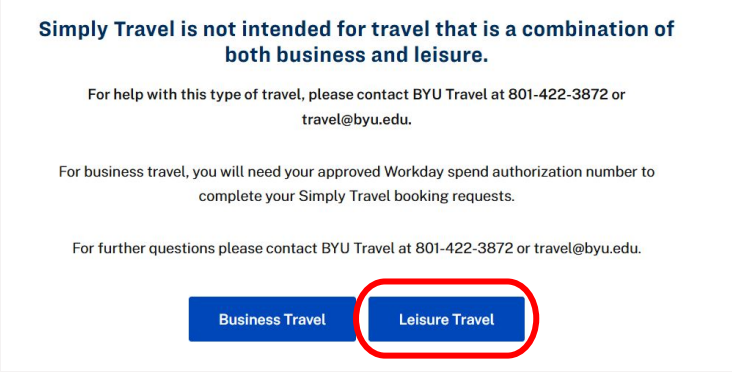
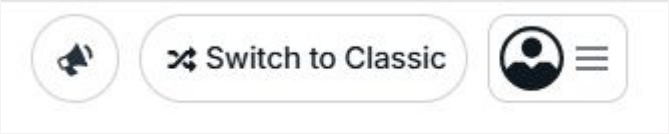
Booking with Simply Travel

BYU’s online travel purchasing platform

Note: Please read all of the instructions in this guide before going to the website! It will save you time and help you get the best results.

Logging In





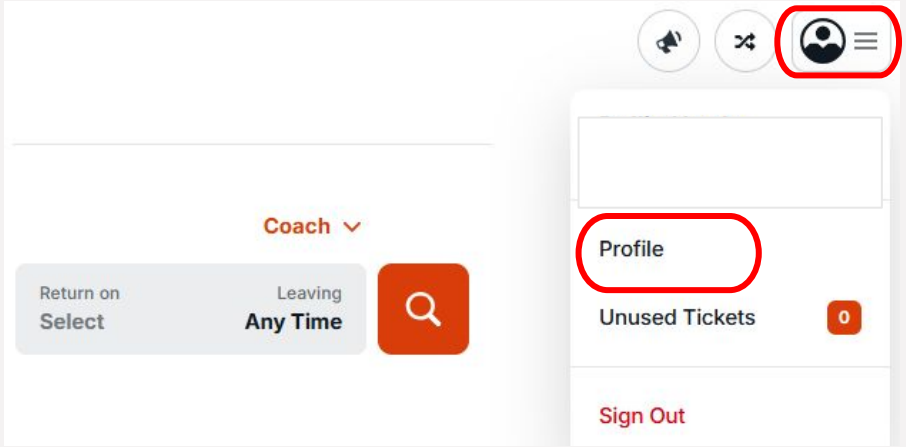
1. Go to *purchasing.byu.edu/travel/simply-travel*.

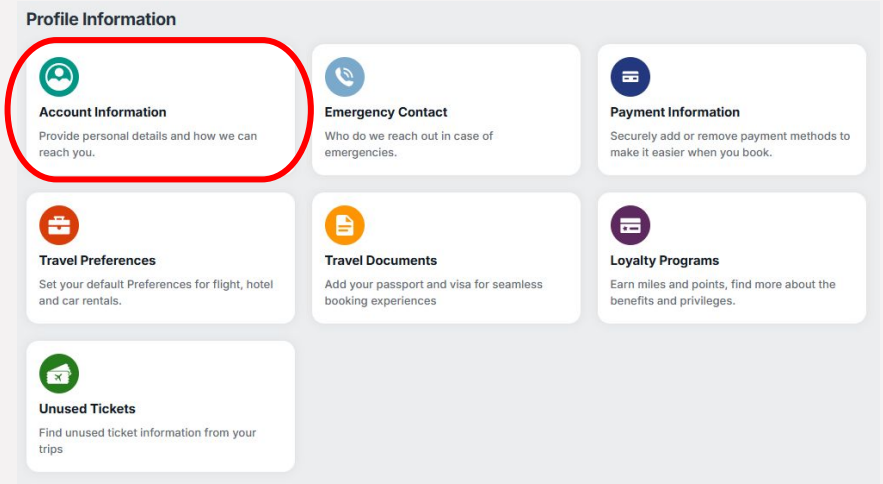
2. If you're not directed to the BYU single sign-on page, find the Single Sign-on heading and click **Continue**.

3. Login with your BYU Net ID and password. If you are unable to login or have not yet created a Simply Travel account, please call 801-422-3872.

