	Terminal	T7
Class	ECONOMY	Seat	32D
Status	Confirmed	Airline check-in ID	B9TKT7
Special Requests	Low Fat Meal	Frequent Traveler	UU688471
Equipment	Boeing 757-200	Duration	06:04
Check-in ▶		Baggage ▶	 More flight information

Includes

- Departure/Arrival times
- Terminal Information
- Class of Service
- Seat Assignment
- Status (e.g., Confirmed, Waitlisted)
- Airline check-in ID for all airlines (including Southwest Airlines)
- Frequent Traveler Information
- Special Requests/Flight Equipment/Flight Duration
- Additional links for airline specific information (check-in, baggage) and more


Car Rental:

	Enterprise LOS ANGELES AIRPORT, LOS ANGELES, CA		
Pick up	Sat Jun 13, 2015	Drop off	Fri Jun 19, 2015
Rental location	LOS ANGELES AIRPORT, LOS ANGELES, CA	Return location	
Type	Intermediate, Automatic, Air Con		
Confirmation	593941052COUNT	Phone	310-649-5400
Rate	USD248.22/WEEK-Unlimited Free Miles		
Approx. Total	USD317.07	Drop Off Charge	
Corporate Discount	XZBZ036	Frequent Renter ID	2M6V26K
Special Requests	Navigation	Special Info.	REQ TOYOTA

Includes


- Pick Up/Drop Off Date and time
- Rental Location
- Car Type
- Confirmation Number
- Phone # of rental location
- Rate
- Corporate ID
- Frequent Renter ID
- Special Requests and Information

Hotel:

 THE BEVERLY HILTON 9876 Wilshire Boulevard ,Beverly Hills CA 90210 ,US			
Check-in	Sat Jun 13, 2015 Time 3:00 PM	Check-out	Fri Jun 19, 2015 Time 12:00 PM
Status	Confirmed	Duration	6 nights
Phone	1-310-274-7777	Guests	1
Fax	1-310-285-1313	Rooms	AARP MEMBER SAVINGS,PLUS 2PM LATE CHCKOUT BASED UPON AVAILABILITY
Name	HART KATHLEEN MS	Rate	USD309.00
Confirmation	3184946269	Guarantee	VI4000000000001111EXP0815
Corporate Discount	AA1234	Frequent Guest ID	355048278
Special Info.	NEED EARLY CHECK IN		
Cancellation Policy	CANCEL BEFORE 12AM 13JUN15		

- Includes**
- Check-in and Duration
 - Phone and Fax
 - Room/Rate Description
 - Rate
 - Confirmation Number
 - Guaranteed Arrival
 - Corporate ID
 - Frequent Guest ID
 - Special Information
 - Cancellation Policy

Limo:

 NEWARK AIRPORT 95 ROUTE 17 PARAMUS NJ 07652			
Date	Fri Jun 19, 2015 11:04 PM	Company	FLYTE TIME
Rate	\$100.00TOTAL	Telephone	800-920-5466
Confirmation	A5698VX		
Remarks	FLYTE TIME - TEL 800-920-5466 CONF:A5698VX / RATE:\$100.00/TOTAL PICK UP: NEWARK AIRPORT AT 1104P DROP OFF: 95 ROUTE 17 PARAMUS NJ 07652 DRIVER WILL MEET AT BAGGAGE CLAIM.		

- Includes**
- Pick up and Drop of location
 - Date and time
 - Company Name and Telephone Number
 - Rate
 - Confirmation number
 - Additional Remarks

Direct2U Itinerary Solution

Ticket and Invoice Section

Example - Single ticket issued, point of sale Service Fee applies.

Invoice/ticket information for CARRIE COMMAND				
Client Reference: COST CENTER 12345				
Ticket:	0161234567890	Invoice:	654321	Amount: \$644.00
Payment:	VXXXXXXXXXXXX8705	Date:	20-Feb-2018	
Service Fee:	8909876543211	Date:	20-Feb-2018	Amount: \$30.00
Payment:	VXXXXXXXXXXXX8705			
		Total:		\$674.00

Traveler Name and Client Reference data (if applicable)

Ticket details

Service Fee details (if applicable)

Total charges



Direct2U Itinerary Solution

Example – Outbound flight is on United, return is on American. Separate tickets issued.

