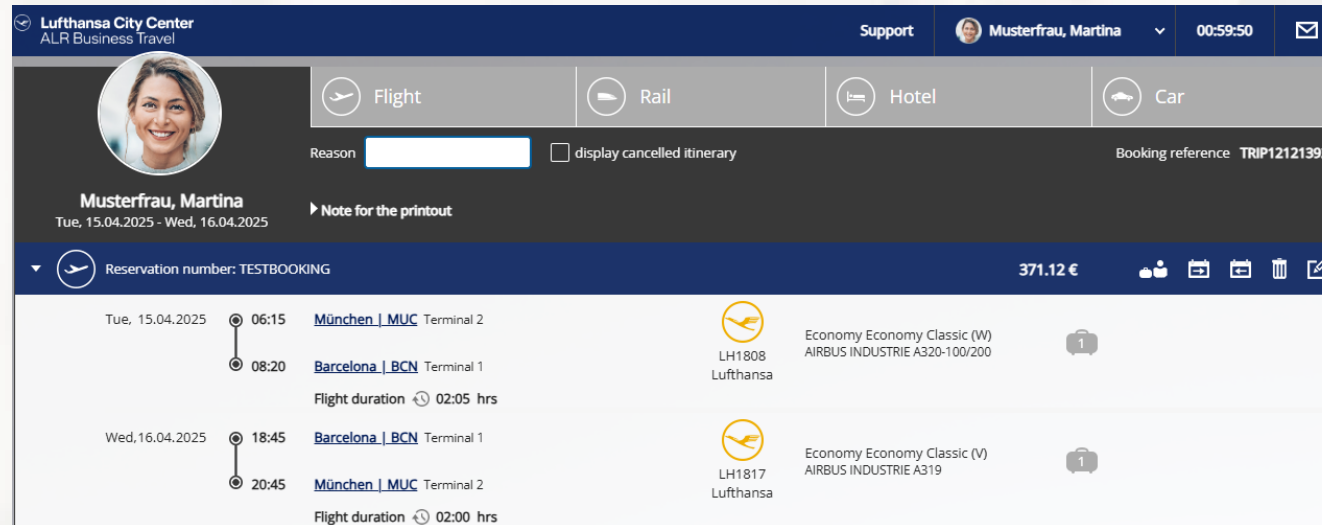









Rebooking & cancellation

Rebooking







Lufthansa City Center
ALR Business Travel





Support | Musterfrau, Martina | 00:59:50 | 

 Flight |  Rail |  Hotel |  Car

Reason ☐ display cancelled itinerary | Booking reference: TRIP12121392

Musterfrau, Martina
Tue, 15.04.2025 - Wed, 16.04.2025 | [Note for the printout](#)

Reservation number: TESTBOOKING | 371.12 € |    




Tue, 15.04.2025	06:15	München MUC Terminal 2		Economy Economy Classic (W) AIRBUS INDUSTRIE A320-100/200	
	08:20	Barcelona BCN Terminal 1	LH1808 Lufthansa		
Flight duration ⌚ 02:05 hrs					
Wed, 16.04.2025	18:45	Barcelona BCN Terminal 1		Economy Economy Classic (V) AIRBUS INDUSTRIE A319	
	20:45	München MUC Terminal 2	LH1817 Lufthansa		
Flight duration ⌚ 02:00 hrs					





If this icon is displayed,
you can change the
reservation by yourself
via onesto.

! Not all travel services can be rebooked via onesto. If the icon is not displayed, please contact your Business Travel Team for rebooking.



Rebooking of flight services (1/2)






Lufthansa City Center
ALR Business Travel


Support  Musterfrau, Martina  00:59:50 

 Flight  Rail  Hotel  Car

Reason ☐ display cancelled itinerary Booking reference **TRIP12121392**

 **Musterfrau, Martina**
Tue, 15.04.2025 - Wed, 16.04.2025  Note for the printout

Reservation number: TESTBOOKING 371.12 €     

Tue, 15.04.2025 06:15 München | MUC Terminal 2  Economy Economy Classic (W)
08:20 Barcelona | BCN Terminal 1 AIRBUS INDUSTRIE A320-100/200


Flight duration 02:10

Wed, 16.04.2025 18:45 Barcelona | BCN Terminal 1

20:45 München | MUC Terminal 2



Flight duration 02:10



Click on the icon.



Flight rebooking 


Selection > Date > Results > Confirmation

Which flight do you want to rebook?

