STEWART TRAVEL
MANAGEMENT

insights

THE TRAINLINE SELF BOOK
HOME PAGE

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thetrainline.com business   insights

Live departures | Train times

Get train times and tickets

From [   ]

To [   ]

Station finder

Out [20/10/14]

Today   Tomorrow

[Leave After ▼] [17 ▼] [45 ▼]

☐ One way

☐ Open Return

Return [dd/mm/yy]

Same Day   Next Day

[Leave After ▼] [▼] [▼]

Adults [1 ▼]   Children [0 ▼]

☐ Railcards

More options   [Get times & tickets]

Welcome Kimberley Alexander

You're signed in to the Insights Development & Learning account

Please note - All rail travel should be booked in Standard/Saver class unless otherwise authorised or if there is a cheaper alternative.

Tickets can only be posted for travel outwith 7 days

Journeys in your shopping basket

You have 0 journey(s) held in your shopping basket   [Go to shopping basket]

Best Fare Finder

Carbon Calculator

Find cheap tickets get **advance ticket alerts**

Book smart, save money...

Travel off peak...

thetrainline.com business

Your ticket to **saving** time and money

Terms & Conditions

National Rail accredited

STEWART TRAVEL
MANAGEMENT

insights

Once logged in, enter your journey details as follows:

Get train times and tickets

Saved Please Select

From

To

Station finder

Out 08/10/10

Today   Tomorrow

Leave after   12   00

☐ One way

☐ Open Return

Return dd/mm/yy

Same Day   Next Day

Leave after

Adults 1   **Children** 0

☐ Railcards

More options   **Get times & tickets**

The **Saved** dropdown is for any favourite journeys you've previously saved into **My account** (see section 9 for more).

Entering the first few letters of **your preferred station names** in the 'From' and 'To' fields prompts a pop-up list with clickable options. You can also use station codes – or the map-style **Station finder** (see over for more).

A date 'pop-up' plus 'Today/Tomorrow' and 'Same day/Next day' buttons help you **specify dates and times out and return**. You can also check boxes for 'one way' or 'open return' fares at this stage. Further drop-downs enable you to specify preferred times.

All you need to do now (apart from specifying any railcard/s you might be using – see next section) is to use the drop-downs to indicate the number of adults and children under 15 travelling.

Click **Get times & tickets** to see the trains available that match your preferred dates/times.

Click **Station finder** link to search for stations on a map by keying in a **location**:
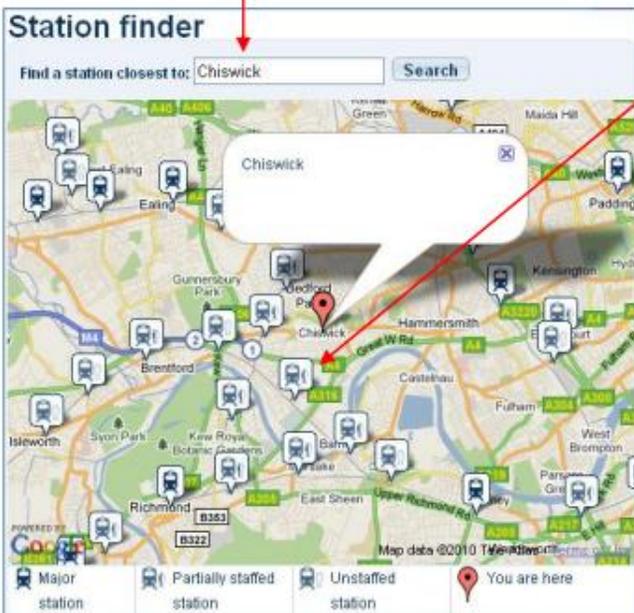
Then click a **station icon** to plan your journey **from here** or **to here**:

These update the **From** and **To** fields on the **Get train times & tickets screen** (see 2.1).

The portal can take into account a range of railcard discounts at individual traveller level, even if there are several passengers on the same booking.

Simply check the **Railcards** box and use the drop-downs to bring up the railcard options available and enter the number of passengers to which a specific card(s) applies:

Click **Add railcard** to apply an additional railcard of a different type to either one or more passengers on the booking.

Click **Get times & tickets** to see the trains available that match your preferred dates and times.

Once you've entered your preferences, click **Get times & tickets** to go to a screen displaying trains matching your preferred dates and times:

Get times & tickets

Return from Manchester Piccadilly to London Euston change journey

	Out **Tuesday 28 Jan 2014** Manchester Piccadilly MAN to London Euston EUS				Return **Friday 31 Jan 2014** London Euston EUS to Manchester Piccadilly MAN			
	<Earlier			Later >	<Earlier			Later >
Depart	MAN 08:55	MAN 09:15	MAN 09:35	MAN 09:55	EUS 09:00	EUS 09:20	EUS 09:40	EUS 10:00
Arrive	EUS 11:08	EUS 11:24	EUS 11:43	EUS 12:05	MAN 11:07	MAN 11:28	MAN 11:49	MAN 12:07
Duration	2h 13m	2h 9m	2h 8m	2h 10m	2h 7m	2h 8m	2h 9m	2h 7m
Changes	0 ⓘ	0 ⓘ	0 ⓘ	0 ⓘ	0 ⓘ	0 ⓘ	0 ⓘ	0 ⓘ

[+]Show prices

To adjust dates and times further, click **Change journey** to show a new Search pop-up.

Or, click **Earlier** or **Later** to see more trains.

Once you're happy with your options, click **Show prices** to view the tickets available.

See **Train times & tickets example screen** next.

This screen displays the **cheapest Standard** and **First Class single fares** for **outward** and **return journeys** (if requested) of which the cheapest are highlighted. **Cheapest returns** then follow below.

Clicking to select specific trains shows a **costed Journey summary** including the **savings** you're making.

Return from Manchester Piccadilly to London Euston _change journey_

	Out Tuesday 28 Jan 2014 Manchester Piccadilly MAN to London Euston EUS				Return Wednesday 29 Jan 2014 London Euston EUS to Manchester Piccadilly MAN			
	<Earlier			Later >	<Earlier			Later >
Depart	MAN 08:55	MAN 09:15	MAN 09:35	MAN 09:55	EUS 09:00	EUS 09:20	EUS 09:40	EUS 10:00
Arrive	EUS 11:08	EUS 11:24	EUS 11:43	EUS 12:05	MAN 11:07	MAN 11:28	MAN 11:49	MAN 12:07
Duration	2h 13m	2h 9m	2h 8m	2h 10m	2h 7m	2h 8m	2h 9m	2h 7m
Changes	0 ⓘ	0 ⓘ	0 ⓘ	0 ⓘ	0 ⓘ	0 ⓘ	0 ⓘ	0 ⓘ
Cheapest Standard Single	○ £70.00	Cheapest ○ £35.50	○ £39.85	Cheapest ◉ £35.50	○ £70.00	○ £35.50	○ £39.85	Cheapest ◉ £27.00
Cheapest First Class Single	○ £140.00	○ £140.00	○ £67.50	○ £53.00	○ £67.50	○ £67.50	○ £53.00	○ £53.00

▶ View all single tickets

Off-Peak Return Any off-peak train. Return within 1 month.	£79.70			○	○			○	○
Anytime Return Travel any time of day, return within 1 month.	£321.00	○	○	○	○	○	○	○	○
West Coast Corporate Includes complimentary upgrade to First Class seating	£840.00	○	○	○	○	○	○	○	○
First Anytime Return Travel any time of day, return within 1 month.	£459.00	○	○	○	○	○	○	○	○

Results are based on the fastest available trains. Click here to check if slower routes with cheaper tickets are available.

Journey summary

Total for 1 Adult, 0 Child

£62.50
Saving £17.20   Quick Buy

[Next >]

Out: 09:55 28 Jan 2014
Manchester Piccadilly to London Euston
0 changes
- Specified train only. No refunds.
- This ticket is only valid when travelling exclusively on Virgin Trains.