4. Select **Leisure Travel**. The main Simply Travel page will appear.

5. In the top-right corner of the page, there is a **Switch to Classic** button. You will find the same flights on both versions, but occasionally the fares are different or cheaper on the Classic version, so look for flights in both versions.





Verifying Your Information

1. Click the Profile Icon, then click **Profile** > **Account Information**.

2. In the Personal Information section, verify that your name is in the system EXACTLY as it appears on your passport, including middle name. If it needs to be changed, click **Edit**. Even if the system only prompts you for a middle initial, type your full middle name as it appears on your passport. If you fail to ensure your name matches your passport, you may not be allowed to fly.

3. Make any other needed changes to this section, like date of birth, then click **Save**.

4. If needed, edit other personal, payment, and profile information. Always save when finished.

Understanding Fares

All fares found in Simply Travel are Main Cabin. Most Main Cabin tickets include one checked bag with international flights and allow changes with airline fees.

Basic economy fares are blocked from the system because they are often very restrictive. If you would still like this type of fare, please contact our office; we are happy to help.

All schedules found in Simply Travel are airline-approved connection times throughout the world.

Most major airlines are available in Simply Travel, except for a few airlines like Allegiant and Frontier that are blocked in our system.

Understanding Different Types of Flights

Round Trip tickets fly into and out of the same city.

Example: If you just want to fly to London and then fly home, book a single round-trip ticket that goes from Salt Lake City to London and then from London to Salt Lake City.

Multi City flights let you fly from one city to another. You select which cities you want to fly in and out of, and this will create one reservation with all those flights.

Example: If you want to visit multiple places in Europe, you could book a multi-city ticket that goes from Salt Lake City to London, then from London to Amsterdam, and then from Amsterdam to Salt Lake City.

One Way flights just go from one airport to another. Sometimes multiple one-way tickets can be cheaper than round trip or multi city tickets, so you may want to try your search several times using different kinds of flights.

Example 1: If you're having trouble finding round trip tickets you like, you could book a single one-way flight from Salt Lake City to London, then a separate one-way flight from London back to Salt Lake City.

Example 2: If you want to fly into London, take the train to Paris, and then fly home from Paris, you could book a single one-way flight from Salt Lake City to London, then a completely separate one-way flight from Paris back home.

You can even combine different types of flights.

Example: If you want to fly Salt Lake City > London > Paris and then back home, but the multi city flights are too expensive, you could book a multi city ticket that goes from Salt Lake City to London and then from Paris back home. Then you could book a separate one-way ticket from London to Paris.

Note: If you're purchasing multiple one-way tickets, even if they're for the same trip, you have to purchase each one as a separate transaction.

