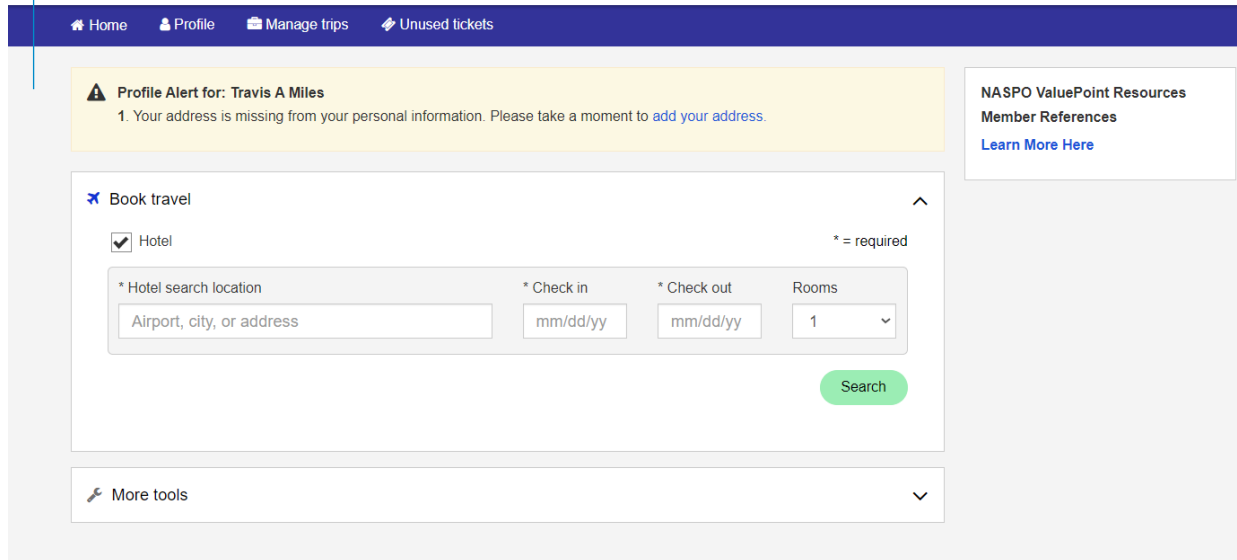


NASPO Hotel-Only Booking Guide

1 Search

- Go to [GetThere](#) to log in.
- Enter your username and password (both fields are case sensitive).
- Enter Search information as needed to reserve your hotel booking.



The screenshot displays the user interface for booking travel. At the top, there is a navigation bar with links for Home, Profile, Manage trips, and Unused tickets. Below this, a yellow alert box indicates a profile alert for Travis A Miles, stating that the address is missing and providing a link to add it. To the right, there is a box for NASPO ValuePoint Resources, including Member References and a link to Learn More Here. The main section is titled "Book travel" and contains a "Hotel" checkbox which is checked. Below this, there are four input fields: "Hotel search location" (with placeholder text "Airport, city, or address"), "* Check in" (with placeholder "mm/dd/yy"), "* Check out" (with placeholder "mm/dd/yy"), and "Rooms" (with a dropdown menu showing "1"). A green "Search" button is located below these fields. At the bottom of the form, there is a "More tools" section with a dropdown arrow. A note "* = required" is positioned to the right of the "Hotel" checkbox.

NASPO Hotel-Only Booking Self-Registration Guide



2 Sort & Select

- You can search for hotels by airport, city, address or company location. Results include NASPO negotiated rates as well as public and best available rate from CTM.
- You can hide sold out and out of policy hotels by checking the box given at the left side at the filters menu or filter the options further using the other filters on the left.
- Choose the hotel by clicking on any hotel card, which will expand the hotel information with available rates.
- You may find a special note under your company preferred property notifying the inclusive amenities.
- You can also view hotels on a map as well as in a list.

