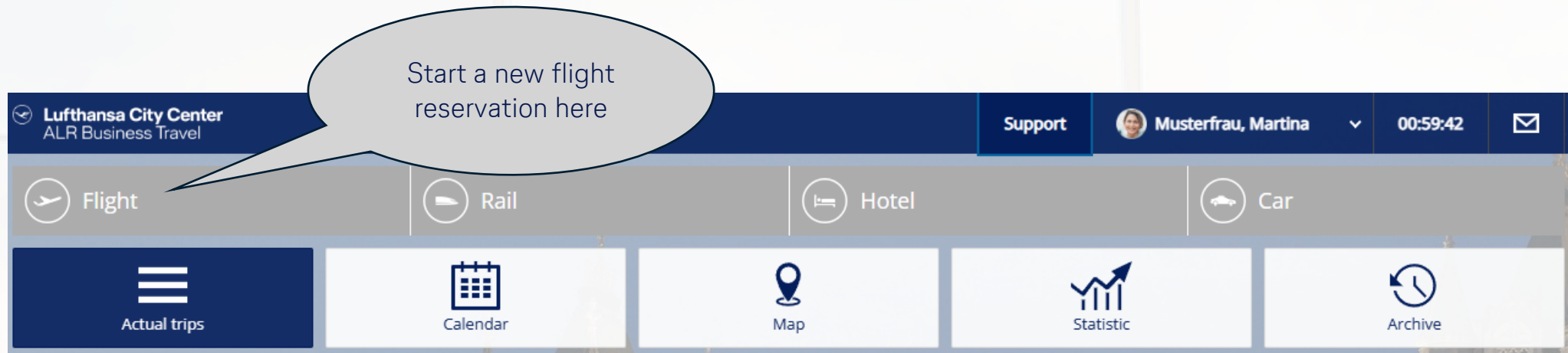




Flight reservation

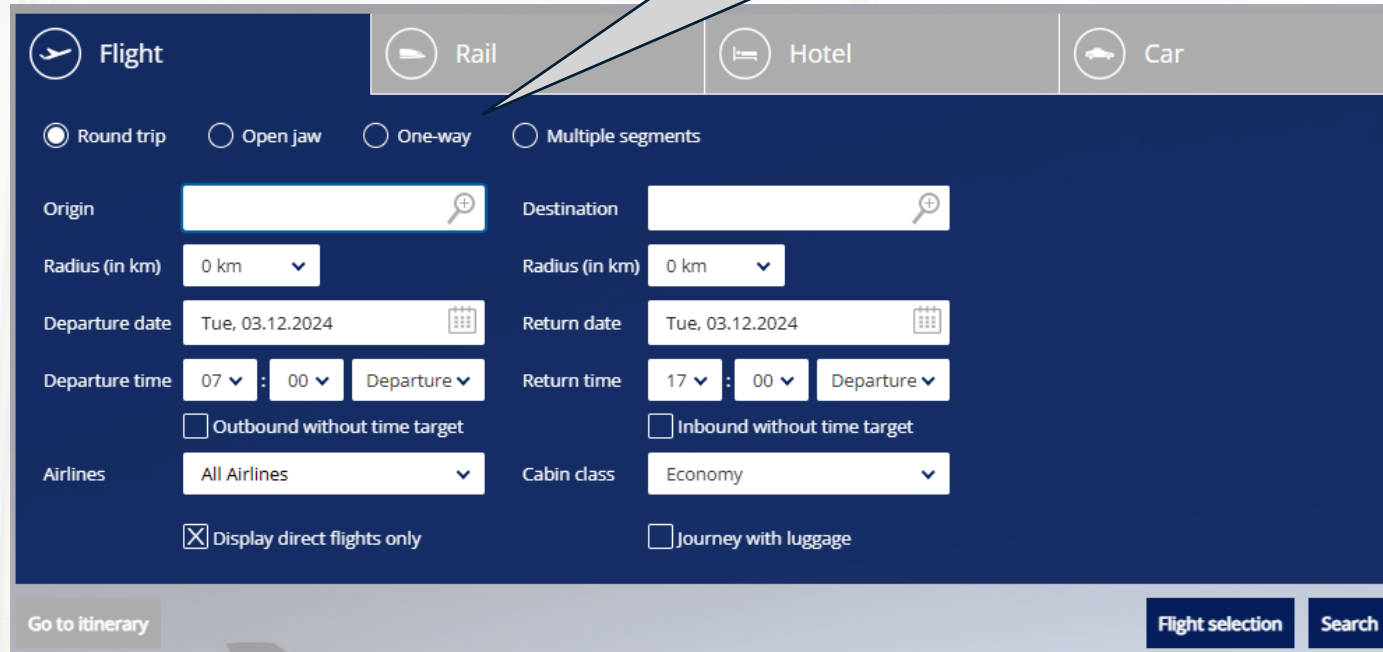
Start flight reservation



The selection shows:

- yourself
- the travellers who have selected you as a travel arranger
- as a travel manager, use the magnifying glass to search for the traveller you want to book for

Flight input mask

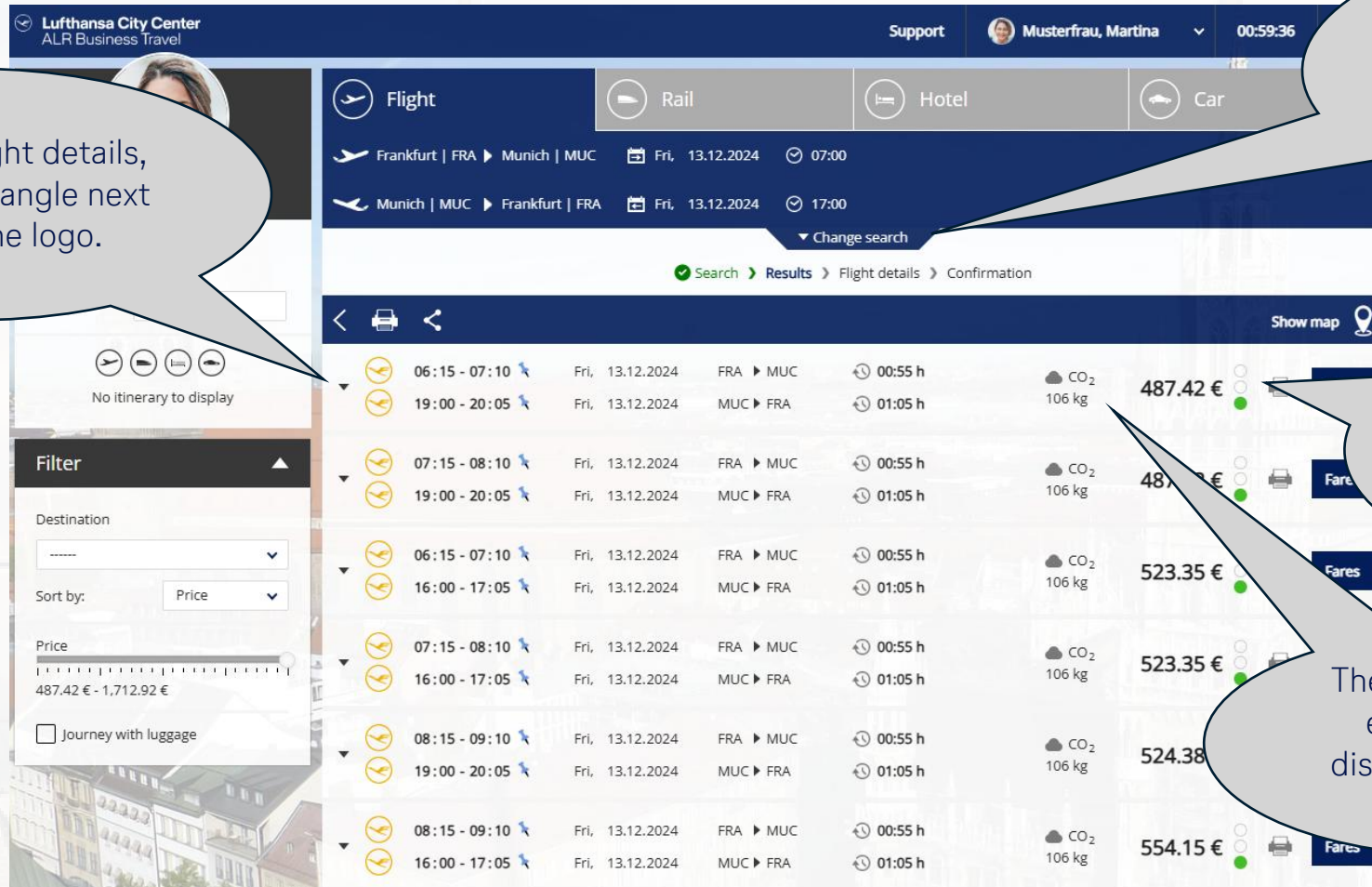


Enter your flight search preferences here.

Once you have entered all your preferences, click "Search".

- At the beginning of the query, determine whether you want to book a round trip, a open jaw flight or a one-way flight.
- The flight search considers a time window of -1/+2 hours as standard.
- If you select "Outbound without time target" and/or "Inbound without time target", you will be shown all available flights during the day.
- If you delete the x next to "Display direct flights only", you will receive a larger number of search results.
- For multiple segment trips, you have the option of planning your preferred route online. To get the best price, simply send your request as a travel agency request to your Business Travel Team.

