

## How to book airfare, rail-fare, lodging and/or auto rental

1. You can book airfare, rail fare, lodging or auto rental for yourself or a guest through the **Trip Search**

The image displays three screenshots of a web interface for booking travel services. Each screenshot shows a 'TRIP SEARCH' header and two buttons: 'Booking for myself' and 'Book for a guest'. The first screenshot shows the 'Mixed Flight/Train Search' section with icons for flight, train, car, lodging, and bus. The second screenshot shows the 'Hotel Search' section with fields for check-in and check-out dates, search radius, and location type. The third screenshot shows the 'Car Search' section with fields for pick-up and drop-off dates and times, and options for pick-up location.

**TRIP SEARCH**

Booking for myself | Book for a guest

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University of Maryland College Park requires an approved Request prior to booking travel. Failure to obtain approval in advance may result in expenses being rejected.

**Mixed Flight/Train Search**

Round Trip | One Way | Multi City

From ?  
Departure city, airport or train station  
[Find an airport](#) | [Select multiple airports](#)

To ?  
Arrival city, airport or train station  
[Find an airport](#) | [Select multiple airports](#)

**Search**

[Show More](#)

Booking for myself | Book for a guest

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**Hotel Search**

Check-in Date | Check-out Date

Search within 5 miles from

Airport  Address

Company Location  Reference Point / Zip Code

Reference Point / Zip Code  
(e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA')

Only show results containing:

**Search**

Booking for myself | Book for a guest

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**Car Search**

Pick-up date  
12:00 pm

Drop-off date  
12:00 pm

Pick-up car at  
 Airport Terminal  Off-Airport

Please enter an airport.

Return car to another location

[More Search Options](#)

**Search**

2. Type your itinerary such as dates and location to search for airfare, rail fare, lodging or auto rental.



Booking for myself | [Book for a guest](#)

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**Mixed Flight/Train Search**

Round Trip | One Way | Multi City

From ?  
BWI - Baltimore Washington Intl Airport - Baltimore, MD  
[Find an airport](#) | [Select multiple airports](#)

To ?  
Chicago, IL - Chicago O'Hare Intl Airport  
[Find an airport](#) | [Select multiple airports](#)

Depart ?  
10/06/2022 | depart | 09:00 am | ± 8

Return ?  
10/10/2022 | depart | 03:00 pm | ± 8

Pick-up/Drop-off car at airport  
 Find a Hotel

Class ? Search by  
Economy class | Price

Specify a carrier ?  
 Refundable only air fares

**Search**

Booking for myself | [Book for a guest](#)

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**Hotel Search**

Check-in Date | Check-out Date  
10/06/2022 | 10/10/2022

Search within 5 miles from  
 Airport  Address  
 Company Location  Reference Point / Zip Code

Street | City  
520 S Michigan Ave | Chicago

State/Province | Postal Code  
IL | 60605

Country/Region  
United States of America

Only show results containing:

**Search**

Booking for myself | [Book for a guest](#)

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**Car Search**

Pick-up date  
10/06/2022 | 03:00 pm

Drop-off date  
10/10/2022 | 11:00 am

Pick-up car at  
 Airport Terminal  Off-Airport

Please enter an airport.  
ORD - Chicago O'Hare Intl Airport - Chicago, IL

Return car to another location  
[More Search Options](#)

**Search**



3. You will select the expense (airfare, rail-fare, lodging or auto rental).

BALTIMORE, MD TO CHICAGO, IL  
THU, OCT 6 - MON, OCT 10

Show as USD

Show matrix Print / Email

Shop by Fares Shop by Schedule

Caution: Upon occasion Frontier and Alaska Airlines offer unique fares indicated as "WebDirect" in the fare details. They are instant purchase, non-refundable and unable to be voided. Also Southwest Airlines and Frontier are instant purchase and unable to be voided.

