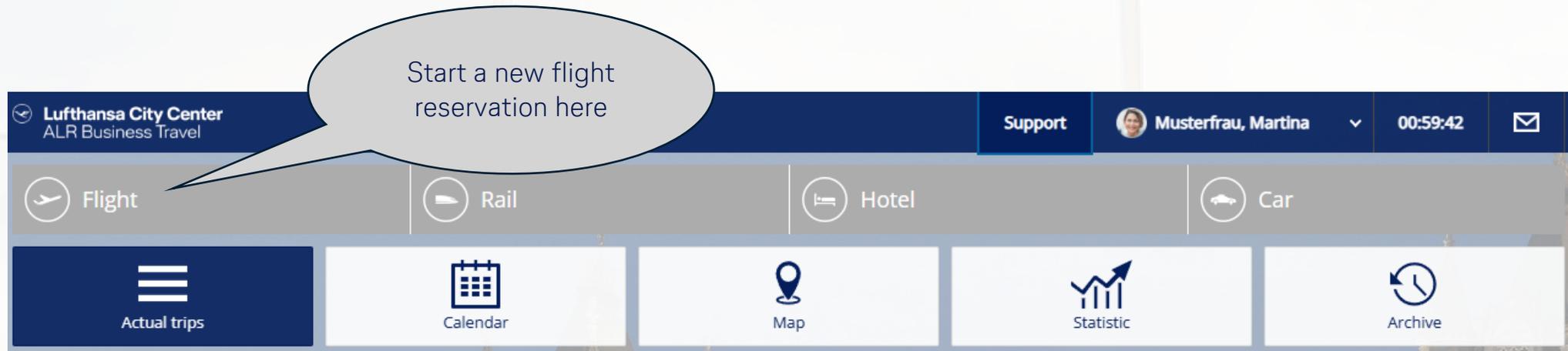




Flight reservation

Start flight reservation

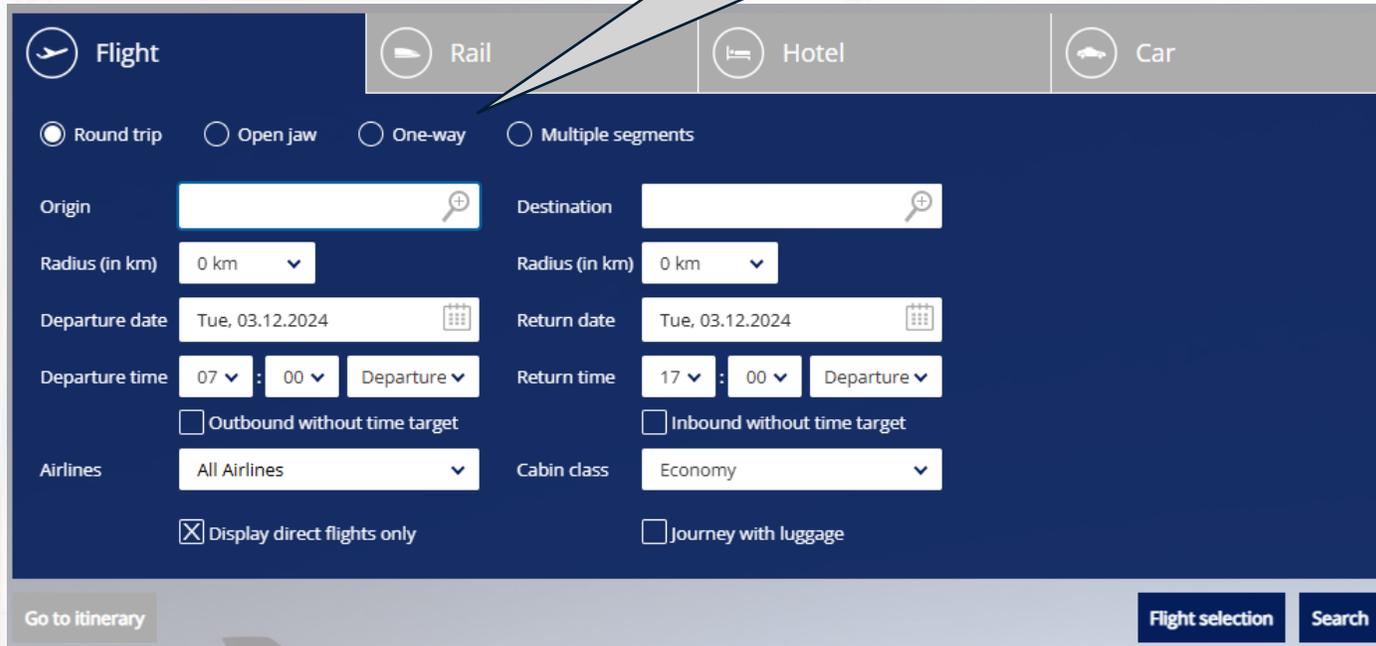


The selection shows:

