

Booking with Simply Travel

BYU's online travel purchasing platform

Sign In

Username

Password

Remember my username

Sign In

[Forgot your username or password?](#)

Single Sign-on

To sign in using your company's Single Sign-On system, click, "Continue."

Continue

[What is Single Sign-On?](#)

BYU
BRIGHAM YOUNG
UNIVERSITY

By signing in, you agree to BYU Account [Terms of Use](#).

 Sign in with Church Account

Sign in with another institution ▼

OR

Net ID

Password

[Need help logging in?](#)

Sign In

[Don't have an account?](#)

Protect your account with Duo Two-Step Verification.
Learn more and sign up at [duo.byu.edu](#)

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 801-422-6293.
4. Select **Leisure Travel**. The main Simply Travel page will appear.

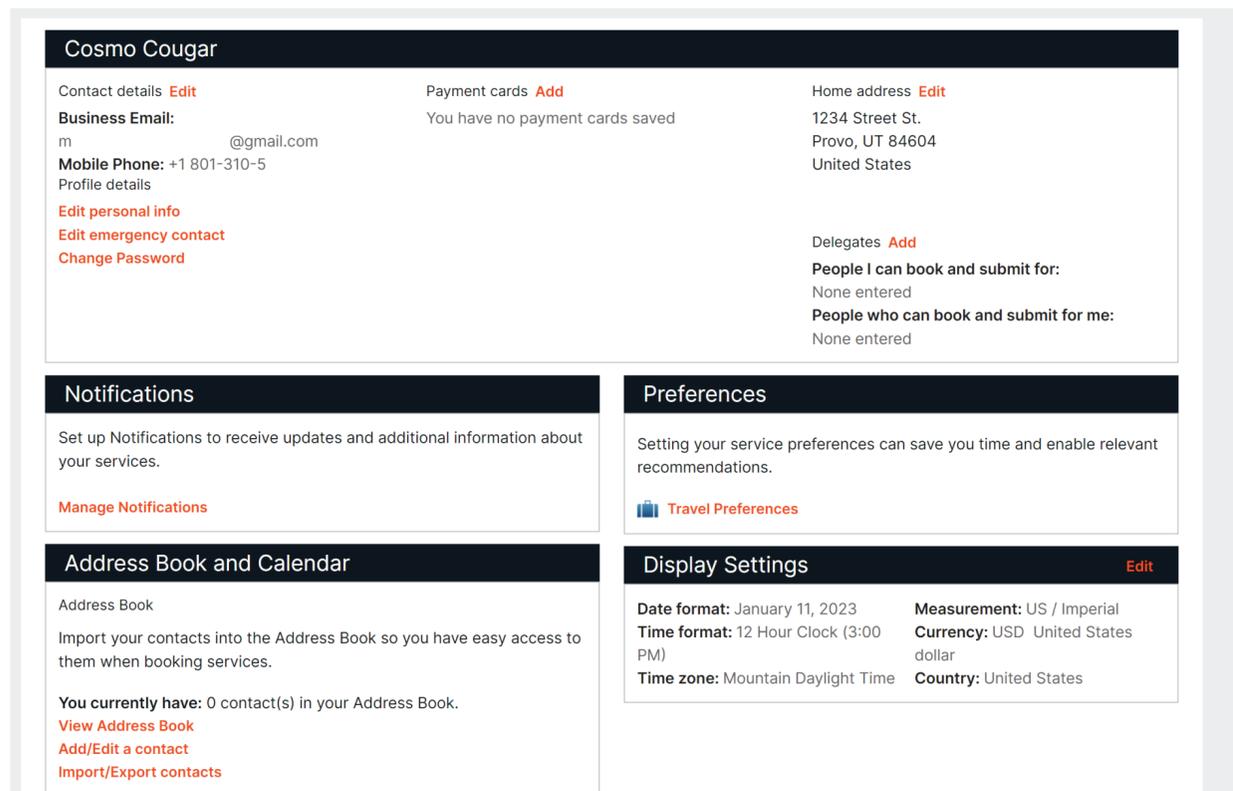
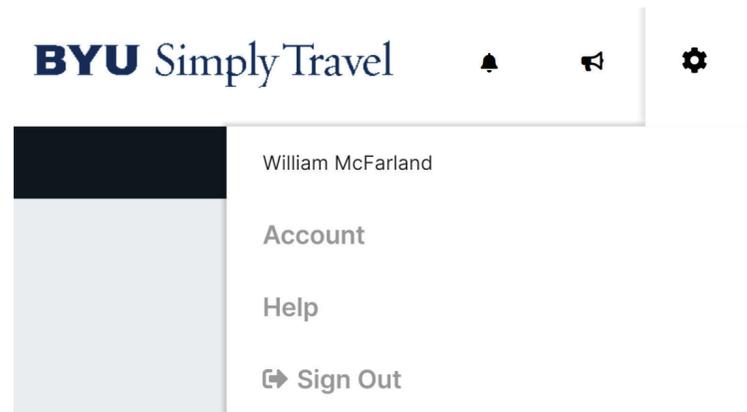
Verifying Your Information