The flight vacancy display



The screenshot shows the Lufthansa City Center ALR Business Travel interface. At the top, there's a header with the company logo, user name 'Musterfrau, Martina', and time '00:59:36'. Below this is a navigation bar with tabs for 'Flight', 'Rail', 'Hotel', and 'Car'. The 'Flight' tab is active, showing search results for Frankfurt | FRA to Munich | MUC on Friday, 13.12.2024. The results are displayed in a table with columns for flight times, dates, routes, durations, CO2 emissions, and prices. A filter sidebar on the left allows users to adjust search parameters like destination and price. Callouts provide additional context: one points to the airline logo in the results, another to the 'Change search' button, and others to the traffic light indicator and CO2 emissions column.

Flight Search Results:

Flight Time	Date	Route	Duration	CO ₂ Emissions	Price
06:15 - 07:10	Fri, 13.12.2024	FRA ► MUC	00:55 h	106 kg	487.42 €
19:00 - 20:05	Fri, 13.12.2024	MUC ► FRA	01:05 h	106 kg	487.42 €
07:15 - 08:10	Fri, 13.12.2024	FRA ► MUC	00:55 h	106 kg	487.42 €
19:00 - 20:05	Fri, 13.12.2024	MUC ► FRA	01:05 h	106 kg	487.42 €
06:15 - 07:10	Fri, 13.12.2024	FRA ► MUC	00:55 h	106 kg	523.35 €
16:00 - 17:05	Fri, 13.12.2024	MUC ► FRA	01:05 h	106 kg	523.35 €
07:15 - 08:10	Fri, 13.12.2024	FRA ► MUC	00:55 h	106 kg	523.35 €
16:00 - 17:05	Fri, 13.12.2024	MUC ► FRA	01:05 h	106 kg	523.35 €
08:15 - 09:10	Fri, 13.12.2024	FRA ► MUC	00:55 h	106 kg	524.38 €
19:00 - 20:05	Fri, 13.12.2024	MUC ► FRA	01:05 h	106 kg	524.38 €
08:15 - 09:10	Fri, 13.12.2024	FRA ► MUC	00:55 h	106 kg	554.15 €
16:00 - 17:05	Fri, 13.12.2024	MUC ► FRA	01:05 h	106 kg	554.15 €

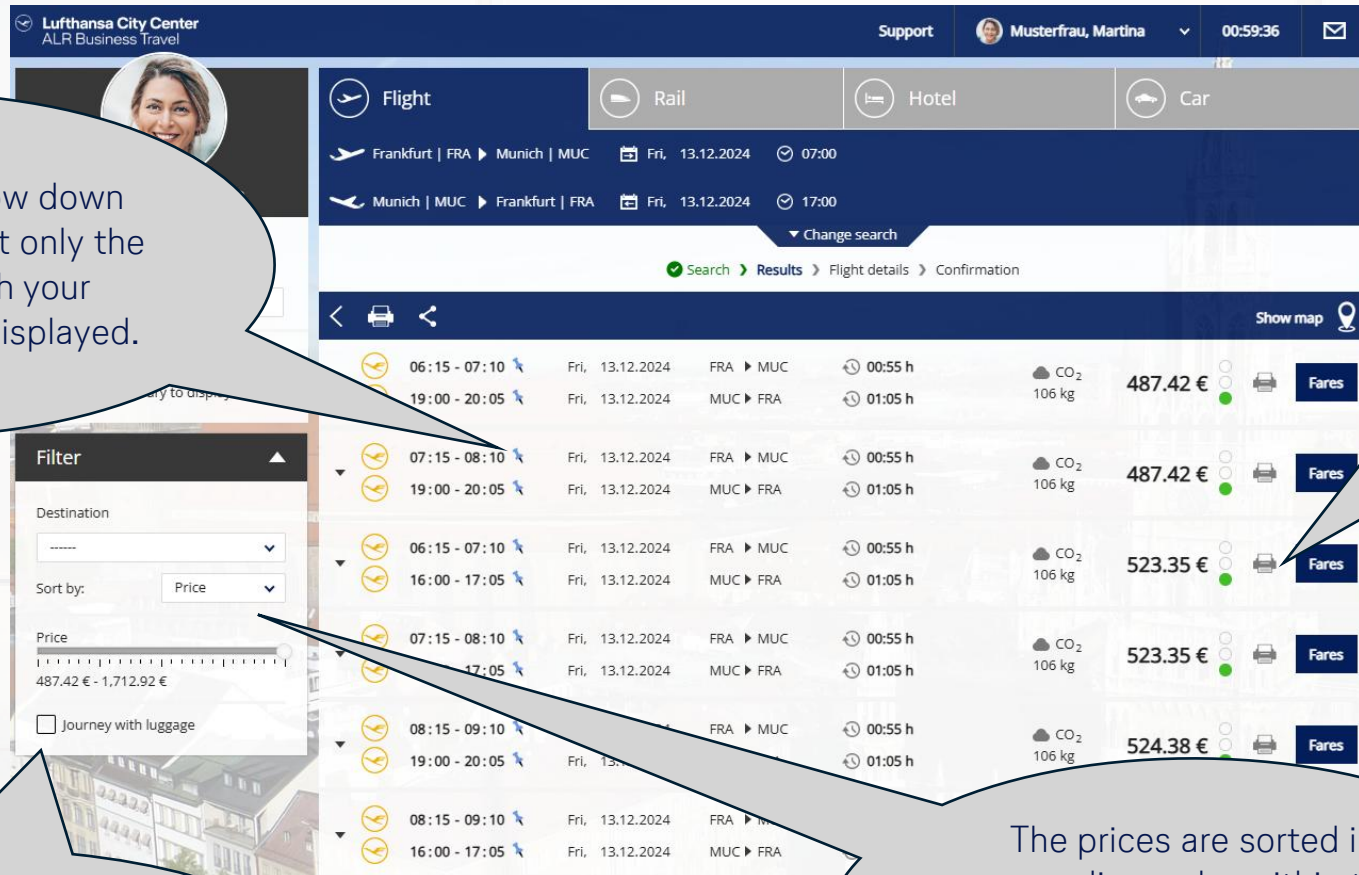
To see the flight details, click on the triangle next to the airline logo.