- 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.



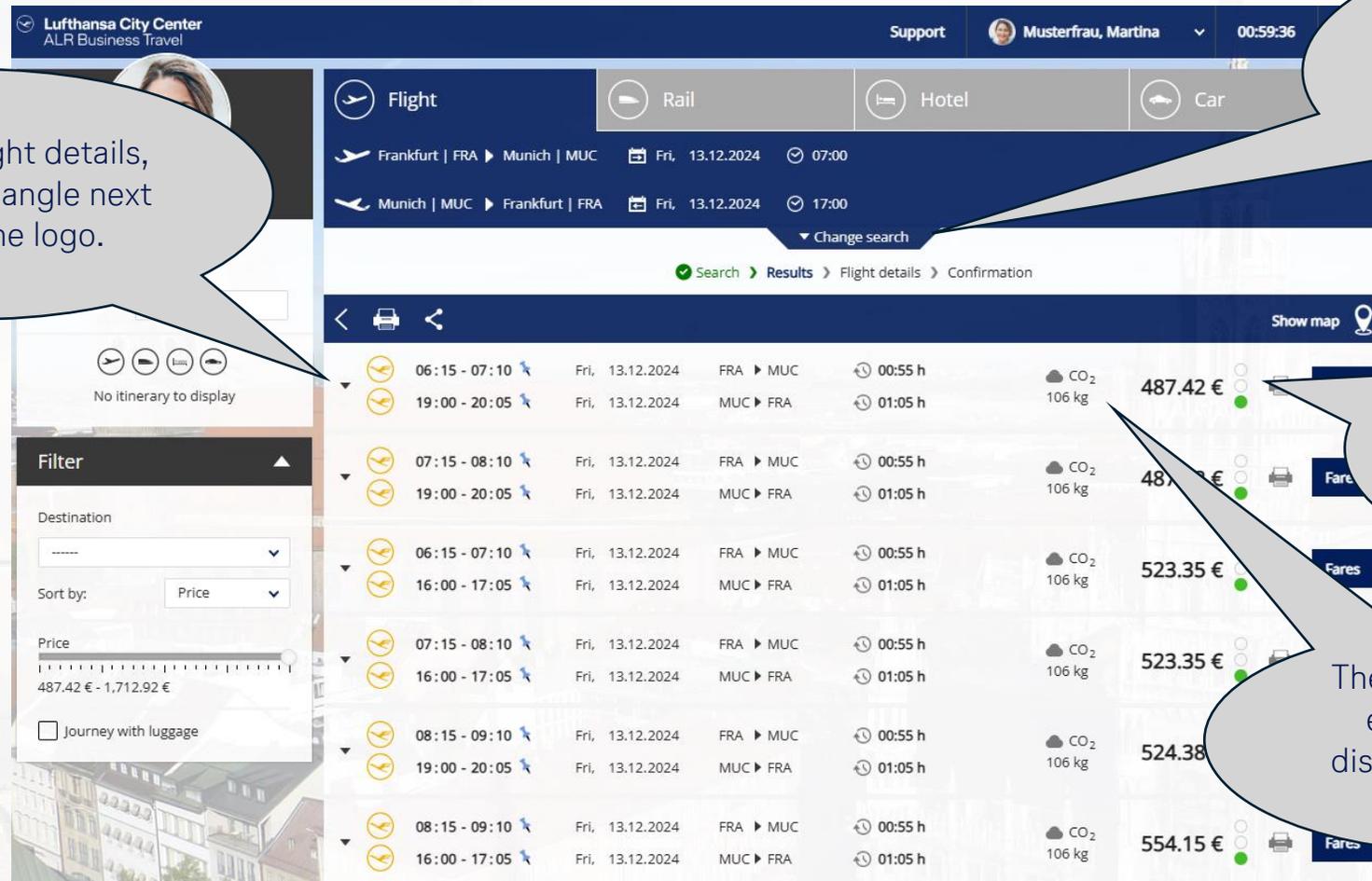
The screenshot shows a flight search interface with the following fields and options:

- Mode: Flight (selected), Rail, Hotel, Car
- Trip type: Round trip (selected), Open jaw, One-way, Multiple segments
- Origin: [input field]
- Destination: [input field]
- Radius (in km): 0 km (dropdown)
- Departure date: Tue, 03.12.2024 (calendar icon)
- Return date: Tue, 03.12.2024 (calendar icon)
- Departure time: 07 : 00 (dropdowns) + Departure (dropdown)
- Return time: 17 : 00 (dropdowns) + Departure (dropdown)
- Airlines: All Airlines (dropdown)
- Cabin class: Economy (dropdown)
- Options: Display direct flights only, Outbound without time target, Inbound without time target, Journey with luggage
- Buttons: Go to itinerary, Flight selection, Search (highlighted)

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 displays the Lufthansa City Center flight search interface. At the top, the user is logged in as 'Musterfrau, Martina' and the time is 00:59:36. The search criteria are Frankfurt | FRA to Munich | MUC on Friday, 13.12.2024, with a departure time of 07:00 and a return time of 17:00. The search results are displayed in a table with columns for flight times, dates, routes, durations, CO2 emissions, and fares. A filter sidebar on the left allows for filtering by destination and price, with a price range of 487.42 € to 1,712.92 €. A 'Change search' button is located above the results table.

Flight Time	Date	Route	Duration	CO2 Emissions	Fare
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 €

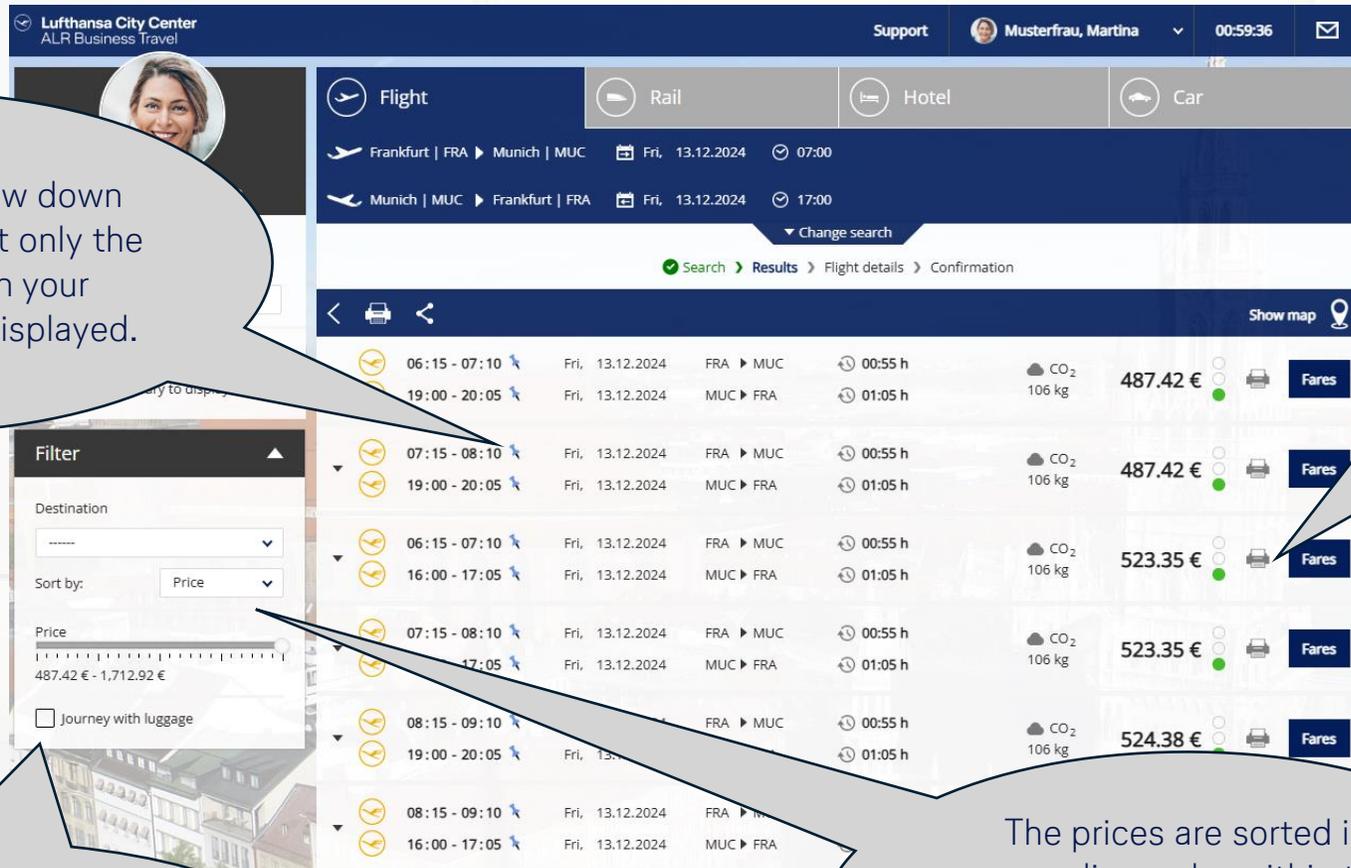
To see the flight details, click on the triangle next to the airline logo.

