

ETS Guide:
Making Travel
Reservations

Start a Travel Document

What would you like to do today?

Make Reservations ▾

Go



IF you need travel arrangements (Flight/Hotel/Rental Car) click the drop down to select "Make Reservations" then click "Go".

To Do List

No to do list items found.

Bulletins

No urgent bulletins found.

Pending Approvals

No pending approvals found.

Additional Notices

No additional notices found.



✈ Book travel

Flight or Train Hotel Car

Round-trip One-way Multi-destination

Search by time Search by price [\(What's this?\)](#)

* From	* To
<input type="text" value="SFO"/>	<input type="text"/>
* Depart	* Time
<input type="text" value="mm/dd/yy"/>	<input type="text" value="Leaves at"/>
<input type="text" value="mm/dd/yy"/>	<input type="text" value="Morning (8:00 am)"/>
* Return	* Time
<input type="text" value="mm/dd/yy"/>	<input type="text" value="Morning (8:00 am)"/>
▶ Advanced search (Coach, Unrestricted, Delta Air Lines, Alaska, United)	

* Hotel search location	* Check in	* Check out
<input type="text" value="Airport, city, or address"/>	<input type="text" value="mm/dd/yy"/>	<input type="text" value="mm/dd/yy"/>

Search

enter your information to
make the applicable
AUTHORIZED travel
arrangements

48 Hour Auto Cancellation

Your air reservation is subject to cancellation by the airlines if not ticketed at least 48 hours prior to scheduled departure. Please ensure all necessary approvals are processed in accordance with your agency's business rules, but no less than 3 business days, to ensure ticketing.





Announcement

Government

obtain t

The search function for making your travel reservations is very simple and easy to navigate, however I will add a little more detail to help reinforce policy.

partner to

Select [Contract Fare Finder](#) to research government contracted fares.

Government -DG fares are Non-Contract fares that typically price at or below the Government Contract fares (YCA or -CA), but on occasion may price higher than the contract fare. The selection of a -DG fare type requires a justification for the use of the non-contract fare prior to completing the reservation.

BE ADVISED: When selecting JetBlue flights where they are not the contract carrier, the reservation can not be confirmed online as the airline requires instant ticket purchase and will require agent assistance at the full service fee.

To determine if you can use the value of your unused ticket, please contact CWTSatoTravel.

Select departing flight

Mon, Jan 10, 2022 San Francisco, CA (SFO) to Los Angeles, CA (LAX) [✎ E](#)

Unless specifically authorized or for needs of the mission you must select a flight with the "Contract Carrier" indicator.

Sort by

Select one

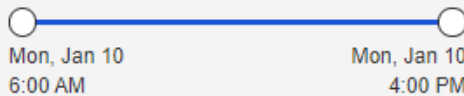
Filters

65 of 65 flights

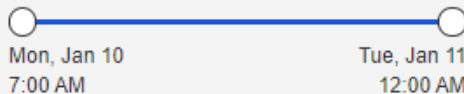
[Reset filters](#)

Flight time

Departure



Arrival



AA 2891 Contract carrier

\$51.60
2 more fares available

8:01 AM → 9:38 AM (1h 37m)

----- (SFO) ----- (LAX) -----

AA 6262 (Operated by SKYWEST AIRLINES AS AMERICAN EAGLE) Contract carrier

\$51.60
2 more fares available

12:01 PM → 1:43 PM (1h 42m)

----- (SFO) ----- (LAX) -----

Select departing flight

Mon, Jan 10, 2022 San Francisco, CA (SFO) to Los Angeles, CA (LAX) [Edit search](#)

Sort by

Select one

Filters

65 of 65 flights

[Reset filters](#)

Flight time

Departure

Mon, Jan 10
6:00 AM

Arrival

Mon, Jan 10 7:00 AM
Tue, Jan 11 12:00 AM

Price

0.00 USD 300.10 USD

Stops

- Non-stop (19)
- 1 stop (42)
- 2+ stops (4)

Airports

Layover

- LAS (15)
- MFR (1)
- PDX (9)
- PHX (12)
- SJC (8)

Contract carrier
AA 2891 **\$51.60**
2 more fares available
8:01 AM → 9:38 AM (1h 37m)
SFO — LAX

Contract carrier

General rule of thumb is to find the most cost advantageous travel. However, the YCA fare is the Government Travel Rate for airfare between these locations.