If the search does not deliver the desired results directly, you can adjust the query parameters using “Change search”.

The traffic light tells you whether the fare shown is within your travel policy.

The resulting CO₂ emissions are displayed for each flight.

Useful functions for the flight vacancy display



The screenshot shows the Lufthansa City Center ALR Business Travel interface. At the top, there's a header with the company logo, user name 'Musterfrau, Martina', and time '00:59:36'. Below this is a navigation bar with tabs for 'Flight', 'Rail', 'Hotel', and 'Car'. The 'Flight' tab is active, showing search results for Frankfurt (FRA) to Munich (MUC) on Friday, 13.12.2024. The results are displayed in a table with columns for flight times, dates, routes, durations, CO2 emissions, and prices. A 'Filter' sidebar is open on the left, showing options to filter by destination, sort by price, and a price range slider. A 'Journey with luggage' checkbox is also present. Callouts explain the 'pin' icon for narrowing results, the 'Fares' button for saving/printing, the 'Journey with luggage' checkbox, and the sorting options.

Flight	Date	Route	Duration	CO2	Price	Action
06:15 - 07:10	Fri, 13.12.2024	FRA ► MUC	00:55 h	106 kg	487.42 €	Fares
19:00 - 20:05	Fri, 13.12.2024	MUC ► FRA	01:05 h	106 kg	487.42 €	Fares
07:15 - 08:10	Fri, 13.12.2024	FRA ► MUC	00:55 h	106 kg	487.42 €	Fares
19:00 - 20:05	Fri, 13.12.2024	MUC ► FRA	01:05 h	106 kg	487.42 €	Fares
06:15 - 07:10	Fri, 13.12.2024	FRA ► MUC	00:55 h	106 kg	523.35 €	Fares
16:00 - 17:05	Fri, 13.12.2024	MUC ► FRA	01:05 h	106 kg	523.35 €	Fares
07:15 - 08:10	Fri, 13.12.2024	FRA ► MUC	00:55 h	106 kg	523.35 €	Fares
17:05	Fri, 13.12.2024	MUC ► FRA	01:05 h	106 kg	523.35 €	Fares
08:15 - 09:10	Fri, 13.12.2024	FRA ► MUC	00:55 h	106 kg	524.38 €	Fares
19:00 - 20:05	Fri, 13.12.2024	MUC ► FRA	01:05 h	106 kg	524.38 €	Fares
08:15 - 09:10	Fri, 13.12.2024	FRA ► MUC	00:55 h	106 kg	524.38 €	Fares
16:00 - 17:05	Fri, 13.12.2024	MUC ► FRA	01:05 h	106 kg	524.38 €	Fares