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 flight search interface. At the top, there's a navigation bar with 'Flight', 'Rail', 'Hotel', and 'Car' options. Below that, the search criteria are displayed: Frankfurt | FRA to Munich | MUC on Fri, 13.12.2024 at 07:00, and Munich | MUC to Frankfurt | FRA on Fri, 13.12.2024 at 17:00. A 'Change search' button is visible. The main content area shows a list of flight options with columns for departure/arrival times, dates, routes, durations, CO2 emissions, and prices. A 'Filter' panel is open on the left, showing 'Destination' set to '-----', 'Sort by' set to 'Price', and a price range slider from 487.42 € to 1,712.92 €. A 'Journey with luggage' checkbox is also present. Callouts provide instructions on how to use these features.

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

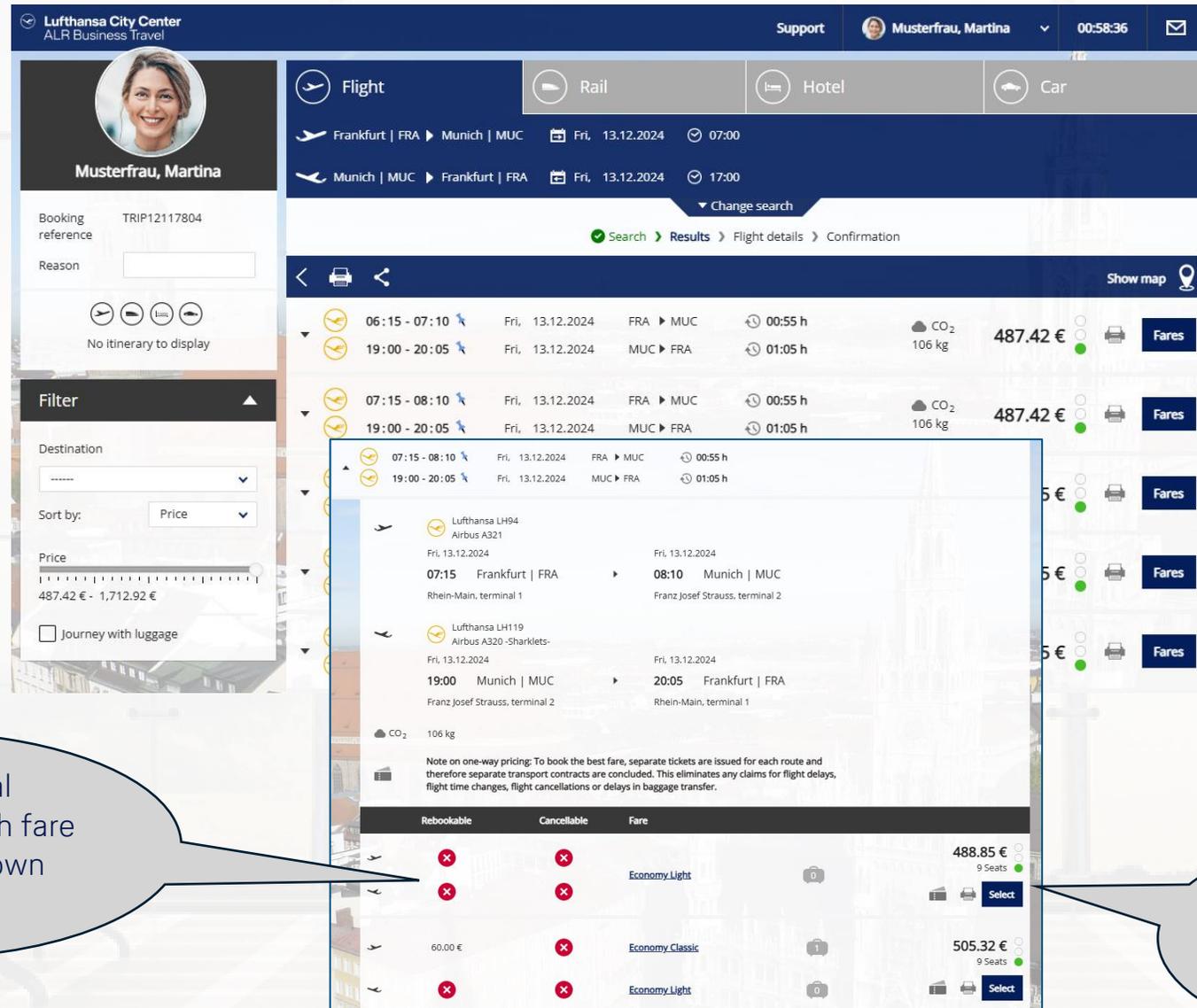
Use the pin to narrow down the results list so that only the combinations with your preferred flight are displayed.

