

Booking Travel For a Guest on Compass

Log into Compass with your account.

Go through the steps in making the reservation as if it were for you.

When presented with the Passenger Information screen (see screen shot below), type over your name with the name of the guest traveler.

Any other items displayed in the Passenger Information Screen can be modified for the guest traveler, such as Frequent Travel Program Numbers.

All guest travel should be charged to a personal credit card unless preapproved for university travel.

Personal Credit Cards can be stored in the My Account section of Compass.

The screenshot shows a web form titled "passengerinformation" with a blue header. Below the header, a note states "Fields marked with a "*" are mandatory." The form contains several input fields and dropdown menus. The "Title" field is a dropdown menu with "Select one" and an asterisk. The "First Name" field contains "vernon" and has an asterisk. The "Last Name" field contains "bear" and has an asterisk. The "Meal" field is a dropdown menu with "fruit plate" selected. The "Special Requests" field is an empty dropdown menu. Below this is a section for "Frequent Traveler Program 1" with a "UNITED AIRLINES" logo and a dropdown menu showing "United". The "Account Number" field contains "016123456". A section titled "Emergency Contact Information" follows, with fields for "First Name" (veronica), "Last Name" (bear), "Phone Number" (630-954-3000), and "Country" (USA). At the bottom right, there are two buttons: "Cancel Trip" and "Continue".

passengerinformation

Fields marked with a "*" are mandatory.

Title *

First Name *

Last Name *

Meal

Special Requests

UNITED AIRLINES

Frequent Traveler Program 1

Account Number

Emergency Contact Information

First Name

Last Name

Phone Number

Country