

How to Book with Travel Inc.

The number one complaint using the Univ. of Wisconsin system travel agent is price, i.e. it is not the same as what you can find using online services. This document should help.

1. Book your ticket early.
2. When you contact the travel agent, email them with a screen shot of your preferred flights. They can book all the major airlines including Southwest.
3. Check your email often. When you receive an email from Travel Inc., PHONE into the agency and book the ticket with your credit card.

The travel agents will search the database with the parameters you give them. Many of the inexpensive flights are early in the morning, e.g. 6 a.m. or later in the evening, e.g. 11:00 p.m. The more restrictions you give them, the more expensive you make your ticket.

If you just ask them to book your travel you might not receive the best price as they use the defaults in the system.

Example 1:

I used Travel Inc. to request travel to the DNP using the default filters:

LSE - MSY

Depart: Thu, 10/27/2022

Return: Sun, 10/30/2022

Finalize Trip

Previous Searches

Previous Searches

Load

Change Flight Search

From

LSE - La Crosse Airport - La Crosse, WI

Find an airport | Select multiple airports

To

MSY - New Orleans Louis Armstrong Intl Airport - Ne

Find an airport | Select multiple airports

Depart

10/27/2022

dep

08:00 arr

± 4

Return

10/30/2022

dep

04:00 prr

± 4

Class

Economy class

Search by

Price

☐ Specify a carrier

☒ Flights w/ no double connections

Search

Depart - Thu, Oct 27

Return - Sun, Oct 30

LA CROSSE, WI TO NEW ORLEANS, LA

THU, OCT 27 - SUN, OCT 30

Show as USD

Hide matrix

Print / Email

All

1 results

American Airlines

Preferred

1 stop

1 results

1,094.09

1 results

Unused tickets available

3 tickets

3 tickets

Selected Fare

American Airlines¹

06:08a LSE → 12:17p MSY 1 stop ORD 6h 09m

01:15p MSY → 08:42p LSE 1 stop ORD 7h 27m

¹ American Airlines 3929 / 3623 operated by Envoy Air As American Eagle

Remove

\$1,094.09

Preferred Airline for Wisconsin Universities

Show all details

Shop by Fares

Shop by Schedule

Please note: the order and content of the search results reflect your company policies.

Restricted Basic Economy Airfares - The airlines are now offering Basic Economy tickets which are not shown in Concur. Travelers who book these tickets should be aware that these fares are very restrictive and must call an agent to book.

Need technical assistance?

Call TI Online Technical Support - 866-738-6444

Flight Number Search

Search

Sorted By

Relevance

Most Connections

Displaying: 1 out of 1 results.

Then I searched Travelocity and found:

American Airlines · LSE → MSY > American Airlines · MSY → LSE > Review your trip

Change flightChange flight

✓

No change fees for all flights

You can change these flights without paying a fee if plans change. Because flexibility matters.

La Crosse to New Orleans

American Airlines · Thu, Oct 27

6:08am - 12:17pm

6h 9m (1 stop)

2h 24m in Chicago (ORD)

Show details

Fare: Main Cabin

Change fare

Change flight

New Orleans to La Crosse

American Airlines · Sun, Oct 30

5:59am - 2:17pm

8h 18m (1 stop)

4h 30m in Chicago (ORD)

Show details

Fare: Main Cabin

Change fare

Change flight

Bags

✓ Personal item included

✓ Carry-on bag included

🕒 1st checked bag for a fee

Bags for this flight must be purchased through the airline after booking.

Price summary

Traveler 1: Adult

\$796.20

Flight

\$696.74

Taxes and fees

\$99.46

Trip total

\$796.20

Rates are quoted in US dollars

Check out

🕒

Free cancellation

There's no fee to cancel within 24 hours of booking.

Using this information, I refined my Travel Inc. search since the default one did not include the earlier return flight.

This same ticket is less expensive on Travel Inc. and gives me an even less expensive option.

