E-Travel Online
Quick Reference Guide
For Self Booking Travelers

How to Log In to E-Travel Online

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

How to Book a Trip

1. Select the check boxes to include hotel and/or car.
2. Select your search preference: Search by Schedule or Search by Price.
3. Click in the appropriate radio button for a Round Trip, One Way, or Multiple Cities booking.
4. Enter the airport codes or city names for your travel in the ***From*** and ***To*** fields.
5. Enter/select the dates and time preferences for your travel.
6. Select refundable or non-refundable from the drop down list.
7. 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.
8. Select seating for each flight.
9. If trip includes hotel, the hotel search screen will appear.
10. Click [View rates] [View rates] next to desired hotel. Click [Select] [Select] next to desired room rate and room type. Click [Select room] [Select room] after reviewing the details and cancellation policy.
11. If trip includes a rental car, the car search screen will appear. Select preferences and click [Express booking] [Express booking] or [Search] [Search]. If selecting Search Now, select the rate under the desired car type to add to itinerary. Express booking will automatically add your preferred car type at the lowest contract rate available.
12. Review [Fare rules] [Fare Rules] for your selected itinerary under each flight segment.
13. Complete all the required fields in the Reporting Information Tab.
14. To utilize an unused ticket, insert into the special instruction box. If purchasing itinerary, see Step 15.
15. Review the Trip and Checkout Page prior to clicking the [Purchase Trip] [Purchase Trip] button.

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.

How to Modify or Cancel an Itinerary

1. From the E-Travel Online user home page, click on the Manage 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] [Change this flight] option to modify air, car, and hotel.
3. Select [Cancel trip] [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.

Where to Find Help

1. Select the link [Share your feedback] [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.