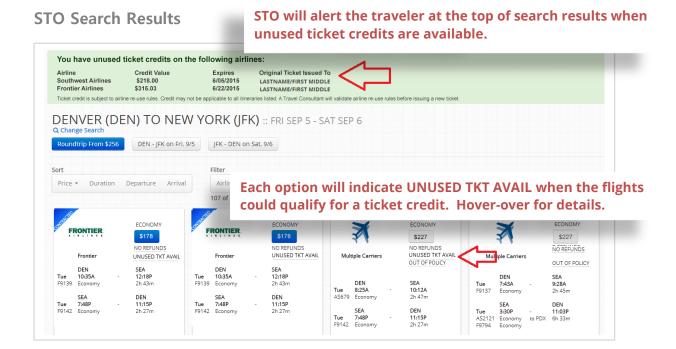


## Short's Travel Online (STO) – Unused Tickets

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.

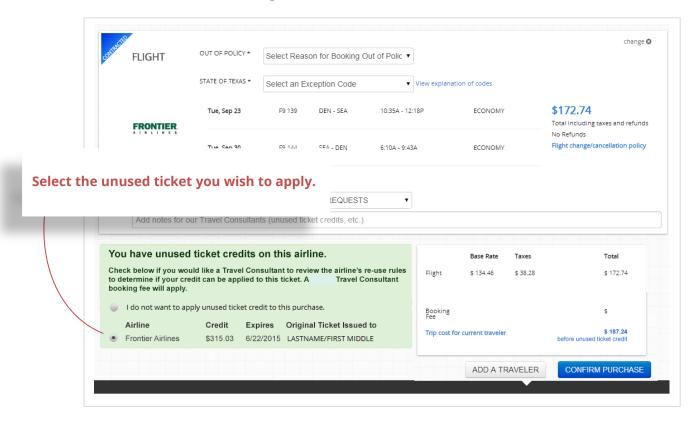


STO will display credits fully unused tickets (all flight segments for the previous ticket were never traveled).



## **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.



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.



## **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.



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 \$ PAID \$ 392.24 TOTAL

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



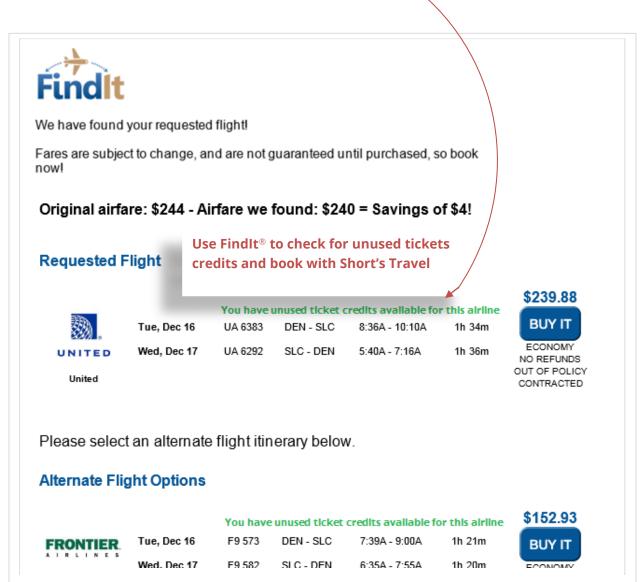
Your card will be charged the amount reflected as the additional collection.



## 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.







Chrome, Firefox, or IE 10 or 11