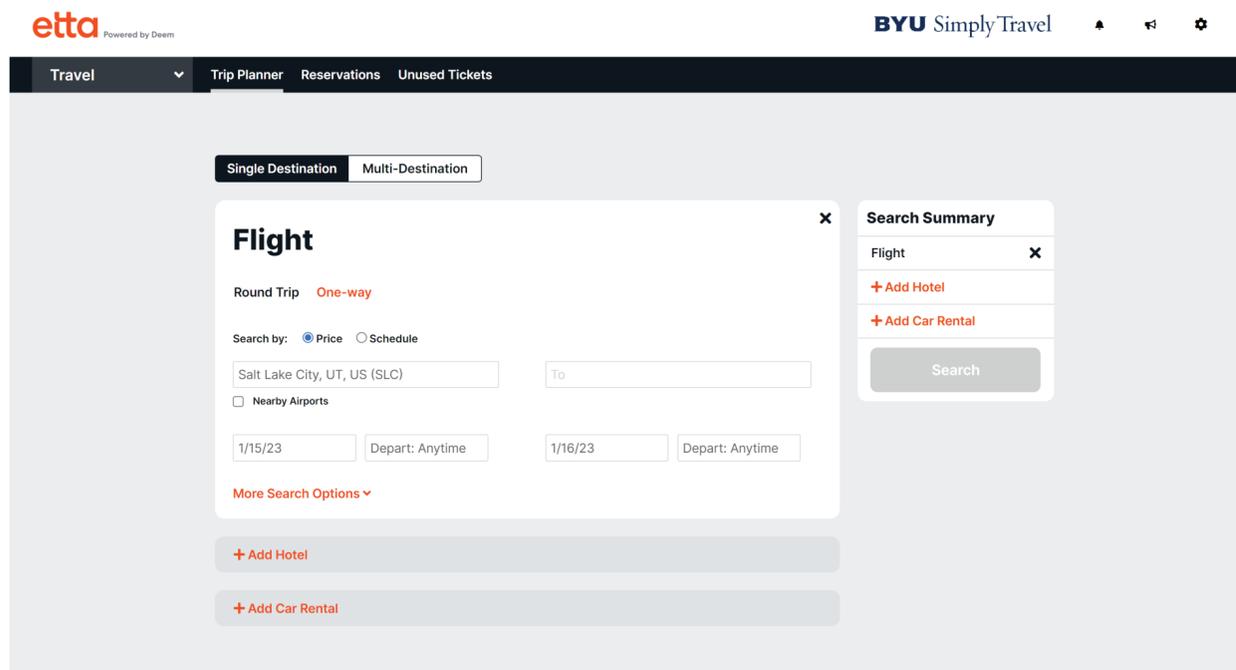
1. Click the gear icon in the upper right corner, then select **Account**.
2. Click the **Profile** tab or the **Edit personal info** link. Verify that your name is in system EXACTLY as it appears on your passport, including middle name. Even if the system only prompts you for a middle initial, type 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.**

Note: Be sure you check the **Profile** screen. The Overview screen will only show your first and last name, so it may not be an accurate reflection of your name as it appears in the system.

3. If the name in the system does not match the name on your passport, update your name, then click **Save**.
4. Click the **Overview** tab to return to that page. If you have not yet done so, you may want to update other information:
 - **Edit personal info**, including date of birth, gender, address, phone number, emergency contact, and payment cards.
 - **Travel Preferences**, including home airport, seat and meal preferences, and info about frequent flyer accounts you've set up with airlines.

When you've finished making changes on any screen, click **Save**.





Beginning Your Flight Search

Click on the **Travel** drop-down menu in the upper left corner, and select **Travel**. This will return you to the main travel search page.