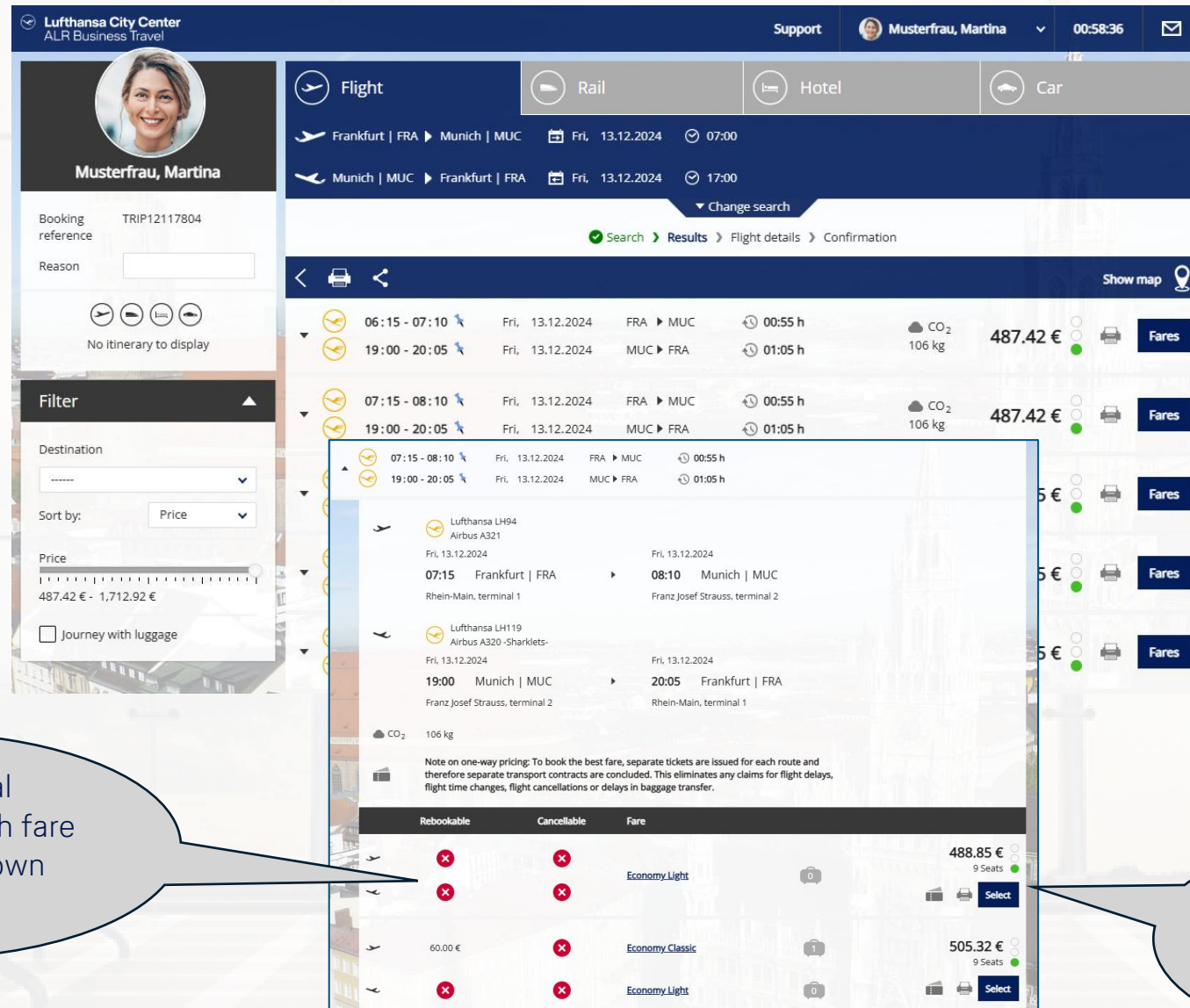
Use the pin to narrow down the results list so that only the combinations with your preferred flight are displayed.

Send a selection of flights by email or print the results list as a PDF by marking the desired flight connections here and then saving them as a PDF document, printing it or sending it by email using the  symbol in the header.

Only display fares that include luggage.

The prices are sorted in ascending order within the time frame. You can change the sorting here (for example by duration).

