Booking a Flight
# Booking a Flight: three options

<table>
<thead>
<tr>
<th>Online</th>
<th>Travel Agency</th>
<th>Call in</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allows you to shop around</td>
<td>Allows you to speak with someone directly and get help making booking or book online</td>
<td>Allows you to speak with someone directly and get help making booking</td>
</tr>
<tr>
<td>Good for people who like to physically see the options</td>
<td>Might have student rates</td>
<td>Does not allow you to compare costs from airline to airline</td>
</tr>
<tr>
<td>Rates and availability can change quickly</td>
<td>Provides support if there are hiccups in your travel</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Might include a service fee or not work with all airlines</td>
<td></td>
</tr>
</tbody>
</table>

*Click here for more details*
Booking Checklist

✓ Airport, city, and country are correct

✓ Date of arrival into destination is correct

✓ Time of arrival is correct (check AM/PM)

✓ Double check the flight guidelines provided by your advisor or program coordinator
  ✓ VERY important if there are group transfers

✓ Be sure to mention/note any dietary restrictions
Layovers

• All layovers should be at least 2 hours

• Avoid layovers in countries on the TAMU Country Risk Summaries List

• Check the layover duration because some may be overnight

• Avoid layovers that involve an airport change (ex. flying into New York JFK and out of Newark EWR)
  • Even for frequent travelers, these can be tricky
Book Online

- Use site such as Kayak.com or Google Flights to compare options

- Book directly through airlines’ or travel agencies’ websites
  - They can assist if you have a problem (ex. flight cancellation or missed connection)

- Use filters to sort by:
  - Price
  - Number of stops
  - Layover duration → try to have at least 2 hours between flights
  - Layover location (in the US or another country)
  - Departure time
  - Arrival time
  - Airline
Book through Travel Agency

• This can be a local agency or a national one (e.g. STA or Student Universe)

• Have all information about your trip ready and in front of you

• Inquire about student rates and payment plans (sometimes available)

• Inquire about travel insurance
Book on the phone

• Identify which airline has the best itinerary for you and call that one (typically a 1-800 toll free number)

• Have all travel details and needs in front of you when you call

• This is a good option if you need help making a change to your itinerary

• Order special meal if desired (international flights only)
Frequent Flyer Miles

- Frequent flyer programs allow customers with accounts to earn points or “miles” – it is basically a loyalty program.

- They are free to join, so ALWAYS join one and use your number every time you fly that airline.
  - You can often earn miles even after purchasing airfare.
  - After a certain number of miles, you may be eligible for travel perks (ex. upgrades, priority boarding, free flights).