Finalize Trip

Previous Searches

Change Flight Search

Depart - Thu, Oct 27

Return - Sun, Oct 30

Price

Display Settings

Airport Filters

Hide matrix

Print / Email

All

2 results

1 stop

2 results

Unused tickets available

3 tickets

Shop by Fares

Shop by Schedule

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Restricted Basic Economy Airfares - The airlines are now offering Basic Economy tickets which are not shown in Concur. Travelers who book these tickets should be aware that these fares are very restrictive and must call an agent to book.

Need technical assistance?

Call TI Online Technical Support - 866-738-6444

Flight Number Search

Sorted By: Policy - Most Compliant

Displaying: 2 out of 2 results.

American Airlines

02:48p LSE → 06:58p MSY 1 stop ORD 4h 10m \$485.80

05:59a MSY → 02:17p LSE 1 stop ORD 8h 18m

Preferred Airline for Wisconsin Universities

Show all details

American Airlines

06:08a LSE → 12:17p MSY 1 stop ORD 6h 09m \$727.51

05:59a MSY → 02:17p LSE 1 stop ORD 8h 18m

Preferred Airline for Wisconsin Universities / Least Cost Logical Fare

Show all details

Displaying: 2 out of 2 results.

Example 2 (from 2018):

I used Travel Inc. to request travel to the DNP using the default filters:

Previous Searches

Load

Change Flight Search

From

LSE - La Crosse Airport - La Crosse, WI

Find an airport | Select multiple airports

To

DCA - Washington D.C. Ronald Reagan National Airport -

Find an airport | Select multiple airports

Depart

10/12/2019 dep 02:00 pm ± 4

Return

10/18/2019 dep 09:00 am ± 4

Search by

Price

☐ Specify a carrier ?

Search

Depart - Sat, Oct 12

Depart 10:15 A - 03:54 P

Arrive 03:15 P - 11:51 P

Return - Fri, Oct 18

Depart 06:00 A - 01:00 P

Arrive 01:00 P - 09:45 P

Price

Price \$308.16 - \$1,473.10

Display Settings

☐ Hide Non-refundable Fares

☐ Hide Propeller Planes

☐ Depart/Return Same Airport Only

All

162 results

Delta

Preferred

American Airlines

Preferred

1 stop	308.16	398.12
26 results	14 results	12 results
2 stops	312.36	364.09
136 results	54 results	82 results

Shop by Fares

Shop by Schedule

Flight Number Search

Sorted By: Policy - Most Compliant

Displaying: 162 out of 162 results.

Previous | Page: 1 of 17 | Next | All

03:54p LSE → 11:51p DCA 1 stop MSP 6h 57m

Delta¹ 4294, 1776

\$308.16

09:35a DCA → 01:00p LSE 1 stop DTW 4h 25m

Delta¹ 1421, 4297

¹ Delta 4294 / 4297 operated by SKYWEST DBA DELTA CONNECTION

Preferred Airline for UW System

Show all details v

03:54p LSE → 11:51p DCA 1 stop MSP 6h 57m

Delta¹ 4294, 1776

\$308.16

11:10a DCA → 03:17p LSE 1 stop MSP 5h 07m

Delta¹ 1464, 4295

¹ Delta 4294 / 4295 operated by SKYWEST DBA DELTA CONNECTION

Preferred Airline for UW System

Show all details v

03:54p LSE → 11:51p DCA 1 stop MSP 6h 57m

Delta¹ 4294, 1776

\$308.16

07:30a DCA → 01:00p LSE 1 stop DTW 6h 30m

Delta¹ 2267, 4297

¹ Delta 4294 / 4297 operated by SKYWEST DBA DELTA CONNECTION

Preferred Airline for UW System

Screenshot

Show all details v

Then I searched Travelocity and found:

Vacation PackagesHotelsCars**Flights**CruisesThings to DoTrips for MeDiscoverTravel DealsVacation RentalsGet Inspired

Mobile

Roundtrip

One Way

Multi-city

La Crosse, WI, United State

Washington, DC, United S

10/12/2019

10/18/2019

Search

Nearby airports

Nearby airports

1 Traveler, All Airlines, Economy / Coach

Show options

Select your departure to Washington Sat, Oct 12

Prices are roundtrip per person, include all taxes and fees, but do not include baggage fees.

Sort & Filter

Sort by

Price (Lowest)

Stops

Airlines included

Departure time - La Crosse

Arrival time - Washington

Save \$750* on average when you book your Flight and Hotel together.

