

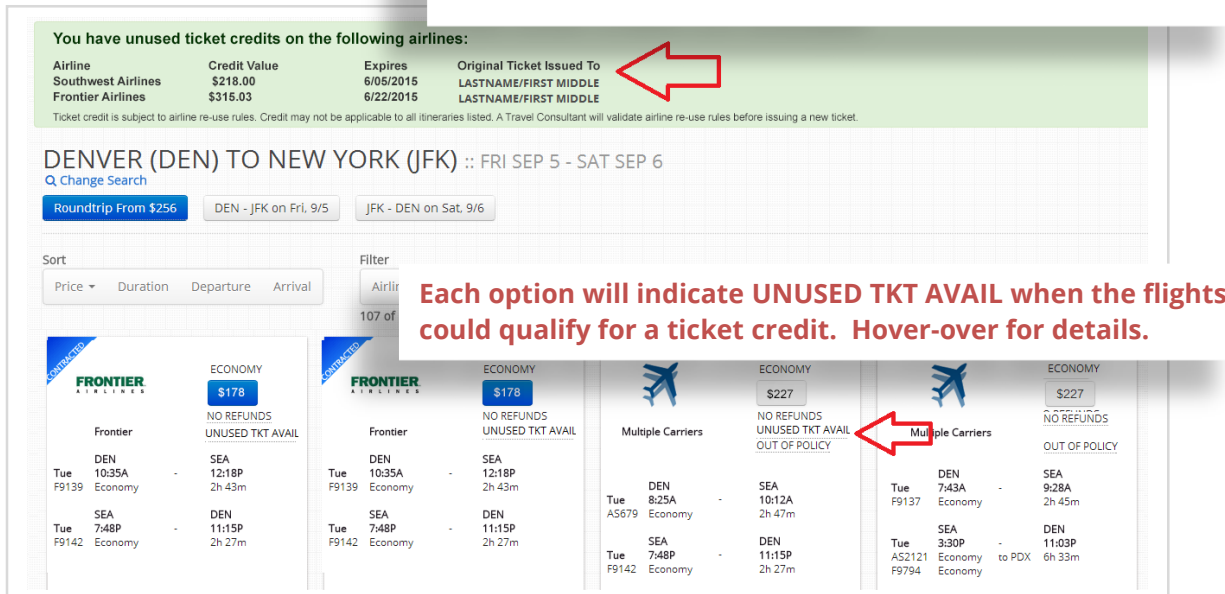
Short's Travel Online (STO) – Unused Tickets

Coming December 09, 2014

Short's Travel is excited to introduce an enhancement to STO that will further drive cost savings in your travel program. Travelers and travel arrangers will now see unused ticket credits within STO search results to assist them with choosing the best flight. They can also easily request to apply an unused ticket credit toward the new ticket purchase at check-out.

STO Search Results

STO will alert the traveler at the top of search results when unused ticket credits are available.



You have unused ticket credits on the following airlines:

Airline	Credit Value	Expires	Original Ticket Issued To
Southwest Airlines	\$218.00	6/05/2015	LASTNAME/FIRST MIDDLE
Frontier Airlines	\$315.03	6/22/2015	LASTNAME/FIRST MIDDLE

Ticket credit is subject to airline re-use rules. Credit may not be applicable to all itineraries listed. A Travel Consultant will validate airline re-use rules before issuing a new ticket.