\$51.60
-CA Govt contract fare limited availability

\$80.61
YCA Govt contract fare

Coach
Unrestricted


Select

Contract carrier
AA 6262 (Operated by SKYWEST AIRLINES AS AMERICAN EAGLE) **\$51.60**
2 more fares available
12:01 PM → 1:43 PM (1h 42m)
SFO — LAX

Review low fare options


Mon, Jan 10, 2022 to Fri, Jan 14, 2022 San Francisco, CA (SFO) to Los Angeles, CA (LAX) [Edit search](#)

Your selected itinerary

 Contract carrier

YCA \$161.21


Depart

American Airlines 
AA 2891

Mon, Jan 10, 8:01 AM → 9:38 AM (1h 37m)

----- SFO ----- LAX -----

Return


American Airlines 
AA 6262 (Operated by SKYWEST AIRLINES AS AMERICAN EAGLE)


Fri, Jan 14, 9:56 AM → 11:29 AM (1h 33m)

----- LAX ----- SFO -----

^

Depart ×


American Airlines 


 Contract carrier
YCA Govt contract fare

Mon, Jan 10
San Francisco, CA (SFO), 8:01 AM
↪ Los Angeles, CA (LAX), 9:38 AM
338 miles

AA 2891
Coach
[Fare rules](#)
Airbus A319
[Preview seat map](#)

Return

American Airlines 

 Contract carrier
YCA Govt contract fare

Fri, Jan 14
Los Angeles, CA (LAX), 9:56 AM
↪ San Francisco, CA (SFO), 11:29 AM
338 miles

AA 6262 (Operated by SKYWEST AIRLINES AS AMERICAN EAGLE)
Coach
[Fare rules](#)
E75
[Preview seat map](#)

Verify the chosen flight and click "Select" Select

Select a seat for flight 2 of 2

Fri, Jan 14, 2022



Flight 6262 (LAX - SFO)

E75

Coach (remaining seats: 48%)

F																
D																
	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
C																
A																

Passenger 1

Flight 1: 21D

Flight 2:

Coach is the only seating that is authorized under policy without specific written approval (see your YN for more information)

Legend

Available seat

Premium seat (for qualifying frequent travelers)

Premium seat (fee)

Available exit row seat

Premium exit row seat (for qualifying frequent travelers)

Premium exit row seat (fee)

Seat unavailable

Seat taken

Exit row seat (must be reserved at airport)

Skip seat selections

Select

Announcements

Travel policy restricts online booking to ONLY FEMA fire and safety approved hotel properties with a FedRooms or government rate. Hotel properties marked a single checkmark with the "FedRooms Property" text indicate FedRooms properties and should be used to the maximum extent possible.

[GSA per diem rates.](#)

[GSA State Tax Exemption Forms](#)

Select a hotel

All hotels are approved by the U.S. government as fire-safe properties.

* Airport, city, or address

LAX

Current location

* Check in

01/10/22

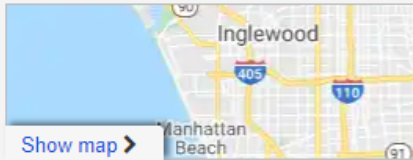
* Check out

01/14/22

* = required

Search

Unless specifically authorized or for needs of the mission you must select a hotel with the "FedRooms Property" indicator.



Show map >

603 of 603 hotels

Property Filters

Reset Property Filters

Hide sold out

Hide out of policy

Distance from: LAX

within 25 miles

Hotel name

Name or chain

Amenities

ADA accessible (369)



Photos

EMBASSY STES BY HIL LA-INT APRT S.