Understanding Fares

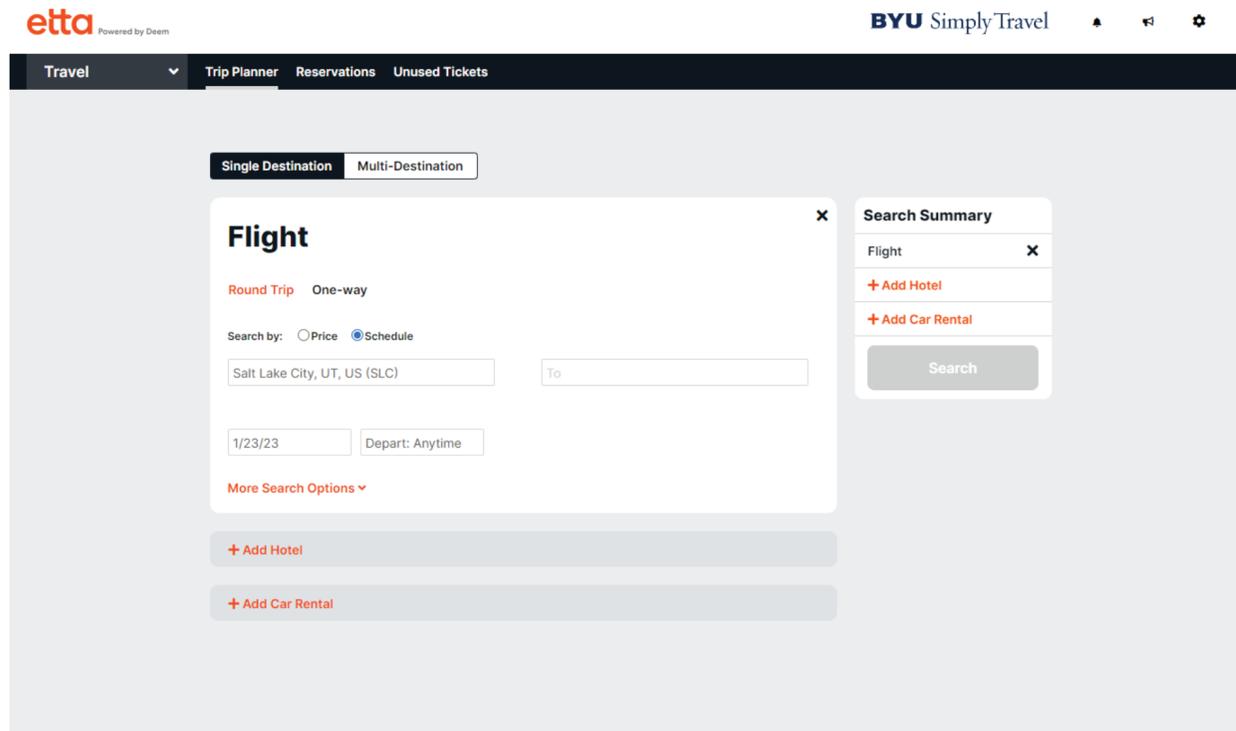
- All fares found in Simply Travel are Main Cabin. Most Main Cabin tickets include one checked bag with international flights and allow changes with airline fees.
- Basic economy fares are blocked from the system due to not allowing any changes, seat assignments, or checked bags.
- All schedules found in Simply Travel are airline-approved connection times throughout the world.
- All major airlines are available in Simply Travel, except for a few airlines like Allegiant and Frontier which are blocked in our system.