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



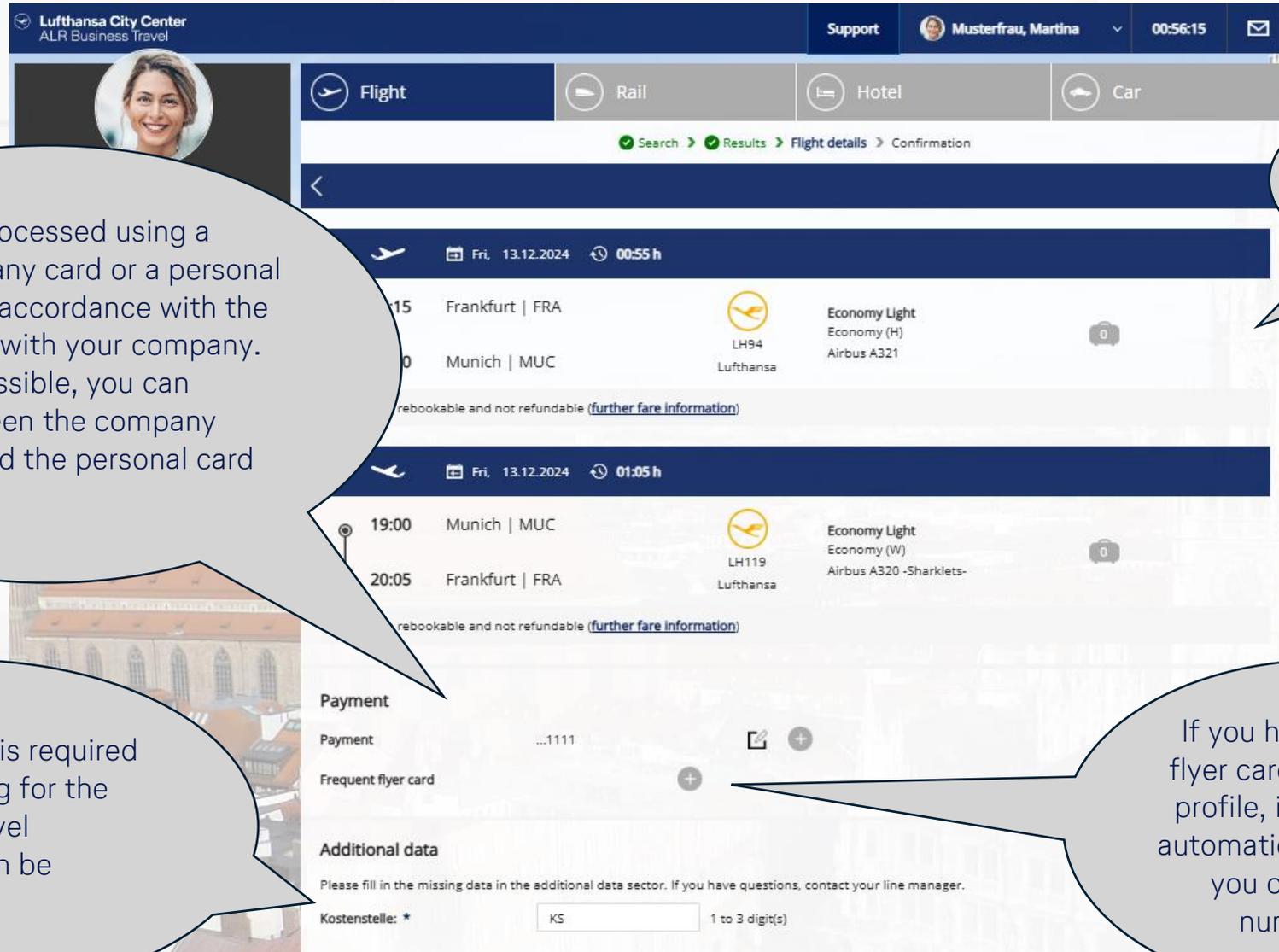
The screenshot displays the Lufthansa City Center website interface. At the top, the user is identified as 'Musterfrau, Martina' with a booking reference of 'TRIP12117804'. The main navigation bar includes 'Flight', 'Rail', 'Hotel', and 'Car'. The flight search results show a round trip from Frankfurt (FRA) to Munich (MUC) on Friday, 13.12.2024, with departure at 07:00 and arrival at 17:00. The search results list several flight options, including Lufthansa LH94 (Airbus A321) and Lufthansa LH119 (Airbus A320 - Sharklets). A detailed view of the selected flight connection shows the itinerary: Frankfurt (FRA) to Munich (MUC) on 07:15 and Munich (MUC) to Frankfurt (FRA) on 19:00. The fare selection table below the itinerary lists three fare options: Economy Light (488.85 €), Economy Classic (505.32 €), and Economy Light (60.00 €). Each fare option includes a 'Rebookable' status (indicated by a red 'X'), a 'Cancellable' status (indicated by a red 'X'), and a 'Select' button.

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 Economy (H) Airbus A321

0 Munich | MUC LH94 Lufthansa

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

Fri, 13.12.2024 01:05 h

19:00 Munich | MUC Economy Light Economy (W) Airbus A320 -Sharklets-

20:05 Frankfurt | FRA LH119 Lufthansa

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: * KS 1 to 3 digit(s)

