

APPENDIX F

SAMPLE Final Itinerary



Statewide Travel Program
STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

TravelStore/Caltravelstore
707 3rd Street
3rd. Floor
West Sacramento, CA 95606
Ph: 877-454-8785
Fx: 916-376-3999

ADD TO OUTLOOK

Wednesday, 30MAR 2016 04:19 PM EDT

Passenger:

Agency Reference Number: MUZTRG

Please review the itinerary below for accuracy and verify that names appear exactly as on photo ID or passport. Contact our office within 24 hours if you notice any discrepancies.

International Travel: When traveling internationally a passport or visa may be required and in most cases your passport must be valid for at least 6 months beyond your return travel date. Please be sure to verify requirements with your agent, [click here](#) or navigate to <http://travel.state.gov>

AIR	Monday, 9MAY 2016	
Southwest Airlines From: (SMF) Sacramento CA, USA To: (ONT) Ontario CA, USA Stops: Nonstop Equipment: Boeing 737-700 Jet DEPARTS SMF CENTRAL TERMINAL B - ARRIVES ONT TERMINAL 4 SOUTHWEST CONFIRMATION NBR IS 99MGYR		Flight Number: 2044 Class: S-Coach/Economy Depart: 08:35 AM Arrive: 09:50 AM Duration: 1 hour(s) 15 minute(s) Status: CONFIRMED Miles: 390 / 624 KM
AIR	Thursday, 12MAY 2016	
Southwest Airlines From: (ONT) Ontario CA, USA To: (SMF) Sacramento CA, USA Stops: Nonstop Equipment: Boeing 737-700 Jet DEPARTS ONT TERMINAL 4 - ARRIVES SMF CENTRAL TERMINAL B SOUTHWEST CONFIRMATION NBR IS 99MGYR		Flight Number: 3189 Class: Y-Coach/Economy Depart: 12:30 PM Arrive: 01:45 PM Duration: 1 hour(s) 15 minute(s) Status: CONFIRMED Miles: 390 / 624 KM
OTHER	Tuesday, 8NOV 2016	

WE APPRECIATE YOUR BUSINESS

PLEASE TAKE A MOMENT TO FILL OUT OUR CUSTOMER SERVICE SURVEY AT WWW.SURVEYMONKEY.COM/SHQHJ8PF
CALTRAVELSTORE PHONE NUMBER 877 454-8785
NO HOTELS REQUESTED ON THIS ITINERARY
NO CARS REQUESTED ON THIS ITINERARY
PLEASE PRESENT/RECONFIRM YOUR FREQUENT TRAVELER NUMBER UPON CHECK IN.
SOUTHWEST TICKETS ARE VALID ON SOUTHWEST AIRLINES ONLY.
SOUTHWEST DOES NOT PRE-ASSIGN SEATS
ALL FLIGHTS REQUIRE CHECK IN ONLINE OR AT THE AIRPORT

SAMPLE Final Itinerary

Ticket/Invoice Information

Ticket for:
Ticket Nbr: WN2196964861 Electronic Tkt: No Amount: 335.97
Base: 288.62 Tax: 47.35

Charged to: AX*****1016

Total Tickets: 335.97
Total Amount: 335.97

→ This is the version that should be submitted with your travel claim

[Click here for carrier Baggage policies and fees:](#)
[Southwest](#)

[Visit us online for additional travel information.](#)

Check In: It is advised you check in a minimum of 1 - 1.5 hours prior to departure for domestic flights, and 2 - 3 hours for international flights.

E-Tickets: You must provide proper photo I.D. and flight numbers or airline confirmation number to obtain your boarding pass.

Baggage: Checked baggage policies vary by airline, frequent flyer status, booking class, bag size, and weight. Fees may apply if you plan to check bags, or you plan to carry sports equipment, or an odd-shaped item, or your bag exceeds airline weight limits.

Aircraft Disinsection Notice: Some countries require insecticide spraying of aircraft prior to a flight or while you are on the aircraft. Federal law requires that we refer you to DOT's [disinsection website](#) or navigate to <http://www.dot.gov/office-policy/aviation-policy/aircraft-disinsection-requirements>.

Hazardous Materials: Federal law forbids the carriage of certain hazardous materials, such as aerosols, fireworks, and flammable liquids, aboard aircraft. If you do not understand these restrictions, contact your airline or go to http://www.faa.gov/about/initiatives/hazmat_safety/.

Additional terms and conditions apply [click here](#) or navigate to <http://www.travelstore.com/legal> to review.

For after Hours Emergency Service while traveling within the U.S. please call: 1-877-874-9111 and use VIT code: SRX0F. A fee applies to all emergency assistance calls and is in addition to standard processing fees. If the toll free number listed does not work from your calling area then you may call 682-233-1914 direct or place a collect call to 817-358-8606.



TSA Secure Flight Program Information [click here](#) or navigate to <http://www.tscorporate.com/tsa> to review.