



# Travel Vision

## Traveler Profile & Preferences

### Quick Reference Guide

#### Creating a Profile

Travel Vision is Toyota's online booking site for business travel reservations. Profile settings allow you to update your travel preferences, add frequent traveler program information, designate travel arrangers, add additional e-mail recipients and add emergency contact information.

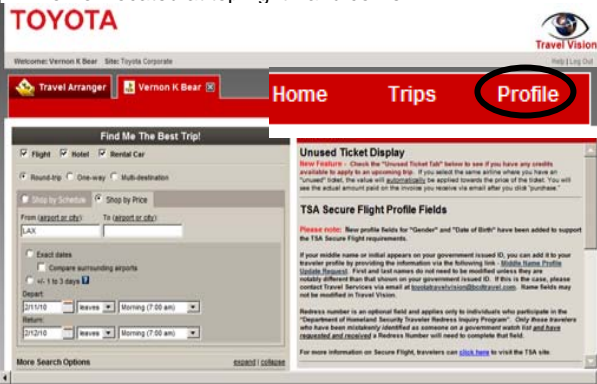
To access Travel Vision, point your Web browser to <http://wcp.getthere.net/s5toyota> or use the link provided on the company intranet site.

#### Signing in

- In **User ID** field, enter your business e-mail address
- In **Password** field, enter your password. If you are a first time user - password is toyota#1
- Click **Sign In** located at bottom right-hand corner

If you forgot your password click "Forgot Password" under the 'Log In' button and your password will be e-mailed the address in your profile.

Once signed in, **before making a reservation** click on "Profile" located at top right-hand corner.



#### Profile Overview

- Several links are available in the Profile section: Profile Settings, Travel Preferences and Arranger Settings

#### Profile Settings:

- **Personal Information:** Ensure the name on your account matches your government issued ID (i.e. drivers license). If it does not match, contact your travel administrator.
- **Charge card:** Required for hotel guarantee only. Airfare will be charged to central bill account. By entering your credit card in the profile you won't have to enter on the purchase page.
- **E-Mail Setting:** Add up to two additional e-mail recipients to receive your itinerary/invoice information.

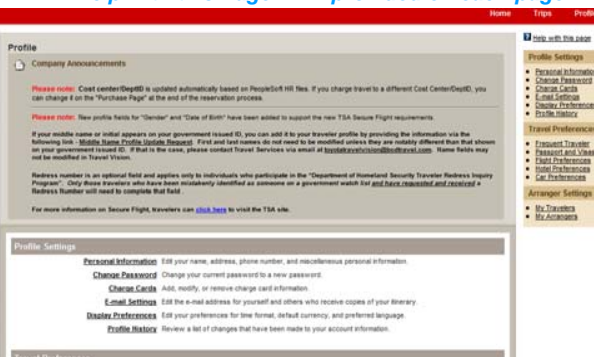
#### Travel Preferences:

- Add frequent flier, hotel & car rental program information

#### Arranger Settings:

- Select travelers to arrange for – or - travel arrangers to make travel arrangements on your behalf

*A "Help with this Page" link provided on each page*



#### Profile Setting

##### Personal Information:

**Company information is populated from HR information**

##### Required:

Confirm your business e-mail address is correct

Add Gender and Date of Birth

Add Redress Number, if applicable (*Note: Only travelers who have been mistakenly identified as someone on a government watch list and have requested and received a Redress Number*)

Project Number is required – default number is entered. If you have a department project number for travel expenses, please update here.

#### Personal Information - Continued

##### Optional:

Add home phone & address, cell phone & emergency contact

Add frequent flier status by carrier

Add up to two persons you would like to receive a copy of your itinerary/invoice

**Scroll to the bottom of the page a click "Save"**

#### Change Password:

Your password may be changed at any time.

**Scroll to the bottom of the page a click "Save"**

#### Charge Cards:

Credit card information is used to guarantee a hotel reservation only. Click the add Charge Card button. By entering the information here, you will not have to enter the information on the purchase page each time you book

**Scroll to the bottom of the page a click "Save"**

#### E-mail Setting:

Invoice will be sent to the e-mail address in your profile. You may also add two additional recipients who will receive a copy of your itinerary/invoice.

**Scroll to the bottom of the page a click "Save"**

#### Display Preferences:

Select to show flight times in a 12 or 24 hour clock

**Scroll to the bottom of the page a click "Save"**

#### Profile History:

History of changes made to your profile.

*Profile Settings are complete. Let's move to Travel Preferences*



# Travel Vision

## Travel Preferences

### Frequent Traveler:

Identify a program type - Airline, Hotel or Car Rental.

Select the vendor and enter your personal account information for each vendor (do not add spaces) for each of your accounts. *This information will automatically be added to each of your reservations.*

#### Add a Frequent Traveler Program

Program Type:

Vendor:

\* Account Number:

### Passport and Visa:

Add document type, country of issuance, number and expiration date

#### Add a Travel Document

Document Type:

\* Country:

\* Number:

Expiration Date:

## Flight Preferences:

- Select a "home" airport – where you depart from most frequently.
- Select your seat preference, aisle or window and check box to "Show detailed seat availability".
- Add Meal Preference (if applicable)
- Select up to three preferred airlines for availability display

#### My Flight Preferences

**Please note:** Your departure city will auto default as your Home Airport Selection.

Seat/Meal Preference should be selected and every effort will be made to meet your selections when applicable. Please **DO NOT** select the following Meal Preferences, they will not allow you to complete your reservations.

- HIGH FIBER
- LOW PROTEIN
- ORIENTAL - ASIAN
- LOW PURIN

Home Airport:

Seat Preference:

Show detailed seat availability information.

Meal Preference:

Preferred Airlines:

## Hotel Preferences:

- Select up to three preferred hotel chains.
- Enter up to three special requests for room preferences (if applicable).

#### My Hotel Preferences

Preferred Chains:

Special Requests:

## Rental Car Preferences:

- Select car type and transmission preference.
- Select up to three preferred agencies.
- Select up to three special requests for car preferences

#### My Car Preferences

To request a navigation system for your rental, please select "Navigation System" from the drop down menu next to "Special Requests."

\*\* In order for Travel Vision to check if a Toyota Corolla Green Collection is available at a participating Car Rental Location, expand the drop down under Car Type - select Specialty Sports / Automatic and then SAVE. Specialty Sports will appear in a separate column - only if this car type is available at that participating location. \*\*

\*\* To ensure availability and optimal selection of rental vehicles for you and your co-workers, it is important to cancel your car reservations should your travel plans change. \*\*

Car Type:

Special Requests:

## Travel Arranger Settings

### My Travelers:

Designate yourself as someone who can arrange travel for others.

### My Arrangers:

Designate who may arrange travel on your behalf and/or authorize others to make changes to your traveler profile.