1440 EAST IMPERIAL AVE El Segundo CA 90245 USA

0.1 miles SW | Map | Amenities

FedRooms Property

\$163

per diem \$182

Green hotel Note - FedRooms Rate Includes: *4pm Cancel**Internet**Breakfast**Airport Transportation*



Photos

HYATT PLACE LOS ANGELES/LAX/EL SEGUNDO

750 North Nash Street El Segundo CA 90245 USA

0.8 miles SE | Map | Amenities

FedRooms Property

\$149

per diem \$182

Green hotel Note - FedRooms Rate Includes: *4pm Cancel**Internet**Breakfast**Airport Transportation*



Property Filters

[Reset Property Filters](#)

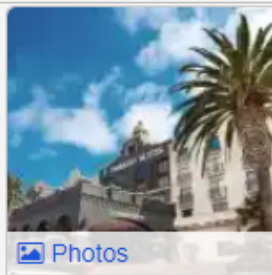
- Hide sold out
- Hide out of policy

Distance from: LAX

Hotel name

Amenities

- ADA accessible (369)
- Airport shuttle (67)
- Breakfast included (217)
- Coffee in room (439)
- Eco friendly (105)
- Executive floors (44)
- Fitness room (305)
- In room safe (219)
- Laundry services (298)
- Mini refrigerator (432)
- Non-smoking property (336)
- Non-smoking rooms (473)
- Parking offered (508)
- Restaurant on site (282)



EMBASSY STES BY HIL LA-INT APRT S.

1440 EAST IMPERIAL AVE EI Segundo CA 90245 USA

0.1 miles SW | [Map](#) | [Amenities](#)

[Photos](#)

FedRooms Property

\$163

per diem \$182

[Green hotel](#) [Note](#) - FedRooms Rate Includes: *4pm Cancel**Internet**Breakfast**Airport Transportation*

Room Rates

[Details](#) [Amenities](#) [Map](#)



Room rates for Mon, Jan 10, 2022 - Fri, Jan 14, 2022

Room types

Room rates
Corporate rate: 163 USD

Fedrooms -Fedrooms-Us Gov On D,2 Room Suite-1 King Bed WIFI Avl-Sleeper Sofa- Microwave-Refrigerator
[Cancel by 4pm day of](#) [+ Rate details](#)

FedRooms Rate

Verify the room you want and click "Select"

Select

Fedrooms -Fedrooms-Us Gov On D,2 Room Suite-2 Double Beds WIFI Avl-Sleeper Sofa-Microwave-Refrigerator
[Cancel by 4pm day of check in.](#) [+ Rate details](#)

FedRooms Rate
\$163.00

Select



HYATT PLACE LOS ANGELES/LAX/EL SEGUNDO

750 North Nash Street EI Segundo CA 90245 USA

0.8 miles SE | [Map](#) | [Amenities](#)

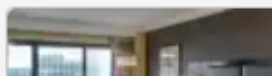
[Photos](#)

FedRooms Property

\$149

per diem \$182

[Green hotel](#) [Note](#) - FedRooms Rate Includes: *4pm Cancel**Internet**Breakfast**Airport Transportation*



FedRooms Property

Rate details and cancellation policy



Rate details

652.00 USD Total Rate Before Taxes
735.72 USD Total Rate After Taxes

Average Nightly Rate Before Taxes 163.00 USD
Average Nightly Rate Including Taxes 183.93 USD

Per Diem: 182.00 USD

Cancellation/Guarantee

Room Details

Other

- **Cancellation Policy: 4pm Cancel Day Of Arrival**
- Guarantee Policy
 - Accepted Cards: American Express (ax) Diners Club Card (dc) Discover Card (ds) Eurocard (ec) Jcb Credit Card (jc) Master Card (mc) Optima (op) Visa (vi) Visa (vs) Mastercard (ca) Master Card (ik)