Understanding Different Types of Flights, pt. 1

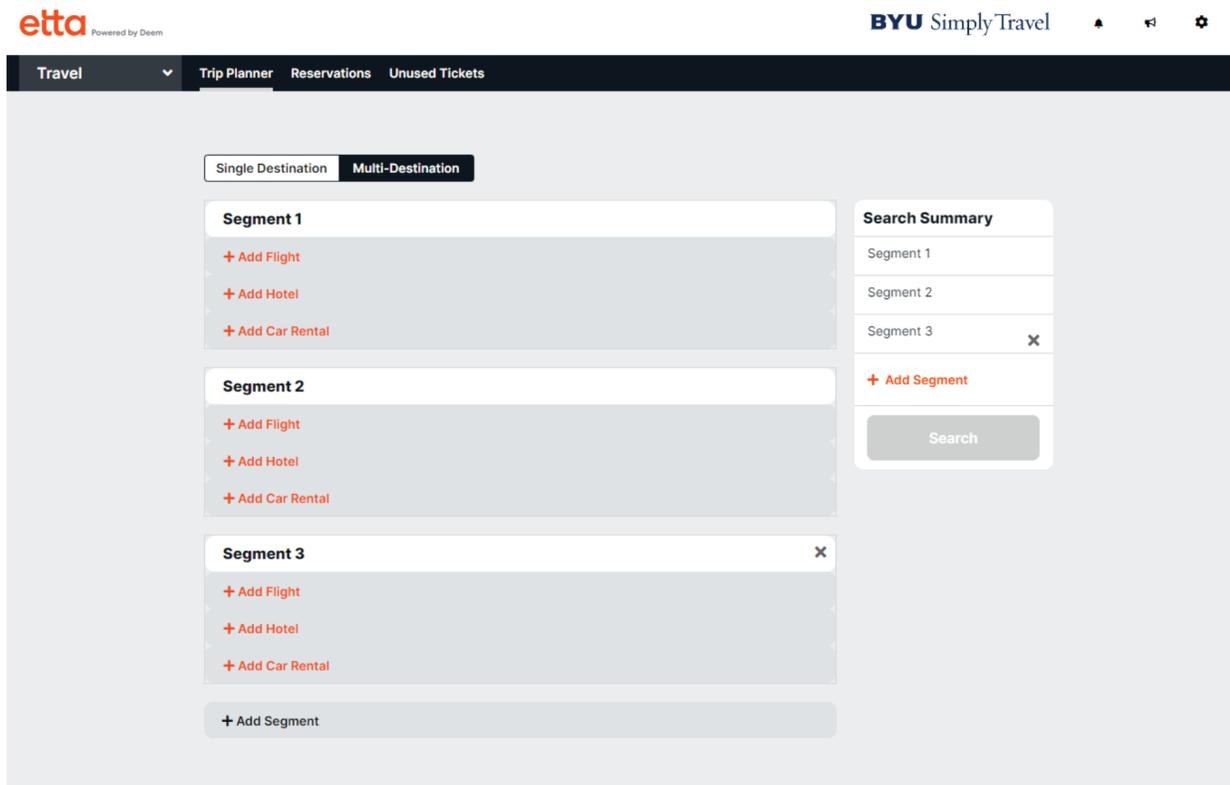
Single Destination is what you select if you are booking a round trip ticket or two one-way flights.

- 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.
- One-way flights just go from one airport to another.
 - Sometimes two one-way tickets can be cheaper than a round trip ticket. Example: 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.
 - They can also be great options if you are flying to one city but returning from another city. Example: If you're going to start your trip in London and then travel to Paris for last part of your trip, you could buy a one-way ticket from Salt Lake City to London, then a separate one-way flight from Paris back to Salt Lake City.

Note: If you're purchasing two one-way tickets, you have to purchase one and then go through the process again to book the other.



The screenshot shows the etta flight search interface. At the top, there's a navigation bar with 'Travel', 'Trip Planner', 'Reservations', and 'Unused Tickets'. The main search area has two tabs: 'Single Destination' (selected) and 'Multi-Destination'. Below the tabs is a 'Flight' search form with options for 'Round Trip' and 'One-way'. The search criteria include 'Salt Lake City, UT, US (SLC)' as the origin, a 'To' field for the destination, a date field set to '1/23/23', and a 'Depart: Anytime' option. There are also buttons for '+ Add Hotel' and '+ Add Car Rental'. To the right of the search form is a 'Search Summary' panel showing 'Flight' and buttons for '+ Add Hotel' and '+ Add Car Rental', along with a 'Search' button.



Understanding Different Types of Flights, pt. 2

- **Multi-Destination** search works intermittently; you may have better luck selecting one-way tickets instead. If you are flying into one city but returning from another, it is recommended that you search for both a multi-destination flight and two one-way flights.

Note: Sometimes people try to save money by buying different tickets for different legs of a single journey. For example, if you're flying to London, you might try to save money by booking a flight from Salt Lake City to NYC, and then a separate flight (possibly on a different airline) from NYC to London. **We recommend that you do not do this.** It will force you to collect your luggage when you arrive in the middle location, check in for your new flight, check your luggage again, and go back through security, which will take a lot of time. If your first flight is delayed at all, you could miss your second flight, and because the flights weren't booked together, the airline may have no obligation to rebook you. Also, it's harder to monitor and keep up with airline schedule changes.