Flight Number Search  Sorted By: Price - Low to High

Displaying: 166 out of 645 results. Previous | Page: 1 of 17 | Next | All

<p>United</p> <p>06:37 AM BWI → 07:46 AM ORD Nonstop 2h 09m</p> <p>07:11 AM ORD → 10:00 AM BWI Nonstop 1h 49m</p> <p>Preferred Airline <a href="#">More fares/details</a></p>	<p>Basic Economy <b>\$312.14</b></p> <p><b>Select</b></p> <p>Least-Cost Logical</p>	<p>ECONOMY <b>\$321.17</b></p> <p><b>Select</b></p>
<p>Southwest</p> <p>08:15 AM BWI → 09:30 AM ORD Nonstop 2h 15m</p> <p>06:30 AM ORD → 09:20 AM BWI Nonstop 1h 50m</p> <p>Preferred Airline <a href="#">More fares/details</a></p>	<p>Wanna Get Away <b>\$314.97</b></p> <p><b>Select</b></p>	<p>Wanna Get Away Plus <b>\$354.96</b></p> <p><b>Select</b></p>
<p>Southwest</p> <p>08:15 AM BWI → 09:30 AM ORD Nonstop 2h 15m</p> <p>05:00 PM ORD → 07:55 PM BWI Nonstop 1h 55m</p> <p>Preferred Airline <a href="#">More fares/details</a></p>	<p>Wanna Get Away <b>\$324.97</b></p> <p><b>Select</b></p>	<p>Wanna Get Away Plus <b>\$364.95</b></p> <p><b>Select</b></p>



4. Once you have selected the itinerary, you can use the **Tcard** or the **UMD Ghost Card** to reserve/pay for the expense.

### TRIP SUMMARY

**Flights Selected**  
Round Trip  
BWI - ORD  
Depart: Thu, 10/06/2022  
Return: Mon, 10/10/2022

**Finalize Trip**

## Review and Reserve Flight

### REVIEW FLIGHTS

**DEPART** ✕ Thu, Oct 6 – Baltimore, MD to Chicago, IL [Hide details](#)

Thu, Oct 6 11:50a BWI → 01:00p ORD 2h 10m Southwest 1579  
Boeing 737-700 (winglets)

**RETURN** ✕ Mon, Oct 10 – Chicago, IL to Baltimore, MD [Hide details](#)

Mon, Oct 10 06:30a ORD → 09:20a BWI 1h 50m Southwest 2026  
Boeing 737-700 (winglets)

### ENTER TRAVELER INFORMATION

Ensure all traveler information below is correct.

**Primary Traveler** [Edit](#) | [Review all](#)

Name: [REDACTED] Phone: [REDACTED] Email: [REDACTED]

**Frequent Flyer Programs** [Add a Program](#)

For Southwest  
No Program selected

### SEAT ASSIGNMENT

Pre-reserved seats are not available for this flight.

### REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$276.06	\$49.90	\$325.96
<b>Total Estimated Cost:</b>		<b>\$325.96</b>	
<b>Total Due Now:</b>		<b>\$325.96</b>	

### APPLY TICKET CREDIT

You can apply your previously canceled tickets (ticket credit) toward this Southwest Direct Connect booking. Select a **maximum of two** ticket credits.

[Add Ticket Credit](#)

### SELECT A METHOD OF PAYMENT

How would you like to pay?

Please choose a credit card. [Add credit card](#)

\* Indicates credit card is a company card

**⚠ This is a Non-Refundable Ticket**

Customers holding NON-REFUNDABLE type tickets may USUALLY cancel their journey, and reuse these tickets to any destination in the carrier's system, within one year following the DATE OF ISSUE (READ THE FARE RULES to be certain this applies). Reservations MUST be cancelled by the intended (original) departure day, or tickets will be void and have NO value for future use. These rules apply to DOMESTIC ticketing only.

By completing this booking, you agree to the [fare rules and restrictions](#) and [hazardous goods policy](#).

[Back](#) [Reserve Flight and Continue](#)