DENVER (DEN) TO NEW YORK (JFK) :: FRI SEP 5 - SAT SEP 6

Roundtrip From \$256 DEN - JFK on Fri, 9/5 JFK - DEN on Sat, 9/6

Sort: Price, Duration, Departure, Arrival Filter: Airline

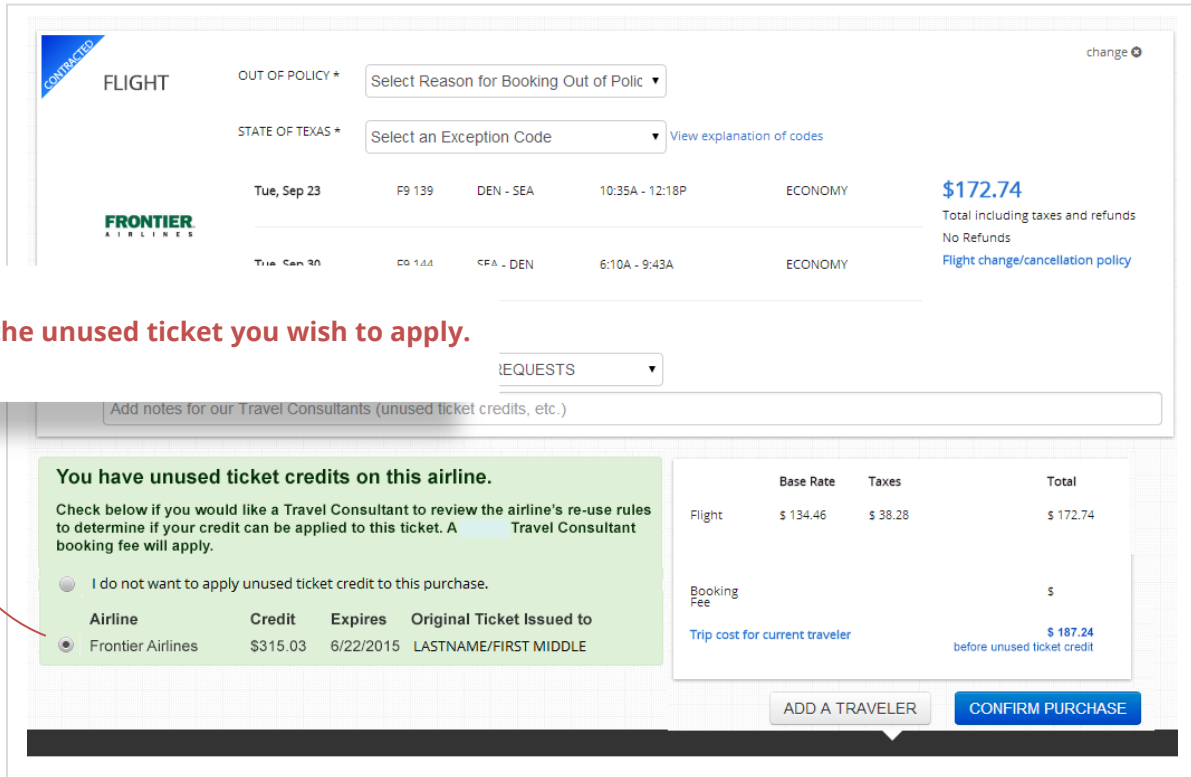
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Carrier	Class	Price	Notes
FRONTIER	ECONOMY	\$178	NO REFUNDS UNUSED TKT AVAIL
FRONTIER	ECONOMY	\$178	NO REFUNDS UNUSED TKT AVAIL
Multiple Carriers	ECONOMY	\$227	NO REFUNDS UNUSED TKT AVAIL OUT OF POLICY
Multiple Carriers	ECONOMY	\$227	NO REFUNDS UNUSED TKT AVAIL OUT OF POLICY

STO will display credits fully unused tickets (all flight segments for the previous ticket were never traveled).

Applying Unused Ticket Credits at Purchase

When purchasing a ticket, the traveler will see their unused tickets for the airline selected and can request the credit be applied to their online booking. The reservation will be routed to a Travel Consultant. The total trip cost will reflect any Travel Consultant ticketing fees.



SELECTED

FLIGHT

OUT OF POLICY *

STATE OF TEXAS * [View explanation of codes](#)

FRONTIER AIRLINES	Tue, Sep 23	F9 139	DEN - SEA	10:35A - 12:18P	ECONOMY	\$172.74 Total including taxes and refunds No Refunds Flight change/cancellation policy
	Tue, Sep 20	F9 144	SEA - DEN	6:10A - 9:43A	ECONOMY	

REQUESTS

Add notes for our Travel Consultants (unused ticket credits, etc.)

You have unused ticket credits on this airline.

Check below if you would like a Travel Consultant to review the airline's re-use rules to determine if your credit can be applied to this ticket. A Travel Consultant booking fee will apply.

I do not want to apply unused ticket credit to this purchase.

Airline	Credit	Expires	Original Ticket Issued to
<input checked="" type="radio"/> Frontier Airlines	\$315.03	6/22/2015	LASTNAME/FIRST MIDDLE

	Base Rate	Taxes	Total
Flight	\$ 134.46	\$ 38.28	\$ 172.74
Booking Fee			\$
Trip cost for current traveler			\$ 187.24 before unused ticket credit

Select the unused ticket you wish to apply.

The Travel Consultant will validate and apply the ticket credit less any airline exchange fees. After the Travel Consultant has issued the new ticket, the confirmation invoice will reflect the final ticket cost.

Pre-trip Approval

If the reservation requires pre-trip approval, the total cost of the new reservation will be displayed to the Travel Approver. The Travel Approver will see a message on the approval request when the traveler has requested to use an unused ticket credit:

The traveler has requested we apply an unused ticket credit to this reservation. If the airline rules allow the credit to be applied, the final amount charged will be different than the fare amount shown on this request. The final ticket amount will be reflected on the confirmation invoice.

ACCOUNT:		
REASON APPROVAL IS REQUIRED:	REQUESTED USE OF CENTRAL BILL CARD	
RESPONSE DUE BY:	TUE, JUN 3, 2014 AT 8:00 PM CST	
TRAVELER(S):		
DEPARTMENT:	SHORTS TRAVEL MANAGEMENT TESTING	
FARE:	\$172.74	
SERVICES:	A, AIR	
RECORD LOCATOR:	LD2RGQ	

You have been identified as an approver for persons using this centrally billed account to purchase travel. Please approve or decline this transaction by clicking the Approve or Deny buttons below.

IMPORTANT - This transaction will not be completed unless approved. Fare is quoted at time of notification and is not guaranteed until this reservation is approved and ticketed.

