“Look but Don’t Book”

Use the Trip Search to build cost estimates for the trip by viewing available flights, hotel rooms, and car rentals. This function is also used to capture the business-only cost comparison to attach to the Request when taking personal time in conjunction with UA business travel.

1. Search for available round trip, one way, and multi-city flights
   a. If flight includes a layover longer than 4 hours, use multi-city search option
   b. Select “Pick-up/Drop-off car at airport” to add rental car to search
   c. Select “Find a Hotel” to add hotel to search
2. Enter dates, destinations, and times in booking tool
3. Search for only car rental, hotel, or train by selecting the associated icon
1. **Top Matrix** – Filter by airline or number of stops
2. **Left Filter Fields** – Filter search by flight times, prices, and airports
   a. Open “Change Search” to adjust dates, times, and locations
   b. Change departure times to “Anytime” to search for all available flights (highly recommended for all airfare searches)
3. **Shop by Fares** – Lists flight results by price (outbound and inbound combined if round trip)
4. **Shop by Schedule** – Choose outbound and inbound flights independently
5. **Flight Number Search** – Find a specific flight (especially helpful when trying to find the same flight listed on an airline’s website)
6. “More fares/details” – View full itinerary details
7. “Select” the flight to access a print-friendly version of the chosen itinerary