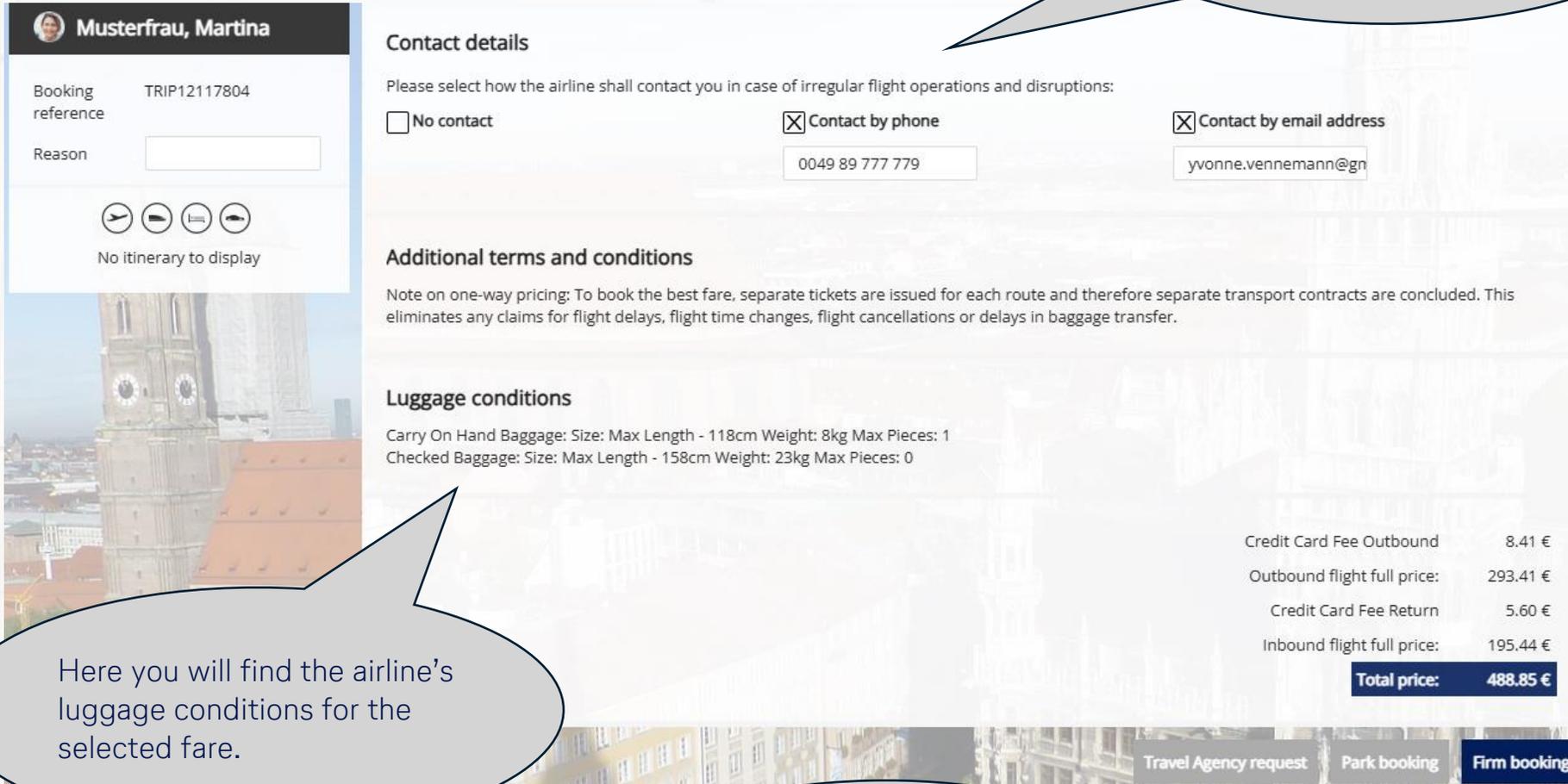
Payment is processed using a central company card or a personal credit card in accordance with the terms agreed with your company. If both are possible, you can choose between the company credit card and the personal card here.

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 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.

