

AAOS

TRAVEL RESERVATIONS

Academy and Association members attending Committee and Council meetings are encouraged to order airline tickets by phone or online. (You will be required to complete a personal travel profile to book online.) CorpTrav tickets are billed directly to the Academy and the frequent flyer points/miles earned are awarded to you "the traveler."

Academy Purchased Tickets:

Reservations should be made no later than 21 days prior to the day of departure using one of the following options:

Phone: (800) 318-3846

Online: <http://wcp.getthere.net/corptravelonline>

To Create a New Travel Profile	For Existing Users
<ol style="list-style-type: none">1. Log-in: http://wcp.getthere.net/corptravelonline<ul style="list-style-type: none">• Click on Create Account• Enter Site ID: aaos• Enter Password Key: aaos12. Create Account<ul style="list-style-type: none">• User Name: Enter a name you will remember (e.g. aaoslawlings – aaos, 1st initial, last name)• New Password: Enter a password you will remember• Email Address: Enter an email address• Personal Info: Enter your personal information• Select: Create New Account3. Click on Profile (located top right of screen)<ul style="list-style-type: none">• Complete Profile setting links (click and save) <p>ONCE PROFILE IS COMPLETE RETURN TO HOME PAGE AND BEGIN BOOKING YOUR TRAVEL.</p> <p>You will be asked what code to charge the ticket to, use the Committee or Council number shown on the Meeting Notice, e.g., #7621-5851 Finance Committee.</p> <p>Tickets will not be issued without the proper code.</p>	<ol style="list-style-type: none">1. Log-in: http://wcp.getthere.net/corptravelonline<ul style="list-style-type: none">• User Name: Enter User Name• Password: Enter your password

Traveler Purchased Tickets:

If you prefer to purchase your ticket from another travel agency or directly from the airlines, **only 21-day advance fares will be reimbursed.** To obtain discounted airfares through United Airlines call 1-800-521-4041 and refer to **Code: #549 KD**

You can also use CorpTrav to purchase your ticket online or by calling **(800) 211-8016.**

1. To book online **Log-in:** <http://wcp.getthere.net/corptravelonline>

2. You will be asked to create an account.

- **Site ID:** aaosmtg
- **Password Key:** aaosmtg

Please enter the information, as instructed, this will grant you access to book your flights on-line, anytime. You will be required to provide credit card information necessary for completing your reservation.

If you need assistance when booking online please call 1-866-834-5678.