The screenshot shows a flight search interface. At the top, there are navigation tabs: 'Travel', 'Trip Planner', 'Reservations', and 'Unused Tickets'. Below this, there are two tabs: 'Single Destination' (selected) and 'Multi-Destination'. The main search form is titled 'Flight' and includes the following elements:

- Round Trip / One-way:** 'Round Trip' is selected.
- Search by:** 'Price' is selected over 'Schedule'.
- From field:** 'Salt Lake City, UT, US (SLC)'. Below it is a checkbox for 'Nearby Airports'.
- To field:** 'Kaunas, LT (KUN)'.
- Dates:** Departure: '1/15/23', Return: '1/16/23'. Both have 'Depart: Anytime' options.
- Class:** 'First'.
- Fare Type:** 'Lowest Available'.
- Travelers:** '1'.
- Preferred Connecting Airport:** 'City Name or Airport'.
- Buttons:** '+ Add Hotel' and '+ Add Car Rental' are visible at the bottom of the form.

On the right side, there is a 'Search Summary' sidebar with the following content:

- Flight (with a close 'x' button)
- + Add Hotel
- + Add Car Rental
- Search (in a red button)

Searching for Tickets

1. Make sure **Single Destination** is selected at the top of the Travel page.
2. Click **+ Add Flight**.
3. Make sure **Round Trip** is selected (it will be selected by default).
4. In the **From** field, begin to type the city name or airport code for the departure airport. Suggestions will appear; select the correct airport from the list.
5. Do the same in the **To** field for the arrival airport.

Note: If your departure or arrival airport is flexible, you can check the **Nearby Airports** checkbox to get more search results. This is useful if you are flying from or to an area with multiple airports. For example, if you chose Heathrow airport in London, it would also search for Gatwick, Luton, and other nearby airports.

6. Choose your desired dates and times for flying.
7. If applicable, click the **More Search Options** link to see more search parameters; you can specify **Class** (which class of seat you want), number of **Travelers**, **Fare Type**, and **Preferred Connecting Airport** (if you have a specific airport you prefer to have your layover in).
8. Click **Search**.

Select Departure Flight

SLC ↔ OSL
[Change](#)

Feb 22
Wed

Refine Search (Showing 134 of 134)

[Collapse Filters](#)

Stops <input checked="" type="checkbox"/> Any Stops <input type="checkbox"/> 1 stop <input type="checkbox"/> 2+ stops	Flight Times: Depart: Wed 5:15AM - Wed 5:00PM Arrive: Thu 8:15AM - Thu 6:00PM	Nearby Airports Depart: <input checked="" type="checkbox"/> SLC Arrive: <input checked="" type="checkbox"/> OSL	Connections <input type="checkbox"/> AMS <input type="checkbox"/> LHR <input type="checkbox"/> BGO <input type="checkbox"/> LIS <input type="checkbox"/> BOS <input type="checkbox"/> MCO <input type="checkbox"/> BRU <input type="checkbox"/> MSP <input type="checkbox"/> CDG <input type="checkbox"/> MUC <input type="checkbox"/> CPH <input type="checkbox"/> ORD <input type="checkbox"/> DEN <input type="checkbox"/> SFO <input type="checkbox"/> EWR <input type="checkbox"/> SVG <input type="checkbox"/> FRA <input type="checkbox"/> TOS <input type="checkbox"/> IAD <input type="checkbox"/> YYZ <input type="checkbox"/> IAH <input type="checkbox"/> ZRH <input type="checkbox"/> KRS	Airlines <input checked="" type="checkbox"/> All Airlines <input type="checkbox"/> KLM Royal Dutch Airlines <input type="checkbox"/> Multiple Airlines <input type="checkbox"/> Air France <input type="checkbox"/> Delta Air Lines <input type="checkbox"/> United Airlines <input type="checkbox"/> Lufthansa <input type="checkbox"/> Swiss Airlines
Cabin Classes <input type="checkbox"/> Premium Coach (3) <input type="checkbox"/> Business (52) <input checked="" type="checkbox"/> Coach (134)	Fare Tier <input checked="" type="checkbox"/> Standard <input checked="" type="checkbox"/> Unrestricted	Policy <input checked="" type="checkbox"/> Any <input type="checkbox"/> In policy <input type="checkbox"/> Out of Policy		