Shop Flight + Hotel

2:48pm - 7:45pm

American Airlines

Very Good Flight (7.8/10)

Details & baggage fees

3h 57m (1 stop)

LSE - 1h 6m in ORD - DCA

American Airlines 3850 operated by Envoy A...

1 left at \$287

roundtrip

includes taxes and fees

Select

3:54pm - 11:51pm

Delta

Good Flight (7.1/10)

Details & baggage fees

6h 57m (1 stop)

LSE - 3h 27m in MSP - DCA

Delta 4294 operated by Skywest DBA Delta ...

1 left at \$319

roundtrip

includes taxes and fees

Select

6:24am - 11:00am

American Airlines

Very Good Flight (8/10)

Details & baggage fees

3h 36m (1 stop)

LSE - 39m in ORD - DCA

American Airlines 3057 operated by Skywest...

1 left at \$342

roundtrip

includes taxes and fees

Select

6:24am - 11:50am

American Airlines

Very Good Flight (8/10)

Details & baggage fees

4h 26m (1 stop)

LSE - 1h 29m in ORD - DCA

American Airlines 3057 operated by Skywest...

1 left at \$342

roundtrip

includes taxes and fees

Select

2:48pm - 9:15pm

American Airlines

Details & baggage fees

5h 27m (1 stop)

LSE - 2h 36m in ORD - DCA

1 left at \$342

roundtrip

includes taxes and fees

Select

Note - The less expensive flights leave later in the day. I refined my Travel Inc. search:

Finalize Trip

Change Flight Search

Depart - Sat, Oct 12

Depart 06:24 A - 10:15 A

Arrive 11:00 A - 11:51 P

Return - Fri, Oct 18

Depart 12:20 P - 07:20 P

Arrive 05:55 P - 09:23 P

Price

Price \$351.57 - \$961.61

Display Settings

☐ Hide Non-refundable Fares
☐ Hide Propeller Planes
☐ Depart/Return Same Airport Only

Airport Filters

Depart

Departure

☒ LSE - La Crosse, WI (\$351.57)

Arrival

☒ DCA - Washington, DC (\$351.57)

Return

Departure

☒ DCA - Washington, DC (\$351.57)

Arrival

☒ LSE - La Crosse, WI (\$351.57)

Connecting Airport Filters

LA CROSSE, WI TO WASHINGTON, DC

SAT, OCT 12 - FRI, OCT 18

Show as USD

Hide matrix

Print / Email

All	Delta	American Airlines
214 results	Preferred	Preferred
1 stop	471.43 16 results	446.82 12 results
2 stops	351.57 42 results	368.01 144 results

Shop by Fares

Shop by Schedule

Flight Number Search

Sorted By: Policy - Most Compliant

Displaying: 214 out of 214 results.

Previous | Page: 1 of 22 | Next | All

07:00a LSE → 02:04p DCA 1 stop MSP 6h 04m

Delta 7422, 1764

\$351.57

02:30p DCA → 09:26p LSE 2 CVG/MSP 7h 56m

Delta 2736, 1964, 4296

¹ Delta 7422 / 4296 operated by SKYWEST DBA DELTA CONNECTION

Preferred Airline for UW System [Show all details](#)

06:24a LSE → 11:50a DCA 1 stop ORD 4h 26m

American Airlines 3057, 1002

\$368.01

01:55p DCA → 09:45p LSE 2 CLT/ORD 8h 50m

American Airlines 1922, 1017, 2993

¹ American Airlines 3057 / 2993 operated by SKYWEST AIRLINES AS AMERICAN EAGLE

Preferred Airline for UW System [Show all details](#)

06:24a LSE → 11:50a DCA 1 stop ORD 4h 26m

American Airlines 3057, 1002

\$368.01

I could not find the first flight for \$286 as it was a split flight (i.e. between two airlines) and a highly restrictive flight which my University does not like me buying. I could call Travel Inc. and ask them to book it for me directly and you will have the option of buying these restrictive classes. If you look, I can get the \$319 Travelocity flight for \$308. More reasonable than the \$351 originally quoted.