UNUSED TICKET CREDIT - The traveler has requested we apply an unused ticket credit to this reservation. If the airline rules allow the credit to be applied, the final amount charged will be different than the fare amount shown on this request. The final ticket amount will be reflected on the confirmation invoice.

APPROVE
DENY

FLIGHT & CARRIER	DATE	DEPARTURE	ARRIVAL
WN302 SOUTHWEST AIRLINES	8/13/2014	6:10 AM DSM - DES MOINES, IA, US	7:40 AM MDW - CHICAGO-MIDWAY, IL, US

Confirmation Invoice

After the Travel Consultant has issued the new ticket, the confirmation invoice will reflect the final ticket cost including the original ticket amount, new ticket amount, and airline exchange penalties.

TRAVELER		BILLING INFO	INVOICE DATE	INVOICE	TICKET	ORIGINAL	PAYMENT	TOTAL
LAST/FIRST MIDDLE			JUN 24, 2014	15225813	0167408761712		MC...9106	\$ 315.03
LAST/FIRST MIDDLE			JUN 24, 2014	15225813	FEE 0612108827		MC...9106	\$
LAST/FIRST MIDDLE			AUG 5, 2014	15230882	0167410908191	7408761712	MC...9106	\$ 57.71
LAST/FIRST MIDDLE			AUG 5, 2014	15230882	FEE 0613042619		MC...9106	\$
TOTAL							PAID	\$ 392.24

✈️ FRIDAY, AUGUST 8, 2014				CONFIRMED
UNITED AIRLINES		FLIGHT 5794	ECONOMY	MILES: 409
DEPART: (IAH) HOUSTON-		7:22 AM	SEAT: 10C	ELAPSED: 1:23
INTERCONTINENTAL, TX		8:45 AM		FF NUMBER: XU209975
ARRIVE: (OKC) OKLAHOMA CITY, OK				
AIRLINE CONFIRMATION: UNITED AIRLINES - AEWOWF				

✈️ SUNDAY, AUGUST 10, 2014				CONFIRMED
UNITED AIRLINES		FLIGHT 4177	ECONOMY	MILES: 253
DEPART: (IAH) HOUSTON-		5:30 PM	SEAT: 08A	ELAPSED: 1:03
INTERCONTINENTAL, TX		6:33 PM		FF NUMBER: XU209975
ARRIVE: (BTR) BATON ROUGE, LA				
AIRLINE CONFIRMATION: UNITED AIRLINES - AEWOWF				
OPERATED BY EXPRESSJET AIRLINES DBA UNITED EXPRESS				


THIS TICKET IS NON REFUNDABLE
 YOUR TRAVEL APPROVER ACCEPTED THE FARE OF \$387.15 ON 24JUN14 06:02PM
 THIS TICKET IS NON REFUNDABLE.
 ANY CHANGES OR CANCELLATIONS TO THIS RESTRICTED FARE MUST BE MADE PRIOR TO THE TICKETED DEPARTURE TIME. CHANGES ARE SUBJECT TO AVAILABILITY AND MAY RESULT IN A FARE INCREASE IN ADDITION TO APPLICABLE REISSUE FEES.
 EXCHANGE TICKET NUMBER: - 0167408761712
 NEW TICKET: - \$ 172.74
 ORIGINAL TICKET: - \$ 315.03
 PENALTY: - 200.00
 ADDITIONAL COLLECTION: - \$ 57.71

Your card will be charged the amount reflected as the additional collection.

FindIt – Unused Tickets Search

You can also search external websites and send the flights to Short’s Travel using FindIt®.

The FindIt® email response will indicate when unused ticket credits are available for the requested flight or any alternate flight options. Click “Buy It” to purchase online with Short’s Travel and a Travel Consultant will apply the unused ticket credit.




We have found your requested flight!

Fares are subject to change, and are not guaranteed until purchased, so book now!

Original airfare: \$244 - Airfare we found: \$240 = Savings of \$4!


Requested Flight **Use FindIt® to check for unused tickets credits and book with Short’s Travel**

 United	Tue, Dec 16 Wed, Dec 17	UA 6383 UA 6292	DEN - SLC SLC - DEN	8:36A - 10:10A 5:40A - 7:16A	1h 34m 1h 36m	<p>\$239.88</p> <p>BUY IT</p> <p><small>ECONOMY NO REFUNDS OUT OF POLICY CONTRACTED</small></p>
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You have unused ticket credits available for this airline

Please select an alternate flight itinerary below.

Alternate Flight Options

 FRONTIER AIRLINES	Tue, Dec 16 Wed, Dec 17	F9 573 F9 582	DEN - SLC SLC - DEN	7:39A - 9:00A 6:35A - 7:55A	1h 21m 1h 20m	<p>\$152.93</p> <p>BUY IT</p> <p><small>ECONOMY</small></p>
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How to use FindIt

 [Watch the Video](#)

Add FindIt to your browser

[Chrome](#), [Firefox](#), or [IE 10 or 11](#)