Fare selection



The screenshot displays the Lufthansa City Center website interface. At the top, the user is logged in as 'Musterfrau, Martina' with a support link and a clock showing 00:58:36. The main navigation bar includes 'Flight', 'Rail', 'Hotel', and 'Car'. The flight search results show a round trip from Frankfurt (FRA) to Munich (MUC) on Friday, 13.12.2024, with departure at 07:00 and arrival at 17:00. The search results are filtered by 'Price' and show a range from 487.42 € to 1,712.92 €. A 'Filter' sidebar on the left allows users to select destinations and sort by price. The main content area displays a list of flight options, including Lufthansa LH94 (Airbus A321) and Lufthansa LH119 (Airbus A320 - Sharklets). A detailed view of the selected flight shows the itinerary: Frankfurt (FRA) to Munich (MUC) on Friday, 13.12.2024, with a departure time of 07:15 and arrival at 08:10. The fare is 487.42 €. Below the flight details, a table shows the fare conditions for different fare types: Economy Light, Economy Classic, and Economy Light. The table includes columns for 'Rebookable', 'Cancellable', and 'Fare'. The 'Economy Light' fare is selected, showing a price of 488.85 € and 9 seats. The 'Economy Classic' fare is also shown, with a price of 505.32 € and 9 seats. The 'Economy Light' fare is highlighted with a blue border.

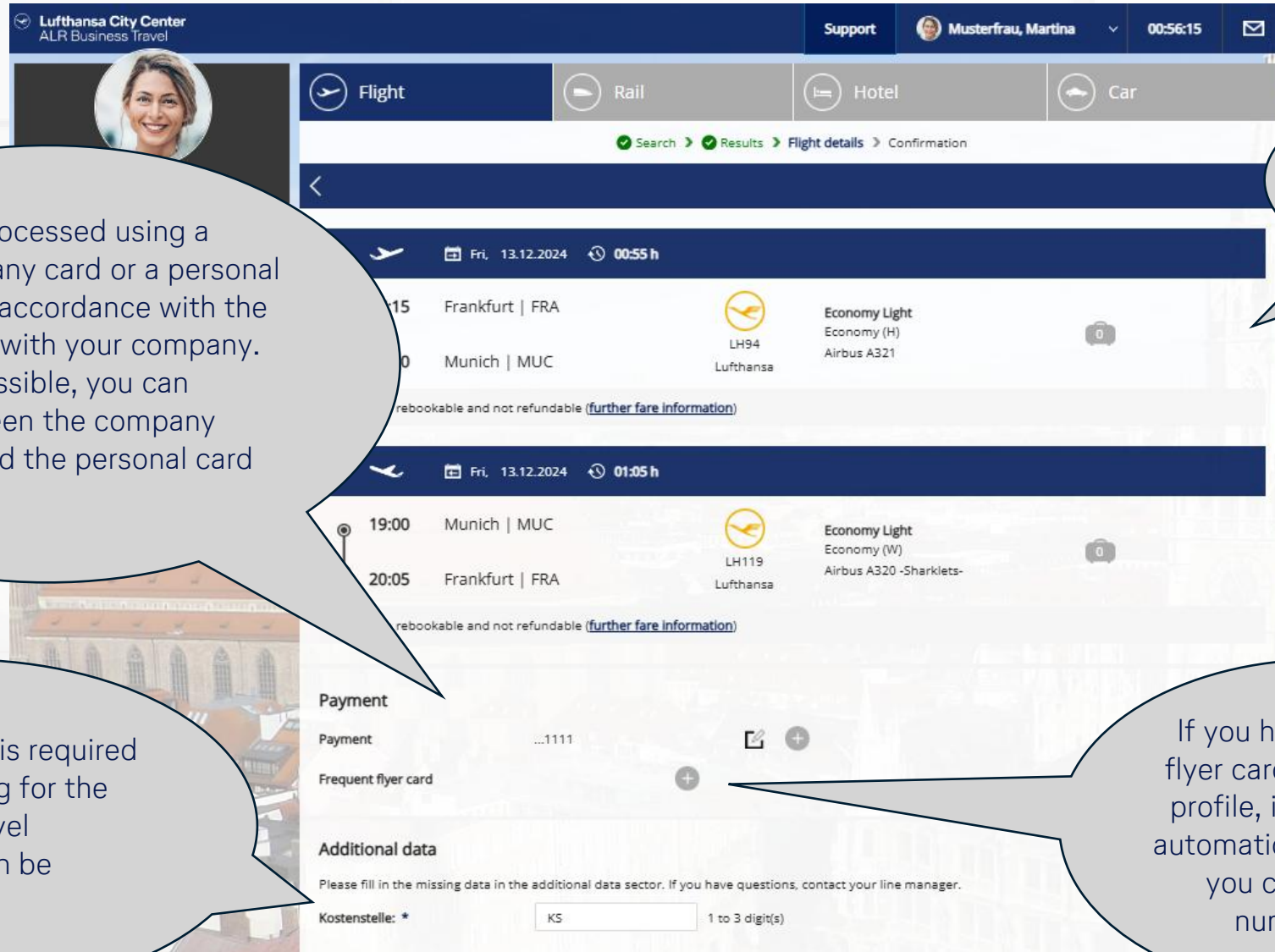
Rebookable	Cancellable	Fare	Price	Seats
✗	✗	Economy Light	488.85 €	9 Seats
✗	✗	Economy Classic	505.32 €	9 Seats
✗	✗	Economy Light	488.85 €	9 Seats

Once you have chosen a flight connection, click on "Fares".