▶ Special requests

Click "Select Room"

Select room

Show map >

Manhattan
Beach

Property Filters

Reset Property Filters

- Hide sold out
- Hide out of policy

Distance from: LAX

within 25 miles

Hotel name

Name or chain

Amenities

- ADA accessible (369)
- Airport shuttle (67)
- Breakfast included (217)
- Coffee in room (439)
- Eco friendly (105)
- Executive floors (44)
- Fitness room (305)
- In room safe (219)
- Laundry services (298)
- Mini refrigerator (432)
- Non-smoking property (336)



Photos

HYATT PLACE LOS ANGELES/LAX/EL SEGUNDO

750 North Nash Street El Segundo CA 90245 USA

0.8 miles SE

Map

Amenities

FedRooms Property

\$163

per diem \$182

ation*

Select

Select

FedRooms Property

\$149

per diem \$182

Green hotel

Note

FedRooms Rate Includes: *4pm Cancel**Internet**Breakfast**Airport Transportation*

Select a car

Search recap

Pick-up Los Angeles, CA (LAX)

Drop-off Los Angeles, CA (LAX)

Mon, Jan 10, 2022 - Fri, Jan 14, 2022

[Edit search](#)

Sort by Select one



Los Angeles, CA (LAX)

6144 West 98th Street

310-649-5549

Economy

Total price
\$187.92

[Details](#)

Compact

Total price
\$205.44

Out of policy

[Details](#)

Intermediate

Total price
\$218.58

Out of policy

[Details](#)

Standard

Total price
\$262.38

Out of policy

[Details](#)

Full size

Total price
\$275.52

Out of policy

[Details](#)

ETS is very good about letting you know what is and is not authorized according to the travel policy with several reminders along the way.

IF you are specifically authorized a rental car the standard authorized car is an economy car.

If you have written authorization for an upgraded model then you may select the authorized upgrade. You will have to provide policy justifications for all travel arrangements that are outside of the travel policy in "Step 6 Travel Policy" of your Travel Authorization

Select

Select

Select

Select

Select

▼ Billing information

If your reservation is being charged to a centrally billed account, in lieu of an individual Government Card, approval will be necessary in order to issue the ticket.

Reserving hotel accommodations through the online tool requires a credit card to guarantee your reservation. Please select the Personal or Government Issue card to use for this purpose.

Flight billing information

* Bill to

Travel Charge Card ▼

Charge card type: Visa

Charge card number: XXXXXXXXXXXXX

Expiration date:

Name on card:

Address line 1: State/province:

Address line 2: Postal code:

City: Country:

Make sure all your travel reservations are made with your GTCC.

Hotel billing information

* Bill to

Travel Charge Card ▼

Charge card type: Visa

Charge card number: XXXXXXXXXXXXX

Expiration date:

Name on card:

Address line 1: State/province:

Address line 2: Postal code:

City: Country:

IAW Commandant Policy the GTCC MUST be utilized for official military travel.

Car billing information

No credit card is required at this time.

Car billing information

No credit card is required at this time.

▶ Delivery information

▶ Additional information

▼ Estimated trip cost breakdown

Flight total ‡	\$161.21
<i>El Segundo, CA</i> - Hotel total ‡	\$735.72
<i>Los Angeles, CA</i> - Car total ‡	\$187.92
Trip total ‡	\$1,084.85

‡ Please note that this total is based on available information. The estimated cost may not include taxes and fees.

Once approval has been received, unless otherwise requested, your ticket will be issued approximately 3 business days prior to departure.

For safety reasons, the transportation of hazardous materials in carry-on and checked baggage is prohibited. Examples of hazardous materials include explosives, aerosols, and flammable liquids. For a full list of prohibited items, check your carrier's website.

By purchasing, I agree to the hazardous materials restrictions.

* = required

After reviewing your all of your travel details click “Complete Reservation”

[Complete Reservation](#)