 Only outbound 

 Only inbound 

 Outbound and inbound 



In the next window, indicate whether you want to change only the outbound flight, only the return flight, or both.

Rebooking of flight services (2/2)

Flight rebooking ✕

✓ Selection > **Date** > Results > Confirmation

Please choose a new inbound date.

Return date

<<

April 2025

>>

CW	Mon	Tue	Wed	Thu	Fri	Sat	Sun
14		1	2	3	4	5	6
15	7	8	9	10	11	12	13
16	14	15	16	17	18	19	20
17	21	22	23	24	25	26	27
18	28	29	30				

Close calendar


Back Next

Enter the new date and departure time and click on "Next".

Onesto shows the possible flight connections and calculates the incurring costs.

Flight rebooking ✕

✓ Selection > ✓ Date > **Results** > Confirmation

Airlines	Time	Date	Origin	Duration	CO ₂	Extra charge	Price	
✕ 	12:00 - 14:00	Tue, 15.04.2025	Barcelona - Munich	⌚ 02:00 h	☁ CO ₂ 446 kg		408.48 €	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>

Rebook

By clicking on "Rebook" the flight will be rebooked and the ticket updated.

Rebooking of hotel services (1/2)

Lufthansa City Center
ALR Business Travel

Support Musterfrau, Martina 00:59:17

Flight Rail **Hotel** Car

Reason ☐ display cancelled itinerary Booking reference: **TRIP12121422**

Musterfrau, Martina
Tue, 15.04.2025 - Wed, 16.04.2025 [Note for the printout](#)

Reservation number: TESTBOOKING 164.00 €

Tue, 15.04.2025 **★★★★★**
Radisson Blu Hotel Frankfurt

Wed, 16.04.2025 [Franklinstr. 65](#)
[60486 Frankfurt/Main](#)
[Germany](#)

Double room

Cancellation policy:
cancelable free of charge until (local time): Tue, 15.04.2025 17:59
You may cancel free of charge until 18:00 on the day of arrival. You will be charged 90% of the total price if you cancel after 18:00 on the day of arrival. If you don't show up, the no-show fee will be the same as the cancellation fee.

Click on the icon.

Hotel search

[Hotel rebooking](#) > [Booking details](#) > [Confirmation](#)

Hotel Radisson Blu Hotel Frankfurt

Arrival

April 2025

CW	Mon	Tue	Wed	Thu	Fri	Sat	Sun
14		1	2	3	4	5	6
15	7	8	9	10	11	12	13
16	14	15	16	17	18	19	20
17	21	22	23	24	25	26	27
18	28	29	30				

[Close calendar](#)

Fri, 18.04.2025

In the next window, enter the new data and click on "Next".

Rebooking of hotel services (2/2)

Hotel search ✕

✔ Hotel rebooking > **Booking details** > Confirmation

Hotel	Radisson Blu Hotel Frankfurt		
Arrival	Thu, 17.04.2025	Departure	Fri, 18.04.2025
Room	1 Double room		
Remark			
Guest name	Salutation	Lastname	Firstname
1. Mrs		Musterfrau	Martina




Back Rebooking





Onesto will check the availability of the corresponding room category for the new date.

By clicking on "Rebooking" the hotel will be rebooked for the new date.


Rebooking of rental car services (1/2)





Lufthansa City Center
ALR Business Travel


Support  Musterfrau, Martina  00:59:18 

 Flight  Rail  Hotel  Car

Reason ☐ display cancelled itinerary Booking reference **TRIP12121437**

 **Musterfrau, Martina**
Tue, 15.04.2025 - Wed, 16.04.2025 [Note for the printout](#)


 Reservation number: TESTBOOKING 178.76 €   

Tue, 15.04.2025	08:00	SIXT Munich Airport Terminalstr. Mitte/MWZ 85356 München Germany		VW Polo / ECMR 5 Seats 1 Baggage Mileage: unlimited
Wed, 16.04.2025	17:00			


Click on the icon.


Car search > Results > Booking detail > Confirmation

Pick-up options ☒ Rent at the station ☐ Delivery to desired address

Pick-up location 

Return options ☒ Like rental start ☐ Return to station ☐ Collection from desired address

Pick-up date  at

Drop-off date  at

[Close window](#) [Search car](#)

In the next window,
enter the new data and
click on "Search car".