[Reset to original search](#) [View all times and airports](#)

Lower Fare Options

View by Price

Sort by Cost

\$2,059 STANDARD

American Airlines 3019
PREFERRED NON-REFUNDABLE \$300 PENALTY

SLC 7:50 AM Salt Lake City, UT → 2 stops Total 26h 5m (ORD / LIS 10h 58m) → OSL 5:55 PM (Feb 23) Oslo, Norway

Coach
[Seat Map](#)

USD \$2,058.35 per person
[Select](#)

[View Stops](#)

\$2,059 STANDARD

American Airlines 2069
PREFERRED NON-REFUNDABLE \$300 PENALTY

SLC 11:35 AM Salt Lake City, UT → 2 stops Total 22h 20m (ORD / LIS 7h 17m) → OSL 5:55 PM (Feb 23) Oslo, Norway

Coach
[Seat Map](#)

USD \$2,058.35 per person
[Select](#)

[View Stops](#)

\$2,199 STANDARD

Delta Air Lines 56 - Main Cabin
PREFERRED NON-REFUNDABLE

SLC 4:10 PM Salt Lake City, UT → 1 stop Total 16h 5m (AMS 4h 25m) → OSL 4:15 PM (Feb 23) Oslo, Norway

Coach
[Seat Map](#)

USD \$2,198.25 per person
[Select](#)

[View Stops](#)

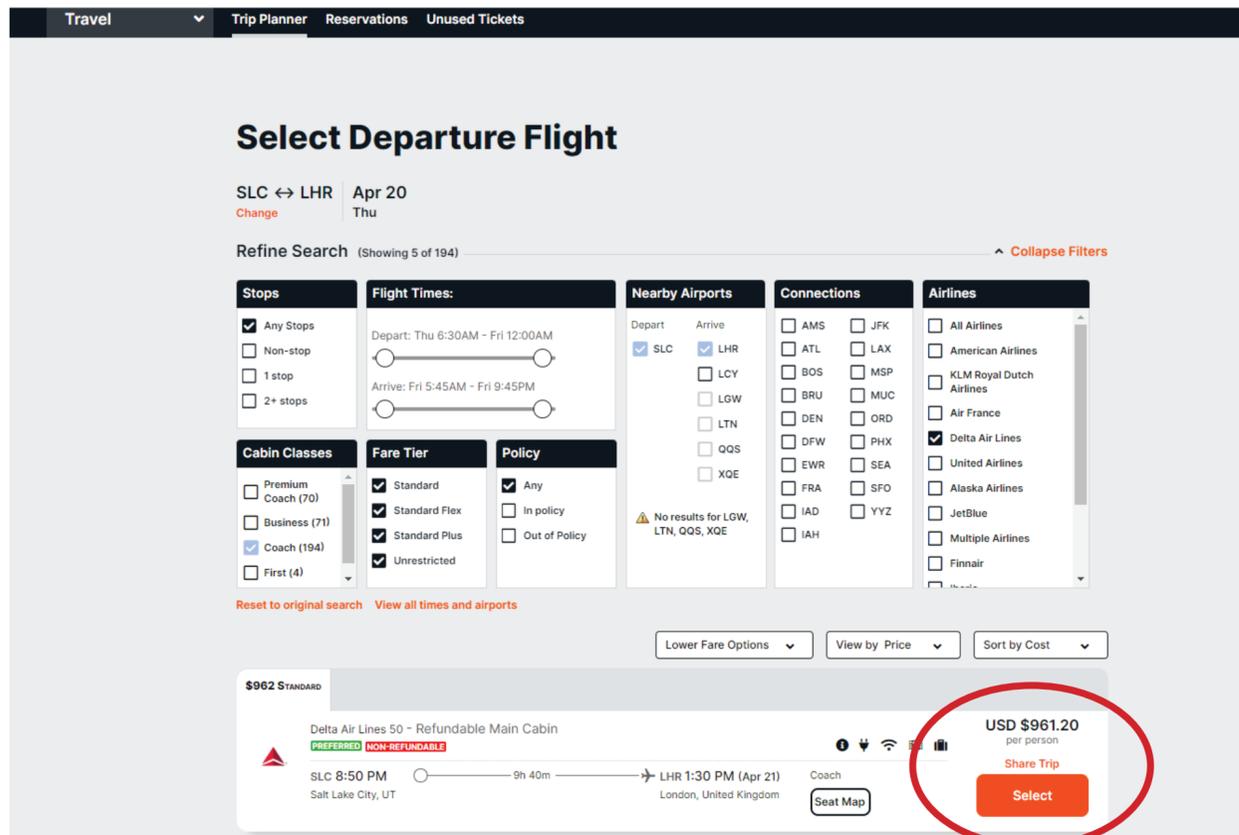
Selecting Flights, pt. 1

1. A new screen will open, showing the possible departure flights that were found. To narrow down the options, you can use the filters in the **Refine Search** area (click **Expand Filters** to see even more filter information). You can filter by number of spots, time of day, airline, and more.