The screenshot displays the 'Select a hotel' interface. At the top, there are search filters for 'Airport, city, or address' (SIN), 'Check in' (11/18/19), and 'Check out' (11/22/19). Below these are options for 'Company locations' and 'Current location'. A map shows the location of the selected hotel. The hotel details for 'HOLIDAY INN EXP CLARKE QUAY' are shown, including its address (2 Magazine Road Singapore 069573 Singapore), distance (11.1 miles SW), and price (S\$184). A note indicates 'Including Breakfast, Free Wifi'. The 'Room Rates' section shows a table of room types and rates for the stay dates (Nov 18, 2019 - Fri, Nov 22, 2019). The table includes columns for 'Room types', 'Room rates', and 'Select' buttons. The rates are as follows:

Room types	Room rates	Select
Best Flexible Rate (best Available Rate) - Single, Standard room: 1 Queen Standard Nonsmoking, Relax in Our Modern Room Featuring Floor To Ceiling Wind rates provided by HRS	S\$215.59 ** A\$227.90	Select
Standard Queen Room - Free cancellation - Breakfast included in the price - Free WiFi rates provided by Booking.com	S\$215.59 ** A\$227.90	Select
Best Flexible Rate: 1 Queen Standard Nonsmoking Relax In Our Modern Room Featuring Floor To Ceiling Window And 1 Comfortable Queen Cancel by 2 days before check in rates provided by HRS	S\$225.00 * A\$237.64	Select
2000 Points Per Staying Hr: 2000 Bonus Points Offer Add: 50115 to 51... Single, Standard room: 1 Queen Standard Nonsmoking, Relax in Our Modern Room Fe rates provided by HRS	S\$230.63 ** A\$243.80	Select

NASPO Hotel-Only Booking Self-Registration Guide



3 Review & Checkout

- Sections expand if any required information is missing, complete that information.
- Verify information on the page.
- Click Purchase trip to complete the process. Print your itinerary.
- You will also receive a confirmation e-mail.

Trip review and checkout

⚠ Flight segments must be ticketed by close of business on November 18.
Your travel selections include non-refundable fares. If your ticket is not used on or by the travel date(s) specified on your tickets, the unused portion may have no value after that date and/or after the flight has departed.
Please Note: APPLY, NON-REFUNDING, SHOW/VALID, SQ/M, CHANGE FEE/FEE APPLY.
Fares not guaranteed until ticketed.
Click on the Fare Rules link for itinerary rules and restrictions prior to purchase.

Expand all | Collapse all

▼ Trip details ➕ Add to this trip 📄 Save as template

▼ Hotel details 🔄 Change this hotel 🗑 Remove this hotel

Singapore
4 nights

Holiday Inn Exp Clarke Quay
2 Magazine Road
Singapore, 056573 Singapore
Telephone: 65 6 5668000
Fax: 65 6 5996001

Check in: 2:00 PM
Mon, Nov 18, 2019

Check out: 12:00 PM
Fri, Nov 22, 2019

📍 Company Preferred

Special Note: Including Breakfast, Free Wifi

Best Flexible Rate: 1 Queen Standard Non Smoking Relax In Our Modern Room Featuring Floor To Ceiling Window And 1 Comfortable Queen

Cancellation rules
cxl after 1600 18Nov forfeit entire stay

Guarantee rules
guarantee required

Deposit rules
deposit policies vary by hotel since a hotel can set a deposit policy of up to 30 days in advance please review rate rules prior to booking to avoid possible charge

▶ Traveler details

▶ Billing information

For safety reasons, the transportation of hazardous materials in carry-on and checked baggage is prohibited. Examples of hazardous materials include explosives, aerosols, and flammable liquids. For a full list of prohibited items, check your carrier's website.
By purchasing, I agree to the hazardous materials restrictions.

Start Over Purchase Trip



We're Here to Help

CTM

8:00 AM – 5:00 PM Pacific

naspotravel@travelctm.com

1-800-631-7590

Fax: 206-674-4444

