



# Travel Vision

## Quick Reference Guide

### ACCESSING THE SITE

Travel Vision is Toyota's online booking site for business travel.

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

### SIGNING IN

- In the User ID field, enter your business e-mail address
- In the Password field, enter your password. If you have never accessed Travel Vision, your password may be toyota#1
- Click Sign In located in the bottom right-hand corner
- Once signed in, **before making a reservation** click on "Profile" to enter or update your travel preferences, frequent flier information, set up password recovery, and designate travel arrangers.

### BOOKING TRIPS


From HOME page, search for a complete itinerary:

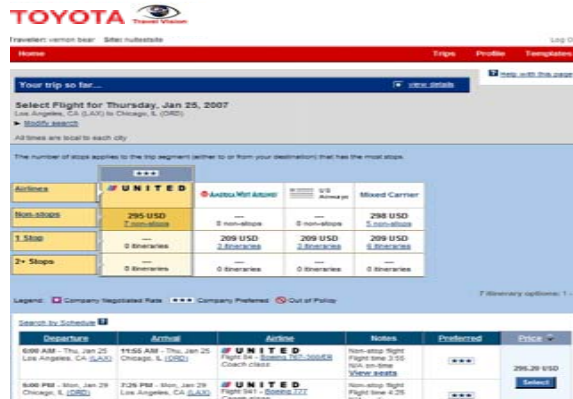
- Select "Trip Details", flight, hotel or car reservations – if not needed, uncheck the box
- Enter your Trip Type (one-way, round-trip or multi-city) & Shop by Price.
- Type in From and To and travel dates – Depart & Return
- Click Begin Search
- Remaining boxes will be pre-populated based on your profile preferences and company policy




### Air

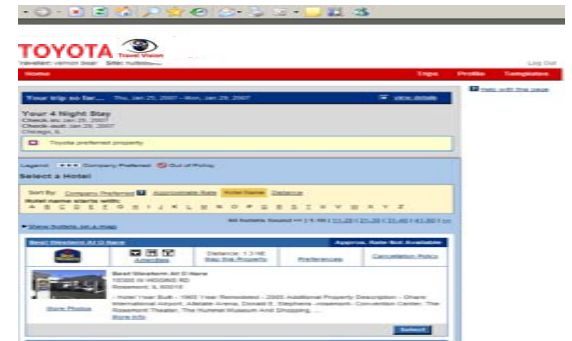
Select your preference from the airline matrix.

- Toyota preferred airlines are indicated by: 
- Choose by Airline or number of stops by clicking on your preference
- If you select by Airline your preferred carrier flights will be listed first
- If you select Non Stop – all non-stop flights will move to the top of the display
- Scroll down to pick the flight combination/price that meets your needs
- If your selected itinerary is not compliant with company travel policy, a message will be displayed and you will be required to provide a reason for selecting an out of policy flight.
- Once flights are selected, you will be taken into the seat selection screen. Choose a seat for each flight option when prompted




### Hotel

- Toyota preferred Hotel are indicated by: 
- Location as well as check-in and check-out dates will be populated based on your destination & travel dates.
- You may choose to search for other properties by a street address, a postal code, airport location, Toyota negotiated rate, by company location, or point of interest. Click Search Now.
- Sort by clicking on the preferred sort criteria, Company Preferred, Approximate Rate, Hotel Name or Distance
- Choose the hotel and room rate using the Check Rates buttons



### Rental Car

- Toyota preferred car rental are indicated by 
- Location, pick-up and return dates will be based on your destination & travel dates.
- Indicate your vendor preference and any special requests
- Click Express Booking to select the best available price regardless of car rental company. Search Now will give you the chance to select your preference.
- A matrix will be displayed showing your options by company and car type.
- Select a car by clicking on the rate for the car type you



## CONFIRMING BOOKINGS

- Modify or Remove any itinerary options on the Review Trip page as necessary and when ready select Continue with Reservation.
- To HOLD the reservation – click the box next to Hold this Trip
- Verify the information on the Traveler Information including frequent flier information and select Continue with Reservation
- Confirm the information on the purchase page including cost center, project number and business purpose. Click on Purchase/Hold Trip.
- You will receive confirmation numbers for air, car & hotel reservations on the Reservation Complete page.
- You will also receive an email confirmation from PNR-bcd travel when the reservation is submitted.
- An invoice will be sent from TOYOTA indicating that the ticket has been issued.

**TOYOTA Travel Vision**  
Traveler: vernon bear Site: nullstate

**Reservation Complete**

You selected to hold this trip on Jan 11 2007. The system will automatically cancel this trip in 0 day(s) at 11:00P on Jan 11 2007.

**Confirmation Information**

Record Locator (PNR): KY5UXB  
 Airline Confirmation: United Airlines K177FD  
 Car Confirmation: Hertz: D52500224A0

Deliver To: vernon bear  
 1900 S. Western Ave  
 Torrance, CA 90509  
 USA

**Traveler Information**  
 Traveler #: Vernon Bear  
 Name: Vernon Bear  
 Special Requests: standard

**Flight Details | Roundtrip**  
 Thu, Jan 25 6:00 AM - 11:55 AM Los Angeles, CA (LAX) to Chicago, IL (MDW)  
 UNITED United Airlines Flight 64 Seat not assigned Coach (AAA)

## ARRANGING TRAVEL FOR OTHERS

### For Travel Arrangers

- To set-up a traveler, click on Profile and under Arranger Settings select My Traveler
- Click Add, enter the traveler's name and click Search
- After the list of matching users is displayed, click Add to the right of the appropriate name. They will appear on the drop down menu on the Home page. Select them to make reservations on their behalf.

**TOYOTA Travel Vision**  
Traveler: vernon bear Site: nullstate

**My Arrangers**

You have successfully removed vernon bear as one of your travel arrangers.

**People Allowed to Arrange My Travel**

Name: vernon  
 Arranger's Name: vernon  
 E-mail: Sals\_Ferguson@toyota.com  
 Phone Number:

**Travel Arranger Permissions**

Can others designate themselves as my travel arranger? Yes  
 Who can change my account settings? [me and my travel arranger]

### For Travelers

- To assign an arranger, click on Profile and under Arranger Settings select My Arrangers
- Complete the Travel Arranger Permissions section to allow/deny arranger self-designation and/or changes to your account
- Click Add, enter the arranger's first and last name, and click Search
- Click Add to the right of the corresponding arranger on the next screen

**TOYOTA Travel Vision**  
Traveler: vernon bear Site: nullstate

**Profile Settings**

**Travel Arranger Permissions**

Can others designate themselves as my travel arranger? Yes  
 Who can change my account settings? [me and my travel arranger]

## VIEWING PREVIOUS BOOKINGS

- Click Trips on the site navigation bar to access your current or past trips
- Click Select to the right of the booking you want to view or change
- You can change air reservations prior to ticket issuance and hotel & car prior to travel date. You can cancel air, hotel & car until the date of travel (penalties may apply).

**TOYOTA Travel Vision**  
Traveler: vernon bear Site: nullstate

**Trips**

Display: [Last Trips] For: [Myself]

**Trips on Hold**

Traveler	Destination	Trip Type	Notes	Select
Vernon Bear	Chicago Jan 25, 2007 at 00:00 AM	Flight Rental Car	Record # KY5UXB Active	Select

**Active Trips**  
You have no active trips.

**Past Trips**  
You have no past trips.

**Cancelled Trips**

Traveler	Destination	Trip Type	Notes	Select
Vernon Bear	Cincinnati Jan 24, 2007 at 11:00 PM	Hotel Room	Record # BCHPS Cancelled	Select
Vernon Bear	Denver Jan 23, 2007 at 12:20 PM	Flight	Record # HKDVZC Cancelled	Select
Vernon Bear	San Francisco	Flight	Record # CFXPCV	

## USING TRIP TEMPLATES (not shown)

- Trip Templates can be created at the bottom of the Review Trip, Purchasing Information or Reservation Complete pages to quickly re-book frequently repeated trips
- You can share Trip Templates with others by clicking on Acquire Trip Template
- To use a Trip Template, access it from My Templates on the site navigation bar, enter your new travel dates and click Price Itinerary

## GETTING ASSISTANCE

### Online Help and Tutorial

- To access online Help, click Help with this page? under the site navigation bar on any page

### Other Travel Assistance

- For technical assistance, contact Travel Services at 1-800-255-4343 and press #2 for Travel Vision.

## CANCELING A TRIP

- To cancel a reservation that has been made, click the **"Trips"** link in the top right of the Home Page.

TOYOTA Travel Vision  
 Traveler: Vernon Bear Site: Toyota Corporate Log Out  
 Home **Trips** Profile Templates  
 Help with this page

- Select the desired trip in the Active Trips section.

vernon bear's trips

**Trips on Hold**  
 You have no trips on hold.

**Active Trips**

Traveler	Destination	Trip Type	Notes	Select
Vernon Bear	Las Vegas Oct 24, 2007 08:40 AM	Flight	Record # HCSSMS Active	Select

**Past Trips**

Traveler	Destination	Trip Type	Notes	Select
Angela K Woertler	San Diego Sep 15, 2003 at 11:00 PM	Hotel Room	Record # TFFN2W Archived	Select
Angela Woertler	San Diego Jun 26, 2003 at 11:00 PM	Hotel Room	Record # QFNJXA Active	Select

**Cancelled Trips**  
 You have no cancelled trips.

- Scroll to bottom of itinerary and select "Cancel Trip".

**Travel Agency Information**

Address: BCD Travel  
 1505 LBJ Freeway Ste 600  
 Irving, TX 75234  
 USA

Telephone #: 972-790-0083

Toll-free Telephone #: 800-255-4343

Email Address: toyotatravelvision@bcdtravel.com

Hours of Operation: Monday - Friday 7:00am - 7:30p, CST.

Back To Trips **Cancel Trip**

- The Cancellation Confirmation page will display. Select "Cancel Trip Now" to confirm trip is cancelled.

**Cancellation Details**

\* = Required

**Cancellation Details**  
 All items within this itinerary will be cancelled.

\* I have read the information above and agree to canceling this trip.

Back **Cancel Trip Now**

- You and your travel arranger will receive an e-mail with cancellation detail for air, car and hotel reservations on the itinerary. You can also view in Travel Vision by clicking on **"Go to Trips"** to return to the **"Trips"** page. Your itinerary will now appear in the **"Cancelled Trips"** section on this page.

vernon bear's trips

**Trips on Hold**  
 You have no trips on hold.

**Active Trips**  
 You have no active trips.

**Past Trips**

Traveler	Destination	Trip Type	Notes	Select
Angela K Woertler	San Diego Sep 15, 2003 at 11:00 PM	Hotel Room	Record # TFFN2W Archived	Select
Angela Woertler	San Diego Jun 26, 2003 at 11:00 PM	Hotel Room	Record # QFNJXA Active	Select

**Cancelled Trips**

Traveler	Destination	Trip Type	Notes	Select
Vernon Bear	Las Vegas Oct 24, 2007 at 08:40 AM	Flight	Record # HCSSMS Cancelled	Select

### Please Note:

You cannot **add** or **change** flight reservations in Travel Vision after you receive confirmation that tickets have been issued. If you wish to modify the flights, please call BCD Travel at 1-800-255-4343 x#2 for assistance.