The individual conditions of each fare will then be shown graphically.

Select the fare you would like to book here.

Booking completion page (1/2)



Lufthansa City Center
ALR Business Travel

Support  Musterfrau, Martina  00:56:15 

 Flight  Rail  Hotel  Car

 Search  Results  Flight details  Confirmation



  Fri, 13.12.2024  00:55 h

15 Frankfurt | FRA  Economy Light
0 Munich | MUC LH94 Economy (H)
Lufthansa Airbus A321

rebookable and not refundable ([further fare information](#))

  Fri, 13.12.2024  01:05 h

19:00 Munich | MUC  Economy Light
20:05 Frankfurt | FRA LH119 Economy (W)
Lufthansa Airbus A320 -Sharklets-

rebookable and not refundable ([further fare information](#))

Payment

Payment ...1111  

Frequent flyer card 

Additional data

Please fill in the missing data in the additional data sector. If you have questions, contact your line manager.

Kostenstelle: * 1 to 3 digit(s)

Payment is processed using a central company card or a personal credit card in accordance with the terms agreed with your company. If both are possible, you can choose between the company credit card and the personal card here.

You can book a seat and/or baggage here (fees may apply depending on the fare selected).

If additional data is required in your accounting for the processing of travel expenses, this can be entered here.

If you have a frequent flyer card stored in your profile, it will be added automatically. Otherwise, you can enter the number here.

Booking completion page (2/2)

 **Musterfrau, Martina**

Booking reference: TRIP12117804

Reason:

No itinerary to display

Contact details

Please select how the airline shall contact you in case of irregular flight operations and disruptions:

☐ No contact

☒ Contact by phone

☒ Contact by email address

0049 89 777 779

yvonne.vennemann@gn

Additional terms and conditions

Note on one-way pricing: To book the best fare, separate tickets are issued for each route and therefore separate transport contracts are concluded. This eliminates any claims for flight delays, flight time changes, flight cancellations or delays in baggage transfer.

Luggage conditions

Carry On Hand Baggage: Size: Max Length - 118cm Weight: 8kg Max Pieces: 1

Checked Baggage: Size: Max Length - 158cm Weight: 23kg Max Pieces: 0

Credit Card Fee Outbound	8.41 €
Outbound flight full price:	293.41 €
Credit Card Fee Return	5.60 €
Inbound flight full price:	195.44 €
Total price:	488.85 €

Travel Agency request Park booking **Firm booking**

Here you can specify whether and how the airline may contact you in the event of flight irregularities and for pre-travel information.

Here you will find the airline's luggage conditions for the selected fare.

