How	To: Add Car or Hotel to a Reservation
User	THE TRAVEL TEAM s will locate the existing reservation for which they would like to add a car or I. This can be found in either Upcoming Trips or Trip Library.
	Once viewing the trip, you can opt to add to the reservation in two places:
1	The top right hand corner of the Trip Overview
U	I want to Trip Name: Trip from Buffalo to New York (Edit) Print tlinerary Start Date: April 18, 2019 E-mail tinerary End Date: April 19, 2019
2	Underneath the active segments of the trip. Add to your Itinerary Once selected, a pop-up will appear.
	Find a Hotel
	Search within 5 miles from C Airport C Address C company Reference Point / Zip
	Reference Point / Zip Code (e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA') New York, NY
	Prefer the following chains Hotel Memberships Hotel Vendors Hilton (All) Any Vendor AccorHotels * Carlson Brands (All) * Chaine Brands * * Indicates major vendor.
\square	Please choose a location to search for your hotel, and select your check-in and check-out dates. Help me find a hotel Display Trip << Previous
	Users should continue through this process until they reach the "Finished" page. An email itinerary will be sent with the updated reservation shortly after.
	Users can repeat this exercise to add multiple hotels or cars to a single reservation.
	There is no additional fee using this method of adding hotel or car to an existing reservation.
S	till have questions? Contact TTT's Online Support Team for assistance: