

How to Log In to E-Travel Online

- 1 Enter the URL in your Internet browser:
<https://dof.doa.alaska.gov/dof/sabre/login>
- 2 Enter your State of Alaska Enterprise User ID (LDAP) and Password information.
- 3 Click [Login].

How to Book a Trip for a Traveler

- 1 Click on the traveler's name (Ex: Bear, Vernon)



The traveler's tab is displayed with the traveler's name.

- 2 Select the check boxes to include hotel and/or car.
- 3 Select your search preference: Search by Schedule or Search by Price.
- 4 Click in the appropriate radio button for a Round Trip, One Way, or Multiple Cities booking.
- 5 Enter the airport codes or city names for your travel in the **From** and **To** fields.
- 6 Enter/select the dates and time preferences for your travel.
- 7 Select refundable or non-refundable from the drop down list.
- 8 Select the desired flights from your complete itinerary options to add to the itinerary. If the desired flights are not listed, select [Search by schedule](#) [Search by Schedule] for more options.
- 9 Select seating for each flight.

- 10 If trip includes hotel, the hotel search screen will appear.

- 11 Click [View rates] next to desired hotel. Click [Select] next to desired room rate and room type. Click [Select room] after reviewing the details and cancellation policy.

- 12 If trip includes a rental car, the car search screen will appear. Select preferences and click [Express booking] or [Search]. If selecting Search Now, select the rate under the desired car type to add to itinerary. Express booking will automatically add the preferred car type at the lowest contract rate available.

- 13 Review [Fare rules](#) [Fare Rules] for your selected itinerary under each flight segment.

- 14 Complete all the required fields in the Reporting Information Tab.

- 15 To utilize an unused ticket, insert into the special instruction box.

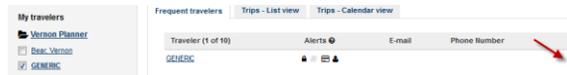
- 16 Review the Trip and Checkout Page prior to clicking the [Purchase Trip] button.

How to Assign or Remove A Frequent Traveler

1. Check or uncheck the boxes to assign or remove travelers from the Frequent Traveler Tab.



Note: You can also click on the icon to remove travelers from the Frequent Travelers Tab.



How to Modify or Cancel an Itinerary

- 1 From the E-Travel Online user home page, click on the Trips Tab.
- 2 Select the itinerary from the Manage trips tab or click on View All Trips and select the itinerary to view. Select the [Change this flight] option to modify air, car, and hotel.
- 3 Select [Cancel Trip] at the bottom of the itinerary to cancel the entire trip. To cancel hotel or car, select the remove option next to the reservation.

How to Update Your Travel Preferences

- 1 From the E-Travel Online user home page, click the Profile Tab and select the air, car, or hotel preferences link.
- 2 Review and update the air, car, and hotel Travel Preferences as necessary prior to booking the trip.

Where to Find Help

- 1 Select the link [Share your feedback] at the bottom of the E-Travel Online pages.
- 2 The Site feedback page includes:
 - Technical Assistance
 - Comments
- 3 Select the appropriate drop down item and in the box, insert your request.