Rebooking of rental car services (2/2)

Car search - Results

Munich Airport Wed, 16.04.2025 08:00
Munich Airport Thu, 17.04.2025 17:00

Change search

Car search > Results > Booking detail > Confirmation

Mini

VW Polo
(or similar car) 178.76 €

SIXT
Munich Airport
0 km MUC
11.69 € M

VW Polo
(or similar car)

SIXT
Freising near Munich
3.9 km
9.28 € M

Select the preferred rental car.

Car search - Booking detail

Car search > Results > Booking detail > Confirmation

VW Polo
(or similar car)

ECMR 5 km unlimited

Pick-up: Wed, 16.04.2025 08:00 - Terminalstr. Mitte/MWZ, 85356 München
Drop off: Thu, 17.04.2025 17:00 - Terminalstr. Mitte/MWZ, 85356 München

Equipment

Equipments from original booking, which are not available

Location fee

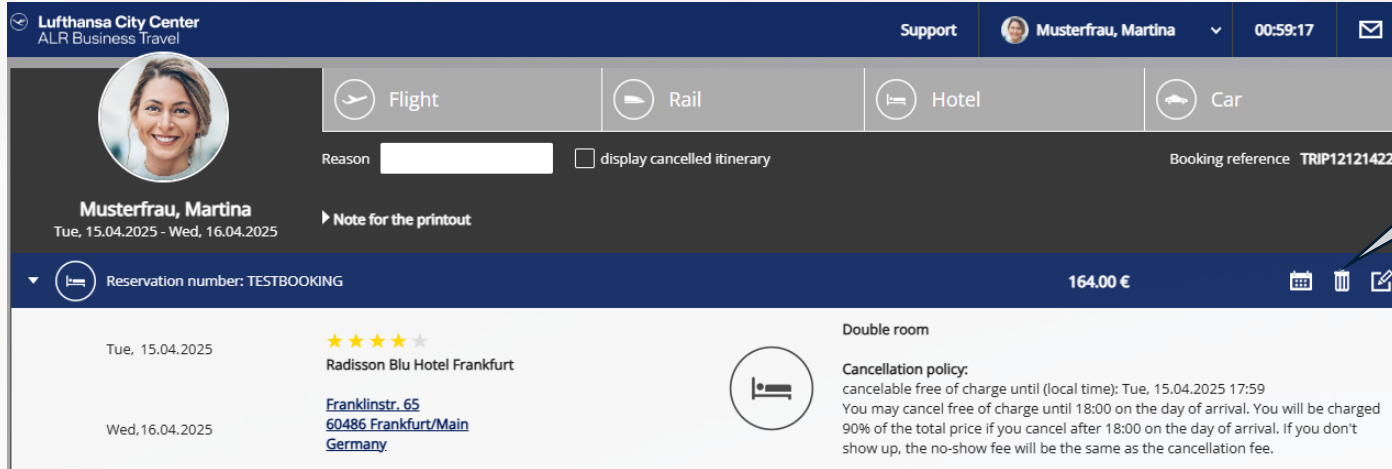
Inclusive

Air condition free of charge
Insurance (24/7 Breakdown assistance) free of charge

Back Rebook

In the next window, click on "Rebook".

Cancellations



Lufthansa City Center
ALR Business Travel

Support | Musterfrau, Martina | 00:59:17

Flight | Rail | Hotel | Car

Reason ☐ display cancelled itinerary | Booking reference: **TRIP12121422**

Musterfrau, Martina
Tue, 15.04.2025 - Wed, 16.04.2025 | Note for the printout

Reservation number: TESTBOOKING | 164.00 €

Tue, 15.04.2025 | ★★★★★ | **Radisson Blu Hotel Frankfurt**

Wed, 16.04.2025 | [Franklinstr. 65](#)
[60486 Frankfurt/Main](#)
[Germany](#)

Double room

Cancellation policy:
cancelable free of charge until (local time): Tue, 15.04.2025 17:59
You may cancel free of charge until 18:00 on the day of arrival. You will be charged 90% of the total price if you cancel after 18:00 on the day of arrival. If you don't show up, the no-show fee will be the same as the cancellation fee.

You can use this icon to cancel travel services in onesto.

! To cancel flight reservations, please contact your Business Travel Team so that the cancellation conditions of the ticket and the associated refund claims can be checked for you.



Contact

Contact

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

The Online Solutions Team is happy to assist you.

☎ +49 89 286611 - 600

✉ onlinesolutions@lcc-alr.de

The department Online Solutions



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