### 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.

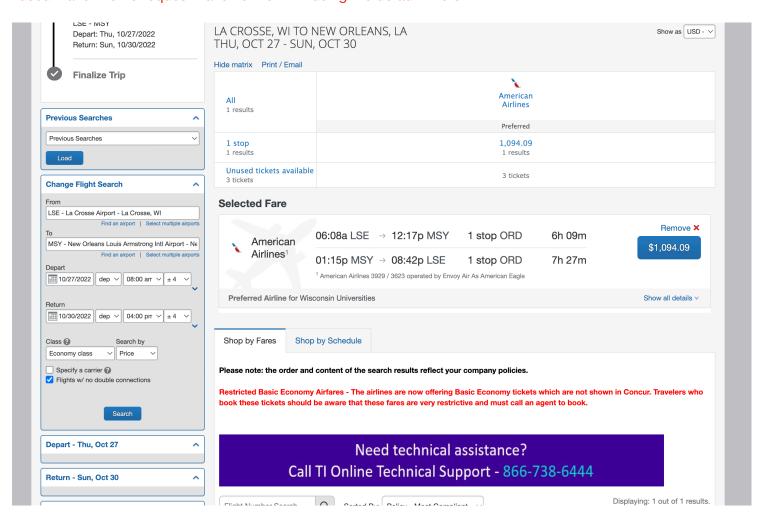
- 1. Book your ticket early.
- 2. When you contact the travel agent, email them with a screen shot of your preferred flights. They can book all the major airlines including Southwest.
- 3. Check your email often. When you receive an email from Travel Inc., PHONE into the agency and book the ticket with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

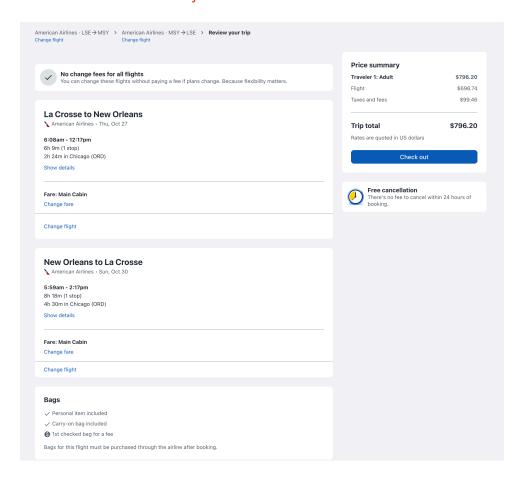
If you just ask them to book your travel you might not receive the best price as they use the defaults in the system.

### Example 1:

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

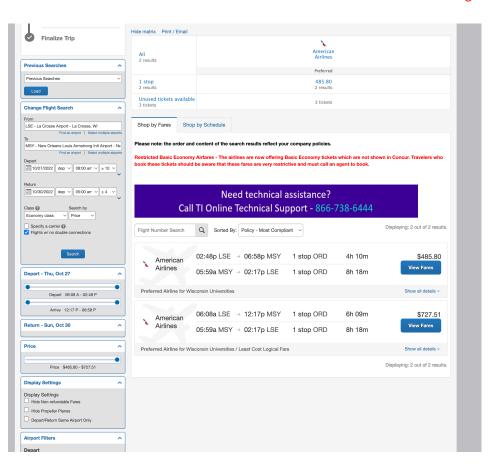


## Then I searched Travelocity and found:



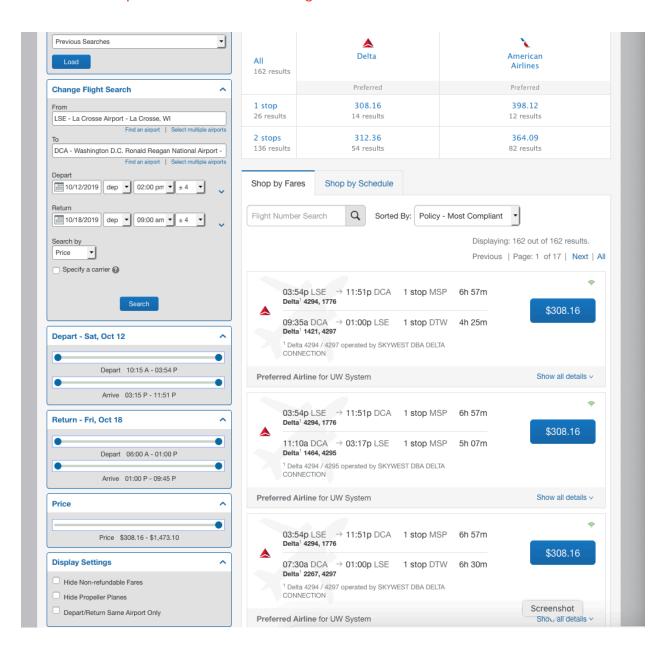
Using this information, I refined my Travel Inc. search since the default one did not include the earlier return flight.

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

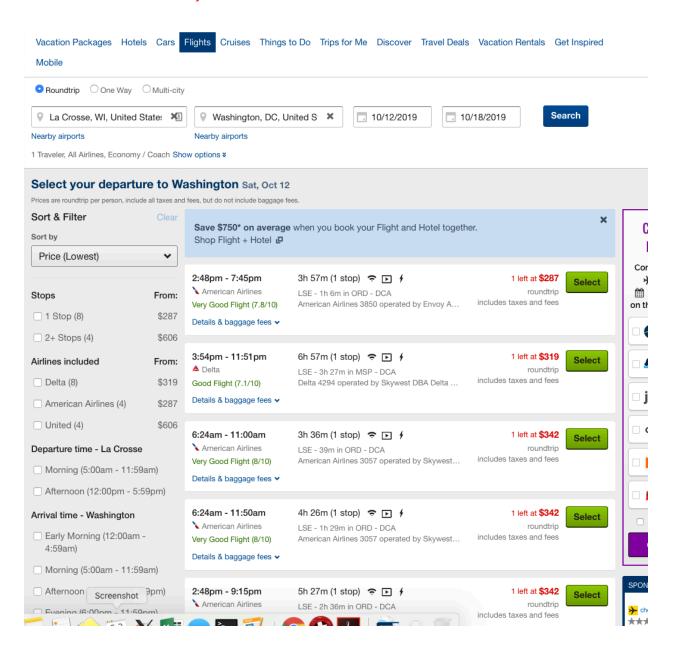


# Example 2 (from 2018):

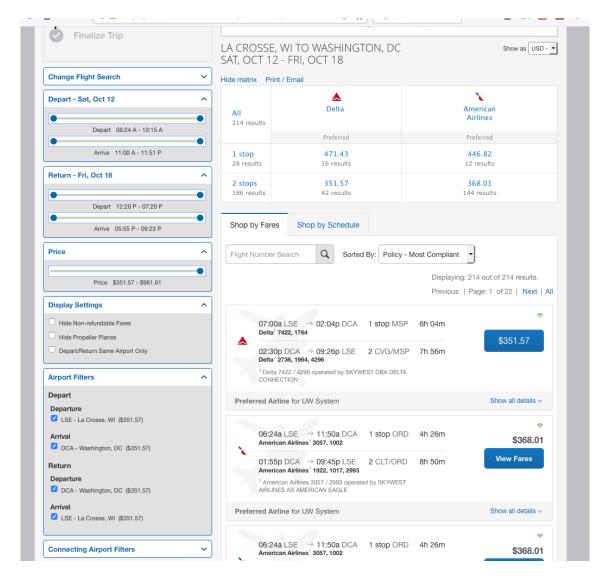
I used Travel Inc. to request travel to the DNP using the default filters:



### Then I searched Travelocity and found:



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



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.