Note: You may not see all possible flights on this page; in accordance with Travel Office policy, the system filters out the most basic fares (the ones that charge you extra money to select seats, check luggage, etc.) as well as undesirable routes, such as those with excessively long layovers.

2. Look through the available flights, which are typically organized from cheapest to most expensive (though you can use the dropdown menus in the upper left to change how the results are sorted). Use the **Standard** and **Unrestricted** tabs to choose whether you want the cheaper nonrefundable ticket or the more expensive refundable ticket.

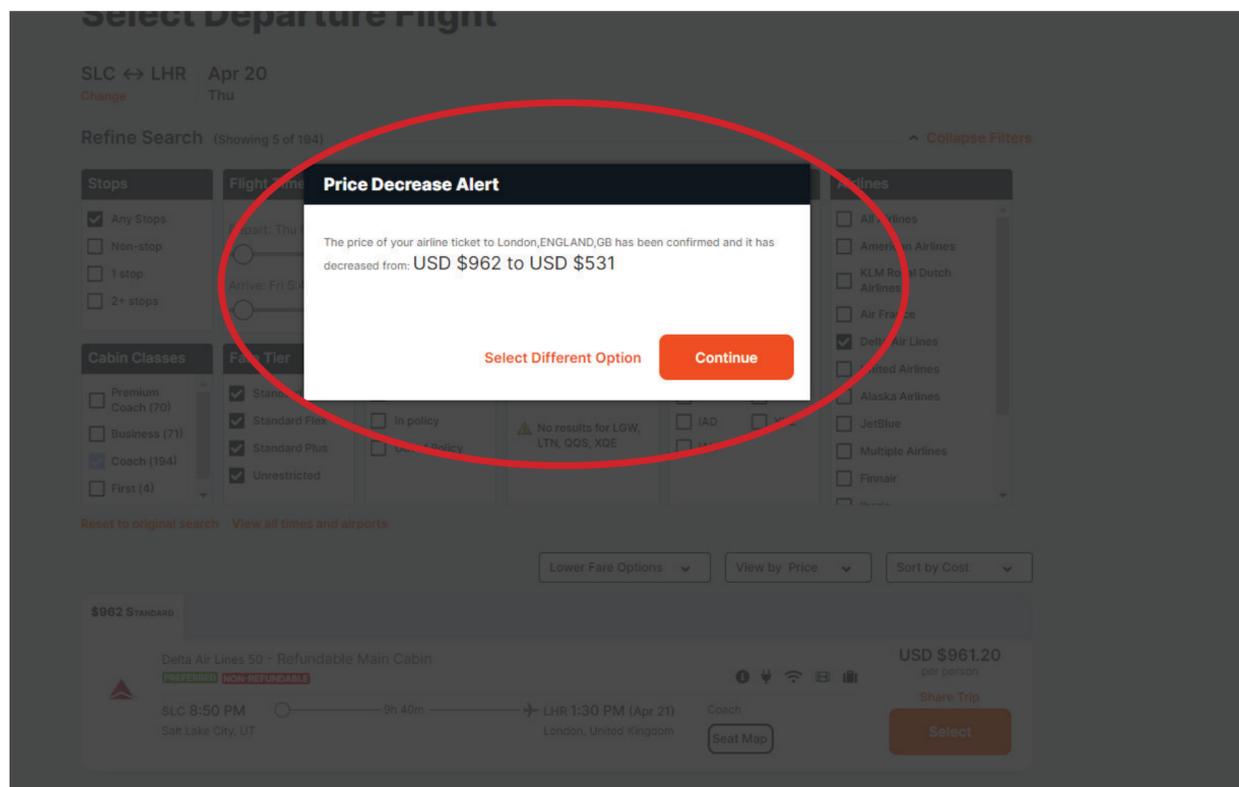
Note: Delta Airlines is offering a reward for BYU students who book Delta flights through Simply Travel in 2023: a **\$50 credit to be used on a future flight**. It just needs to be used before the end of the year. So as you're considering flights, keep that in mind!