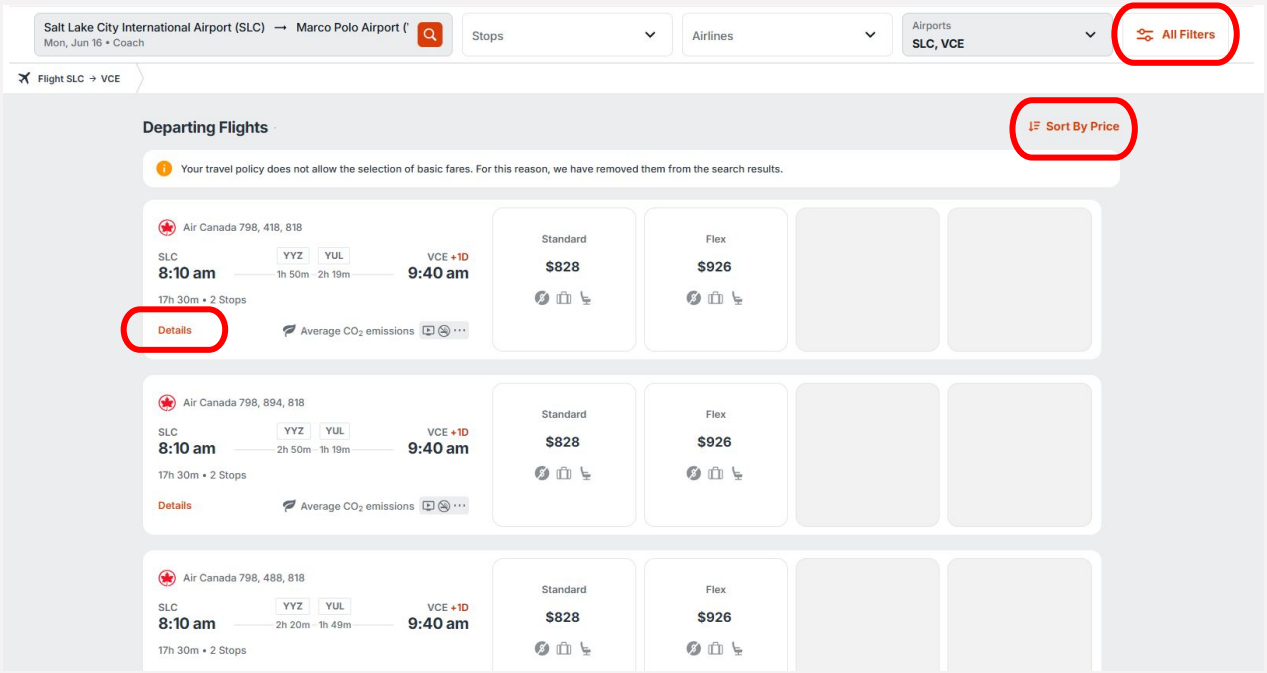
Things to Keep in Mind

Note: If you only have a one-way ticket, immigration authorities may be concerned that you intend to overstay. You must present proof of onward travel, proof of your ticket home, or a valid long-term visa. Without it, you may be denied boarding.

Note: Some people try to save money by booking separate tickets for different segments of the same journey—for example, one booking from Salt Lake City to New York City, and a different booking from New York City to London. Talk to the Travel Office before you do this! It requires you to collect your luggage, check it with the new airline, and go through security again, which can take many hours, increasing the risk that you'll miss your connection. Airlines are not responsible helping you with your missed flights if you do this.

Searching for Flights

1. On the Flights page, select the type of ticket you want and input the dates and airports, then click **Search Flights**.
2. You will be given a list of available flight options; use the **Filters** and **Sort By** buttons circled below to find a flight that fits your needs.



Prices

For each flight, you will be shown different price points. The cheapest flight, usually on the left, will not be a fully refundable flight, but is still flexible enough to allow for changes. If a flight does need to be changed, you will pay the difference in fares.