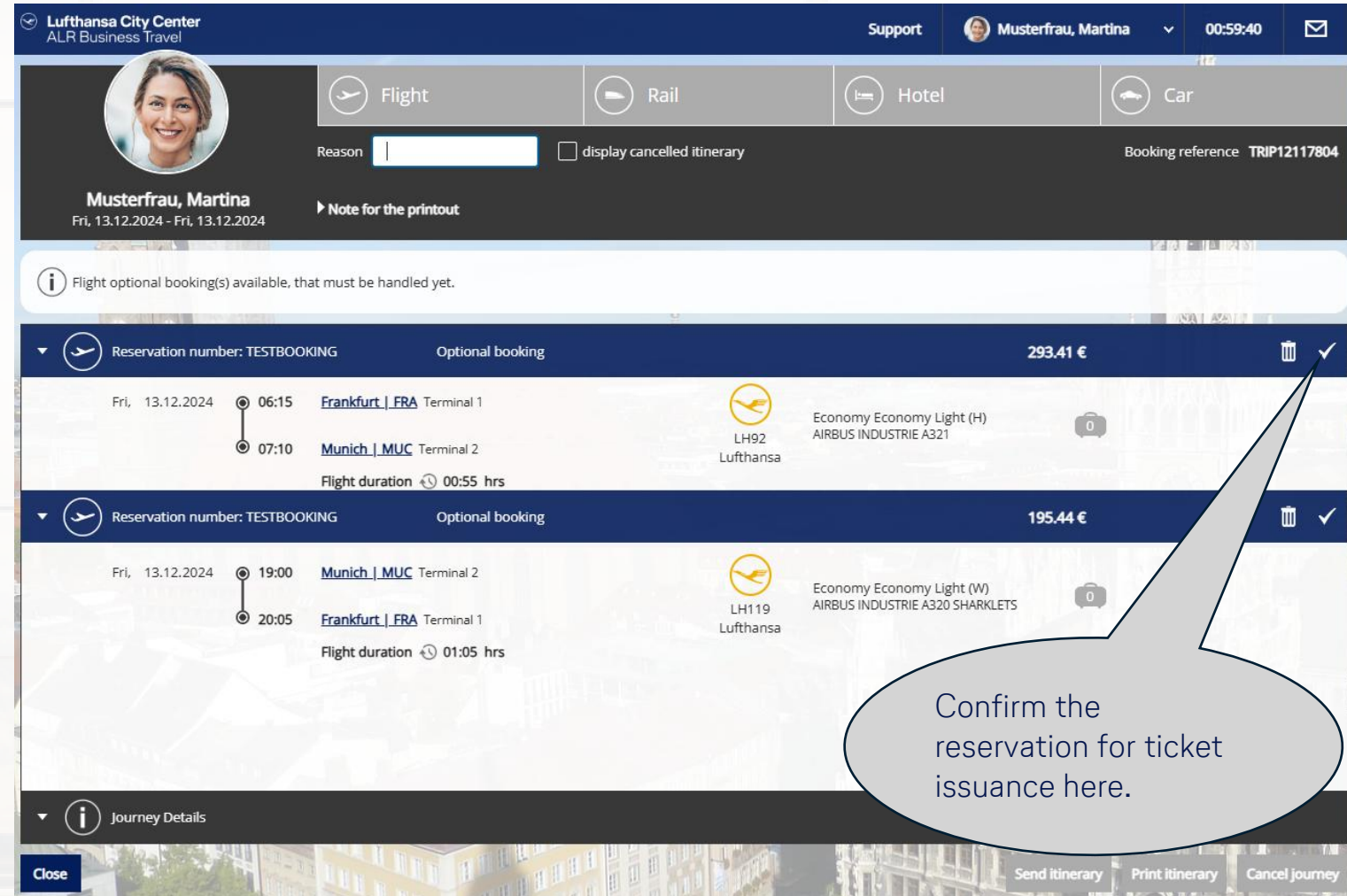
Complete the booking.

You have 3 options for completing your booking:

- Binding booking → the electronic ticket is issued immediately.
- Park booking → place a non-binding option on your desired flight
- Travel Agency request → for more complex requests and special requirements, you can use this function to contact your Business Travel Team.

The „Parking“ Function – non-binding flight reservation

- You can park your desired flight on the day of booking free of charge and without obligation.
- To book the option bindingly, go to the trip and confirm the reservation for ticket issuance.
- If the option has not been confirmed by 4 p.m., the person placing the order will receive an email notification as a reminder.
- If you do not confirm the flight option within the opening hours of your Business Travel Team, the reservation will be canceled automatically and free of charge.



The screenshot displays the Lufthansa City Center ALR Business Travel interface. At the top, the user is logged in as 'Musterfrau, Martina' with a support icon and a clock showing 00:59:40. The main navigation bar includes 'Flight', 'Rail', 'Hotel', and 'Car' options. Below this, a 'Reason' input field and a checkbox for 'display cancelled itinerary' are visible, along with the booking reference 'TRIP12117804'. A profile picture of Martina Musterfrau is shown with the dates 'Fri, 13.12.2024 - Fri, 13.12.2024' and a 'Note for the printout' link.

A message states: 'Flight optional booking(s) available, that must be handled yet.' Below this, two flight reservation options are listed:

- Reservation number: TESTBOOKING** (Optional booking) - Price: 293.41 €
 - Flight 1: Frankfurt | FRA Terminal 1 (06:15) to Munich | MUC Terminal 2 (07:10). Flight duration: 00:55 hrs. Aircraft: LH92 Lufthansa, Economy Economy Light (H), AIRBUS INDUSTRIE A321.
- Reservation number: TESTBOOKING** (Optional booking) - Price: 195.44 €
 - Flight 2: Munich | MUC Terminal 2 (19:00) to Frankfurt | FRA Terminal 1 (20:05). Flight duration: 01:05 hrs. Aircraft: LH119 Lufthansa, Economy Economy Light (W), AIRBUS INDUSTRIE A320 SHARKLETS.

At the bottom, there is a 'Journey Details' section with a 'Close' button and links for 'Send Itinerary', 'Print Itinerary', and 'Cancel Journey'. A callout bubble points to the confirmation icons (checkmarks) next to the flight options, stating: 'Confirm the reservation for ticket issuance here.'



Contact

**Do you have any questions or suggestions
regarding onesto?**

The Online Solutions Team is happy to assist you.

☎ +49 89 286611 – 600

✉ onlinesolutions@lcc-alr.de

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