Selecting Flights, pt. 2

- When you've found the flight you want, click the **Seat Map** button to select where on the plane you'd like to sit. Click on the desired seat, then click the **Pin Seat** button.
- When you're happy with your ticket and seat selection, click **Select**.
- Do the same on the next page to select your return flight.

Note: BYU has contracts with some airlines to get cheaper fares, but due to a quirk in the system, you may not see the final fare until you've clicked the **Select** button. If the final fare changes from what you initially saw, a pop-up window will inform you of the price change, as shown at left.



[← Change trip](#)

REVIEW YOUR TRIP • WED, FEB 22 → THU, FEB 23

SLC ↔ CDG

WED, FEB 22 \$1,060.35 per person

Flight to Paris

PREFERRED REFUNDABLE UNRESTRICTED

American Airlines
AA-1214 - Coach, AA-48 - Coach

5:45 AM Wed, Feb 22 2023 → SLC → 19 hrs 30 min, 1 stop at DFW → CDG → 9:15 AM +1 Thu, Feb 23 2023

[Expand](#)

[Fare Rules](#) [Select Seats](#) [Search results](#) [Change](#)

THU, FEB 23 Price shown above

Flight to Salt Lake City

PREFERRED REFUNDABLE UNRESTRICTED

American Airlines
AA-49 - Coach, AA-2375 - Coach

11:25 AM Thu, Feb 23 2023 → CDG → 18 hrs 13 min, 1 stop at DFW → SLC → 9:38 PM Thu, Feb 23 2023

[Expand](#)

[Fare Rules](#) [Select Seats](#) [Search results](#) [Change](#)

[Add a hotel](#)

[Add car rental](#)

Trip Cost Summary

PAYABLE NOW

Flight	\$1,060.35
Subtotal	\$1,060.35
Est. Total	\$1,060.35
Payable now	\$1,060.35

[Continue](#)

Confirming Your Trip

When you've selected your flight or flights, a confirmation screen will appear. Double-check that your flight information and personal information are correct, then hit **Continue**.

Note: If you need to make a change, do not use the back arrow on the browser; use the **Change** buttons to alter the destination or dates.

Purchase Trip

SLC ↔ CDG | Feb 22 → Feb 23
Wed Thu

Name Your Trip

Traveler

[Change Traveler](#)

Traveler Name ⓘ

-- ▾ Cosmo MI Cougar -- ▾

Date of Birth* ⓘ

- ▾ - ▾ - ▾

Gender* ⓘ

Non-binary/Unspecified (X) ▾

Email

Business Phone* (Enter at least one phone number)

1 ▾ Business

1 ▾ Mobile Phone

Additional Documents

Redress ⓘ

Redress Number Issuing Country

United States ▾

Known Traveler or TSA PreCheck Number ⓘ

Known Traveler Issuing Country

United States ▾

Preference and Rewards Programs

[Edit](#)

Flights

Contact providers to ensure membership numbers are applied to your account.

Frequent Flyer Programs

Number

American Airlines ▾

Meal Request

Standard

Special Requests

None

Trip Cost Summary

Purchases

Flight USD \$1,060.35

Due Today USD \$1,060.35

Est. Cost USD \$1,060.35

[Purchase](#)

Purchasing Your Trip

1. Once you've confirmed your trip, the Purchase Trip screen will appear. Make sure that your personal information is correct and that your name matches the way it appears on your passport.
2. Once you've double-checked that your name matches, check the box that reads **I AGREE—The name that has been entered matches my government issued ID that I will be traveling with.***
3. Fill out any other personal information as needed, such as frequent flyer numbers (if they're not already in the system), TSA Precheck information, wheelchair requirements, and special meal requests.
4. In the Notifications section, you can configure it so the system will send you trip information and updates via email or text.
5. In the Billing Information section, enter your payment card info.
6. When you're certain that everything is correct, click the **Purchase** button.

BYU TRAVEL SERVICES
1-801-422-3872

[Add to Calendar](#) [Itinerary & Documents](#)

Trip to: NEW YORK LGA, NY
Passenger(s): BAARDSON/KRISTINA MARI

Viewing Your Itinerary

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 Know Before You Go document to get additional information to help with your flights.