Invoice/ticket information for CARRIE COMMAND					
Client Reference: SALES MEETING					
Ticket:	0161234567890	Invoice:	654321	Amount:	\$322.00
Payment:	VXXXXXXXXXXXX8705	Date:	20-Feb-2018		
Ticket:	0011234567891	Invoice:	654321	Amount:	\$326.00
Payment:	VXXXXXXXXXXXX8705	Date:	20-Feb-2018		
				Total:	\$648.00

Details for United ticket

Details for American ticket

Total for both Tickets



Direct2U Itinerary Solution

Exchange Transactions

Direct2U offers the flexibility to display the ticket information for exchanges two different ways depending on the needs of our clients:

1. Display the *original* ticket transaction as well as the *exchange* transaction, and provide a running total cost for the trip.
2. Display the *exchange transaction only*.

Examples of both methods are below.

Scenario - Ticket was issued 08May for \$413.00. The outbound flight was changed on 20May, and the cost of the new ticket was \$463.00. The airline charged a \$200.00 change penalty.

Example containing both the original ticket transaction and the exchange.

Invoice/ticket information for CARRIE COMMAND					
Client Reference: COST CENTER 98765					
Ticket:	0161234567890	Invoice:	654398	Amount:	\$413.00
Payment:	VXXXXXXXXXXXX8705	Date:	08-May-2018		
Ticket:	0160987654321	Invoice:	024466849	Amount:	\$463.00
Exch Ticket:	0161234567890			Amount:	-\$413.00
Penalty:					\$200.00
Total Charge:					\$250.00
Payment:	VXXXXXXXXXXXX1234	Date:	20-May-2018		
				Total:	\$663.00

Details for the original ticket issued 08May display above the gray line

New ticket

- Original/Exchanged ticket

+ Airline Change Penalty

= Total charge to change the ticket

Total charges for the trip



Direct2U Itinerary Solution

Example containing the exchange transaction only.

Invoice/ticket information for CARRIE COMMAND						
Ticket:	0160987654321	Invoice:	024466849	Amount:	\$463.00	New ticket
Exch Ticket:	0161234567890			Amount:	-\$413.00	- Original/Exchanged ticket
Penalty:					\$200.00	+ Airline Change Penalty
Total Charge:					\$250.00	= Total charge to change the ticket
Payment:	VXXXXXXXXXXXX1234	Date:	20-May-2018			
				Total:	\$250.00	= Total charge to change the ticket



Itinerary Features Online Version

When you click on the grey bar “Click to view your Direct Itinerary online”, your itinerary will open in your web browser. (Note: When you receive your email you may need to select “click here to download pictures” within the message in order to see the grey bar.)

This online version of your itinerary contains all of the same travel segment information that you see on your emailed itinerary. It also contains:

- Links to the airline’s website for baggage allowance information and flight check in
- Currency converter
- Flight status
- Map of departing airport or hotel location
- Weather for destination

Example of online itinerary containing flights and hotel:

Direct Travel Travel at the speed of change SM

Welcome **HART KATHLEEN M**

New York City to Los Angeles
Jun 13, 2015
 Los Angeles
Jun 13, 2015
 Los Angeles to Newark
Jun 19, 2015

Check your baggage allowance
 United Airlines [Find out more](#)

Check in
 United Airlines check-in [Check in](#)

Currency convertor
 From:
 Amount:
 To:

UA 443	NEW YORK CITY New York John F Kennedy (JFK)	LOS ANGELES Los Angeles (LAX)
Departure	Sat Jun 13, 2015 8:25 AM	Arrival Sat Jun 13, 2015 11:29 AM
Terminal	T7	Terminal T7
Class	ECONOMY	Seat
Status	Confirmed	Airline check
Special Requests	Low Fat Meal	Frequent Traveler
Equipment	Boeing 757-200	Duration
Check-in ▶	<input checked="" type="checkbox"/>	Baggage ▶
More flight information ▶		

To view details for a different travel segment, select the segment in the itinerary banner at the top.



Scroll down the page to view flight status, map of departing airport or hotel, weather for destination:

✈ Flight status

Status	Scheduled
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We have received no reports of any delays to your flight. Please check airport screens for more information

Expected departure	8:20 AM
Estimated arrival	11:35 AM (Aug 20, 2016)

📍 Map of New York John F Kennedy

Map | Satellite

JetBlue Terminal 5

John F. Kennedy International Airport

Rockaway Blvd

Cross Bay Blvd

Inwood

Map data ©2016 Google | Terms of Use | Report a map error

☁ Weather in Los Angeles

Forecast for	Description	Max	Min	Wind
Sunday 12 June 2016	partlycloudy	21°C (69°F)	15°C (59°F)	light
Monday 13 June 2016	partlycloudy	21°C (69°F)	14°C (57°F)	moderate
Tuesday 14 June 2016	partlycloudy	22°C (71°F)	14°C (57°F)	light