



## Step-by-Step Instructions for Booking Travel with TripEasy

1. You will receive an email from: [travelnoreply@tripeasy.com](mailto:travelnoreply@tripeasy.com), open with Chrome or Firefox
2. Please read the email for important information
3. Click the “Continue” button at the bottom of the page. The link is unique to your email so it cannot be shared.
4. TripEasy’s booking page opens.
5. Select your departure airport.
6. Select your arrival airport – TripEasy will default to the closest airports.
7. Select your travel dates.
8. Click “Search”
9. Select your flights.\*\*  
**\*\*APTA travel policy requires staff approval for any fare more than \$200 higher than the lowest fare available or if the fee exceeds \$750. Your trip will not be ticketed until TripEasy receives approval.**
10. When you are booking travel, you will also need to know the cost center (four-digit code – 6204 is Accreditation) for where these expenses should be charged.
11. Click “Book Now”
12. Complete TSA required information and any option information including loyalty numbers.
13. Select your seats.
14. Click “Continue”.
15. Click “Purchase”.
16. You will receive a confirmation email from TripEasy with the confirmation #.
17. For assistance, contact TripEasy at (214) 915-9279 or (855) 301-8472 or at [reservations@tripeasy.com](mailto:reservations@tripeasy.com).
18. If you would like to book a companion’s airfare, contact TripEasy directly and an agent will assist you. Please have the event code listed at the bottom of your email available for the agent.



When booking hotel and Car Rental:

1. Car rentals must be booked through Trip Easy and require pre-approval by CAPTE staff, please reach out to [kristygramling@apta.org](mailto:kristygramling@apta.org) for approval. Car Rentals will be paid out-of-pocket and are later reimbursed through an expense report in Concur.
2. Hotel reservations must also be booked through Trip Easy.