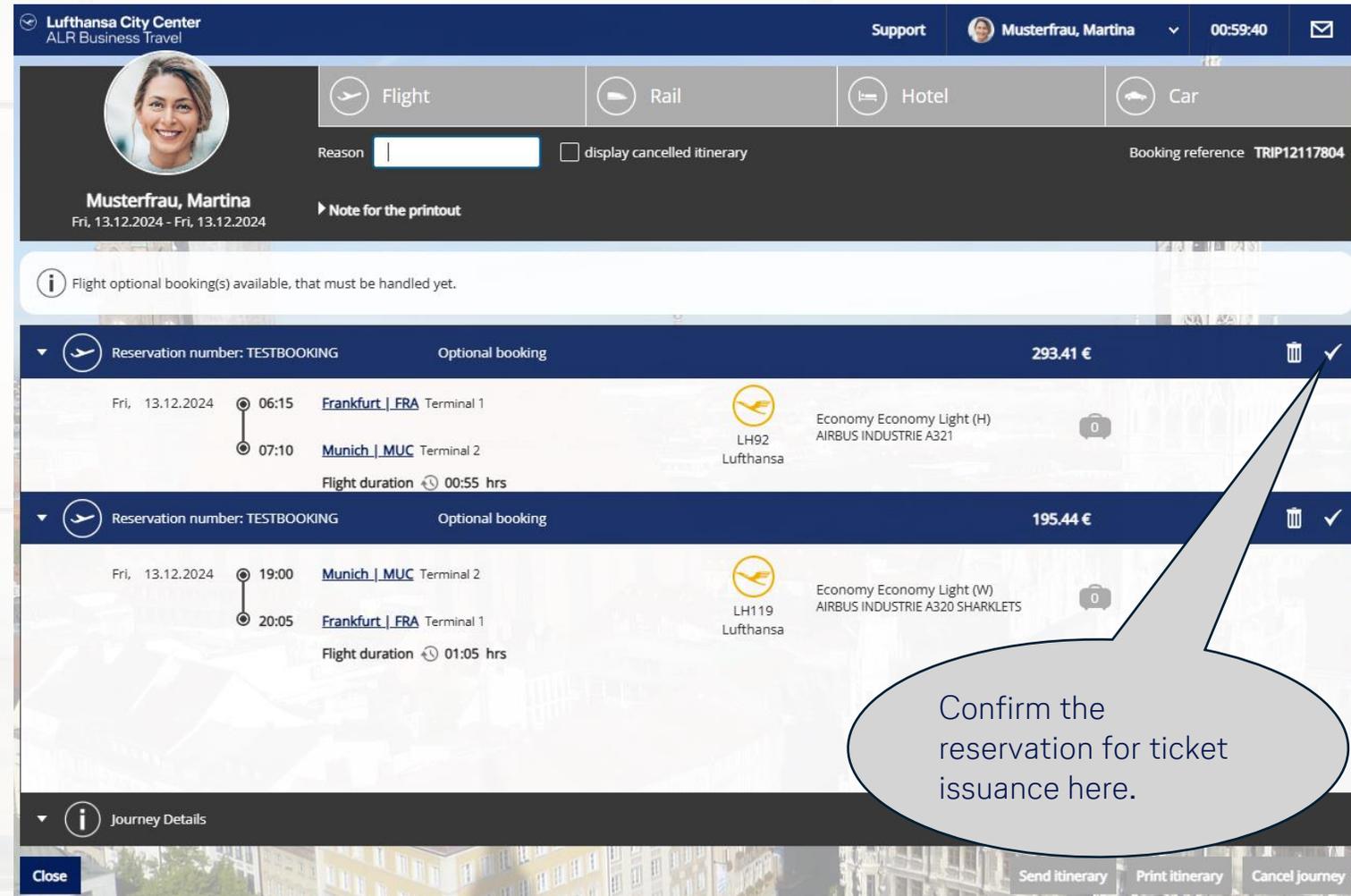
Complete the booking.

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's name 'Musterfrau, Martina' and the booking reference 'TRIP12117804' are visible. The interface shows two optional flight reservations for Friday, 13.12.2024:

Reservation number	Optional booking	Price
TESTBOOKING	Optional booking	293.41 €
TESTBOOKING	Optional booking	195.44 €

The first reservation (LH92) is Frankfurt | FRA Terminal 1 to Munich | MUC Terminal 2, departing at 06:15 and arriving at 07:10. The second reservation (LH119) is Munich | MUC Terminal 2 to Frankfurt | FRA Terminal 1, departing at 19:00 and arriving at 20:05. Both flights are Economy Economy Light and use Airbus Industrie aircraft. A callout bubble points to the checkmark icon in the top right corner of the first reservation row, with the text: 'Confirm the reservation for ticket issuance here.'



Contact

Contact

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

The Online Solutions Team is happy to assist you.

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✉ onlinesolutions@lcc-alr.de

The department Online Solutions



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