

Introduction to Galileo Traversa™ (Traveler)

On [date], the Galileo Traversa™ online reservation tool will be available to all [your company] employees for booking business travel.

Traversa™ offers you control over your travel arrangements with the security of knowing that:

- **You are within the company travel policy**
- Your travel preferences are being considered (using your “My Account” profile)
- You can view and choose from the full range of travel alternatives

Traversa™ uses the latest technology—providing the power to plan trips, check fares, track itineraries, and book reservations for flights, hotels, and cars, quickly and accurately. Designed for the business traveler, the tools allow you to save frequent destination trips as templates, keep your itineraries accessible, easily change personal profile information, when necessary, and automatically integrate company policy.

Traversa™ Features:

The Home Page

The Home Page is Traversa’s welcome and information page, containing information specific to your Company or Site. Because the Home Page is company specific, it can be customized to include information in the form of Announcements, Links, and Documents pertinent to the needs, requirements, and/or conveniences of your Company and its Travelers.

The Booking Engine

The Traversa™ online booking solution features an intuitive, familiar, user-friendly interface.

Easy to navigate and simple to use forms allow you to plan your trips without ever needing to pick up the phone. The full travel itinerary—air, car and hotel—appear on a single screen to allow you to accept or make revisions in a single view.

The result? Traversa™ is one of the most-user-friendly and familiar online booking tools available today.

The screenshot displays the Galileo Traversa™ online booking engine interface. At the top left is the logo. On the top right, a user is logged in as "John Korbin" with options to "Sign out" and "Help". A shopping cart icon shows "View Cart (0)". A navigation bar includes "Home", "Flights", "Hotels", "Cars", "My Trips", "My Account", and "Customer Service".

The main search area is titled "Select search type" and includes radio buttons for "Round-trip" (selected), "One-way", and "Multi-city". Below this, "Search By:" has radio buttons for "Price" (selected) and "Schedule".

The search form includes fields for "From:" (ORD), "To:", "Leave:" (07/31/2008), "Return:" (08/01/2008), and "Depart" times (08:00 AM) for both legs. There are also "Connection City:" fields and checkboxes for "Non Stop Only". A yellow "Search" button is at the bottom right of the form.

Below the search form is the "Additional Search Criteria" section with dropdown menus for "Time window for search:" (All Day), "Preferred Airline:" (No Preference), and "Class or Fare Type:" (Coach/Economy). There is also an "Include in Search:" label.

On the right side of the interface, there are several promotional and utility sections: "Redeem e-tickets set to expire" with a link to "Searching unused e-tickets"; "Announcements" with a link to "Online Airline Check-in Links" and the text "Welcome to Traversa!!"; "Draft Trips" with a link to "View Draft Trips"; and "Templates" with links to "View My Templates" and "View Corporate Templates".

Personal Profiles

Traversa™ features a traveler profile (My Account) area allowing you to enter frequent flyer numbers, credit card information, and other personal data used by the booking tool to ensure the best possible travel options are presented to you based upon your own preferences.

The screenshot shows the 'My Account' page for John Korbin. The page header includes the Galileo Traversa logo and a welcome message: 'Welcome John Korbin Traveler XYZ TRAVEL SERVICE'. There are links for 'Sign out' and 'Help', and a shopping cart icon showing 'View Cart (0)'. The navigation menu includes 'Home', 'Flights', 'Hotels', 'Cars', 'My Trips', 'My Account', and 'Customer Service'. The 'My Account' section is active, displaying the user's name 'John Korbin' and a link to 'Print Your Entire Profile'. Below this, the 'Email Address' is listed as 'john.korbin@xyz.com'. There are several expandable sections: '+ E-mail Settings', '+ My Profile', '+ Traveler Preferences', '+ Billing Information', '+ Delivery Information', '+ Site Preferences', and '+ Change User ID or Password'. At the bottom right, there are 'Cancel' and 'Save' buttons with right-pointing arrows.

Thank you for using Traversa for all your travel arrangements!