A whole new program!

- Automated Profiles
- SUNet Single Sign On
- Designated Agents
- Live Chat
- Expanded Hotel Content
- Stanford Discounts
- Orbitz Rewards
- Southwest Airlines
- Fly America Act & Open Skies
- Visa/Passport services
Logging on made easy

https://travelweb.stanford.edu
Updating your profile

Add your loyalty programs
- Loyalty programs
  - Flight
  - Car
  - Hotel
  - Rail
  - Orbitz Rewards
- Special requests
  - Flight
  - Car
  - Car service
  - Hotel

Link your Arrangers
My Travel Arrangers:
This traveler has no Travel Arrangers.

Add Travel Arranger
Find Travel Arrangers by letter:
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Document your preferences
Flight Preferences for online booking
- Seat
- Meal request (if applicable)
  - Any
  - No Preference
- Special request
  - Select Special Request

Additional Flight Preferences
An Orbitz for Business Customer Service Representative will reference these preferences for your trips. These requests cannot be guaranteed. Orbitz for Business recommends contacting the airline directly to ensure your request can be accommodated.

Seating preferences
- Any
- Left
- Right
- Any
- Forward
- Wing
- Rear
- Any
- Bulkhead
- Exit Row

Activate your Care Alerts
Select Alerts
Tell us when to send alerts.
- Departure Status
  - Send me departure alerts starting 3 hours before departure
- Airport Advisories
  - Send airport advisories when conditions warrant
Arranging travel for others

Change Traveler

Each traveler’s name must match the name on his/her government-issued photo ID. Airlines do not allow passengers to transfer tickets or to change names on tickets.

- Select myself as traveler
- Select from my traveler list

Pick from your list

- Cunningham, Jan Claire
- Morneo, Ben

- Select from the company directory
- Type in the name

Guests / Students

Change

Cancel
Get on-the-go travel alerts

Orbitz Travel Alerts

- Flight Monitoring
- Airport Advisory
- Security Alerts
- Weather Conditions
- Destination Monitoring
Get support whenever and wherever

1.800.718.4413
1.312.660.3134
stanford@orbitzforbusiness.net

International Rate Desk
Stanford Designated Agents
Always speak to an agent 24/7 around the World.
Proprietary agent desktop
Live Chat
Access to full air, hotel, and car rates
Stanford negotiated rates

Stanford Discounted Rates

Stanford University Preferred Hotel

Crowne Plaza PALO ALTO
★★★★★
4290 El Camino Real, Palo Alto, CA 94306
2.2 Miles Southeast of center of Palo Alto

Description
Stanford University Negotiated Corporate Rate
Stanford University negotiate a rate for this hotel. It is close to campus and is popular among travelers.

W Boston
★★★★★
100 Stuart Street, Boston, MA 02116
0.1 Miles Southeast of Boston

Description
Business Advantage
2 bed breakfast, room service, and a gym

Stanford University Preferred Hotel

Virgin America
Stanford Preferred

United Airlines
Stanford Preferred

Cathay Pacific

Air Canada

Lufthansa

Emirates

Budget
Budget in terminal

Avis
Avis in terminal

Carey

Bali

Cancel policy
Rest assured with the Low Fare Promise

**Low Fare Promise:** Book on Orbitz for Business! If later that day you find a lower airfare for the same flights and dates on another website, OFB will re-book you at the lower fare and give Stanford a $50 credit.
Enjoy the Orbitz Hotel Collection

Stanford Negotiated

Business Advantage (Orbitz)

Published Retail
## Stanford locations and rates

<table>
<thead>
<tr>
<th>Location</th>
<th>Rating</th>
<th>Distance from Stanford Research Park</th>
<th>Rate (Avg. Night)</th>
<th>Map Link</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Crowne Plaza PALO ALTO</strong></td>
<td>★★★★★</td>
<td>1.7 Miles East</td>
<td>$126</td>
<td><img src="#" alt="Map" /></td>
</tr>
<tr>
<td><strong>Stanford University Preferred Hotel</strong></td>
<td>★★★★★</td>
<td>2.2 Miles North</td>
<td>$220</td>
<td><img src="#" alt="Map" /></td>
</tr>
<tr>
<td><strong>Sheraton Palo Alto Hotel</strong></td>
<td>★★★★★</td>
<td>2.3 Miles North</td>
<td>$177</td>
<td><img src="#" alt="Map" /></td>
</tr>
</tbody>
</table>

### Find locations

Begin typing a city name and any Stanford University locations in that city will be shown. As you type the search results are automatically updated.

**Palo Alto, CA**

**Stanford Research Park**
3145 Porter Drive, Palo Alto, CA, 94304, US
Visitor Information Services - Stanford Visitor Center
295 Galvez Street, Stanford, CA, 94305, US
Travelers Earn 5% back in rewards, 
Arrangers Earn 2% back in rewards, 
when you book: 
• Business Advantage Hotels 
• Business Advantage Flex Hotels
Change online

Would you like to cancel or change your tickets?

- I want to **cancel** my tickets.
  
  Note: This ticket's value, less applicable change fees, can be used toward a new ticket on the same airline(s) if you complete travel by November 17, 2015.

- I want to **change** my tickets.
  
  Note: Changes are not complete until you click "Book new flights". Once the change is complete you will be responsible for the following changes per ticket:
  - Airline fee of $200.00 USD
  - Additional airfare, if your new ticket costs more

### USED

<table>
<thead>
<tr>
<th>Leave</th>
<th>Mon, Dec 01</th>
<th>Non-stop</th>
<th>Total Duration: 4hr 48min</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depart: 1:00pm</td>
<td>Chicago, IL (ORD)</td>
<td>United Airlines 1515</td>
<td></td>
</tr>
<tr>
<td>Arrive: 3:48pm</td>
<td>San Francisco, CA (SFO)</td>
<td>Economy</td>
<td></td>
</tr>
</tbody>
</table>

### What would you like to change?

<table>
<thead>
<tr>
<th></th>
<th>Return</th>
<th>Fri, Dec 05</th>
<th>Non-stop</th>
<th>Total Duration: 4hr 13min</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change</td>
<td>Depart: 6:30am</td>
<td>San Francisco, CA (SFO)</td>
<td>United Airlines 655</td>
<td></td>
</tr>
<tr>
<td>Date / Time</td>
<td>Arrive: 12:43pm</td>
<td>Chicago, IL (ORD)</td>
<td>Economy</td>
<td></td>
</tr>
<tr>
<td>Cities / Airports</td>
<td>Airbus A320</td>
<td>4hr 13min</td>
<td>80% on time</td>
<td></td>
</tr>
</tbody>
</table>

Continue  Next: Search for new flights

Back
International document support

Links within OFB for International Trips

[Image of a setup to check visa requirements with options for passport country, state of residence, travel destination, and purpose of travel]
Bookings at your fingertips