Return: 10:00 29 Jan 2014
London Euston to Manchester Piccadilly
0 changes
- Specified train only. No refunds.
- This ticket is only valid when travelling exclusively on Virgin Trains.

Additional links show even more options with **View all single tickets**

Click here to view slower trains for cheaper tickets (see 2.4.7).

Once you're happy with your selection, choose **Next** to progress to **Travel options** (see section 3).

Travel options

Who is travelling?

This booking is for ⦿ Someone else ○ Myself

Lead passenger [Surname] [First name (optional)] [Search]

Seat reservation(s)

Direction [No preference ▼]   ☐ Table seat   ☐ Power socket

Position [No preference ▼]   ☐ Near luggage rack   ☐ Near toilet

Coach [No preference ▼]   Seating preferences are not available with all train companies and are not
Type   guaranteed. We'll meet your requirements whenever possible.

Enter the surname of the traveller and hit "search"
If the traveller does not have a profile you will have to contact the travel team, or your super-booker to have a profile created.

You can enter seating preferences in the next section and if seat reservations are possible a seat will be assigned on the next page where you will also have the option to see the seat plan on the train (where applicable)

Select a Delivery Option

Select below

● **Self-service ticket machine**
You will need a payment card and your collection reference.
Tickets will be ready for collection 30 minutes after booking.

○ **Office delivery** (£0.00)
Tickets delivered to your office by courier at set times.
Tickets may also be printed in your office if there is an on-site desktop ticket printer.

Collecting from self-service machine

Available Stations: | GLASGOW QUEEN STREET ▼ |

Your confirmation details will be mailed to the following email address.

Email collection ref to: | KIMBERLEYALEXANDER@STEWARTTRAV |

[Continue]

You will be given 2 options to receive your tickets :

• Self Service Ticket Machine – you will be asked below which station you would like to collect the tickets from (this does not have to be the station you are travelling from)

• Office Delivery – You will be asked to enter the address you wish the tickets to be posted to. These will be sent first class the same evening (provided the booking has been made prior to 4.30 pm or the tickets will be sent the following day)

Email Confirmation - If you are booking for someone else :
You will have to add the email address you wish to receive the confirmation.

Shopping basket

Items will remain in your basket for up to 8 hours

▼ Journey: Glasgow Queen Street to Dundee			£21.30

Outward - Thursday 23rd October 2014

Depart	Arrive	Seating	Travel by
09:41 Glasgow Queen Street	11:01 Dundee	Coach B, Seat 21F (Window)	Scotrail

Getting your tickets

Self-service ticket machine
- Collect your ticket(s) from the ticket machine at Glasgow Queen Street or any of over 1000 stations.

Ticket details

Anytime Day Single	£21.30

1 Adult(s) Full Fare @ £21.30

- This ticket allows travel on any permitted route.
- Flexible ticket with no time restrictions on when you can travel.

Journey price	**£21.30**

Booking summary		
Journey price: Glasgow Queen Street to Dundee Anytime Day Single, 1 Adult	Remove	£21.30
Total booking cost		**£21.30**

The next stage summarises your booking before the tickets are issued. Your booking has been saved into the "shopping basket"

"Shopping basket "will store your bookings for 8 hours without booking, so you can go back in within that time and confirm.

If you are happy with your selection just click 'proceed to payment' If you wish to book another journey for the same traveller you can 'Add another journey' which will then take you back to the search page to look for another train to add to your basket.

Add another journey   or   Proceed to payment

Lastly –You will be required to enter your companies booking data.
The first 3 sections are compulsory to continue.

If you are booking for more than one passenger you can enter the other names at this stage to allow their names to appear on the invoice. This data is not compulsory even if you have booked for multiple passengers. The lead name (profile) you have chosen will still be shown on the invoice.

Before you continue

Additional information required by your business

Transaction Questions

Purchase Order		
Budget Dimension		
Reason for travel		
PASSENGER 2		(Optional)
PASSENGER 3		(Optional)
PASSENGER 4		(Optional)

Continue