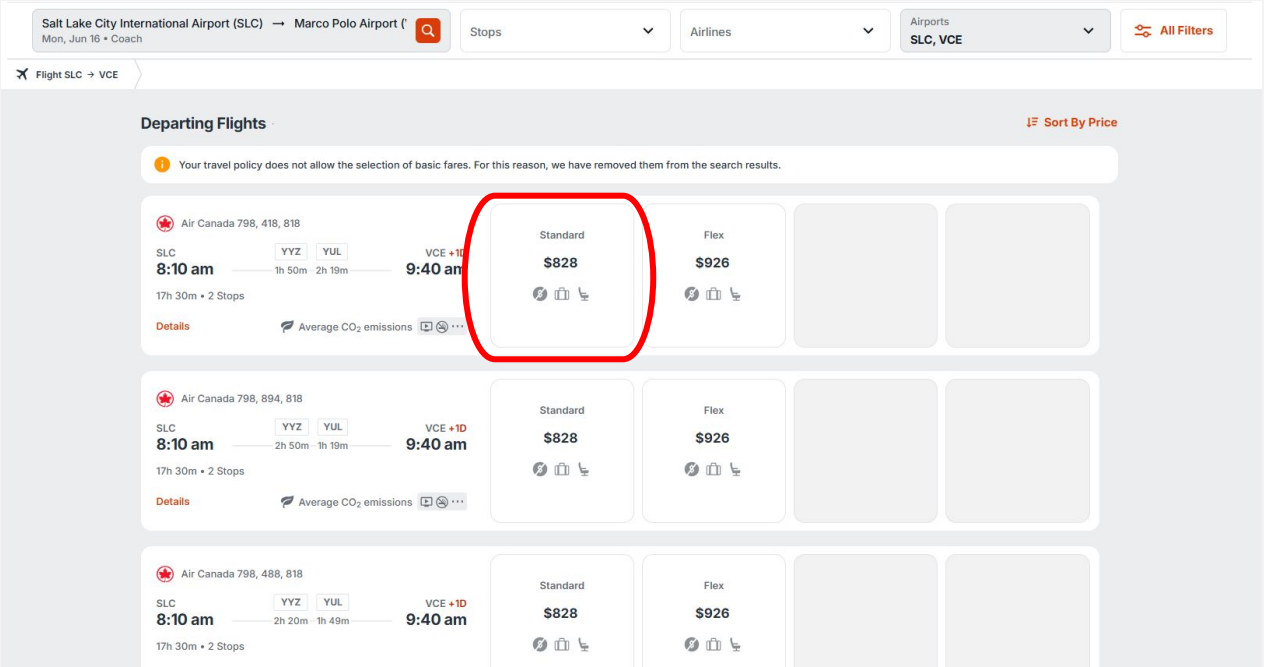
Details

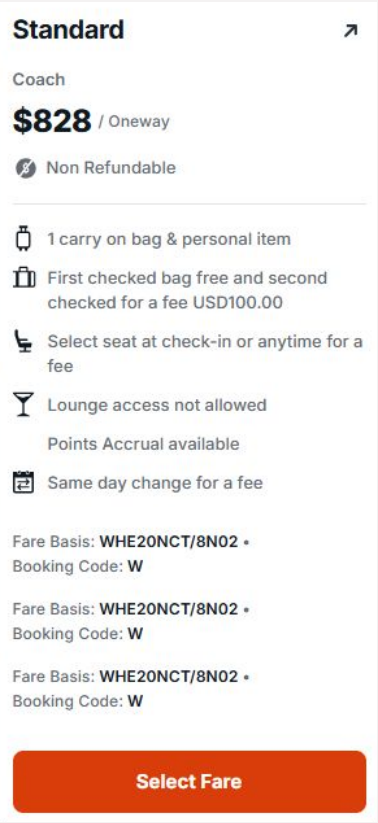
To see the specifics of the flight, such as the baggage or layovers, click **Details**, shown in the image at left.

Note: Make sure the flight is arriving on the correct day; some flights take long enough that you may arrive a day later than expected.

Confirming Your Trip

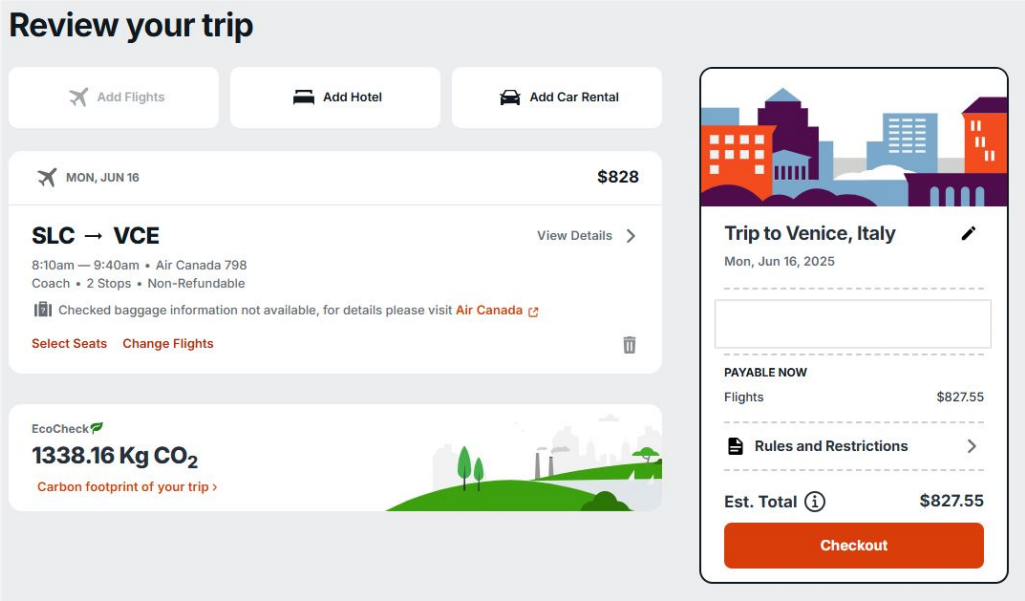
To choose your flights and fare, click on the box with your preferred price. A pop-up will appear (as shown at right); if the details are correct, click **Select Fare**.





Review Your Trip

You'll then be taken to the Review Your Trip page, where you can confirm your flight details. Click **Select Seats** to choose your seat assignments (if they're allowed; some fares don't let you pick your seats). Once everything looks correct, click **Checkout**.



Book Your Trip

Before booking your flight, you'll be asked to confirm that the name on your ticket matches your passport. Then, enter any required information and complete your purchase by providing your payment details.

Final Steps

You will receive an email with your flight itinerary. To see your receipt, click on the black box that says **Itinerary and Documents** in the email you receive. It will take you to the receipt for your flight.

If you have any questions, please email the International Travel Office at intltravel@byu.edu.

Please review the Things to Know Before You Go document, available on kennedy.byu.edu/isp-apply, to get additional information to help with your flights.