



How To: Add Car or Hotel to a Reservation

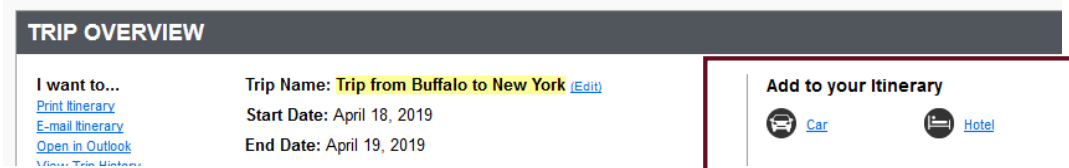
THE TRAVEL TEAM

Users will locate the existing reservation for which they would like to add a car or hotel. This can be found in either Upcoming Trips or Trip Library.

Once viewing the trip, you can opt to add to the reservation in two places:

1

The top right hand corner of the Trip Overview



2

Underneath the active segments of the trip.



Add to your Itinerary

Once selected, a pop-up will appear.

Users should continue through this process until they reach the "Finished" page. An email itinerary will be sent with the updated reservation shortly after.

Users can repeat this exercise to add multiple hotels or cars to a single reservation.

There is no additional fee using this method of adding hotel or car to an existing reservation.

Still have questions? Contact TTT's Online Support Team for assistance:

online@thetravelteam.com