



# Fact Sheet 13 – Trip bookings using CARS web portal

## Booking a Trip using the web portal

Booking a trip using the web portal is quick and simple.

Log on to the web portal at <https://maps.finance.gov.au/CARS>

The **New Bookings** screen displays.

The screenshot shows the 'New Booking' form on the CARS web portal. The form includes the following sections and fields:



- Passenger Name:** 55555 - Mr Test Pax
- Pickup Date & Time:** 30/04/2021 10:45
- Pick Up:** Sydney Domestic Airport - Sydney Airport, Keith Smith Ave, Mascot NSW 2020, Australia
- Drop Off:** CPO Sydney - CPO, 1 Bligh Street, Sydney NSW, Australia
- End Date & Time:** 0 days, 0 hrs, 0 mins
- Additional Stops:** A red arrow points to the '+ Additional Stops' link with the callout: "Click on link to add stops".
- Reference:** Reference field
- Email:** test@test.gov
- Mobile:** +61 444 444 445
- Phone:** +61 2 1234 5678
- Name Sign:** Name Sign field
- Adults:** 1
- Children:** 0. A red arrow points to the '+' sign with the callout: "When you click on the 'Children +' sign, you will be given options for child seats".
- Minors:** 0
- Suitcases:** 0
- Carry On:** 0
- Luggage Trailer:** Luggage Trailer field
- Pick Up Instructions:** Add pick up instructions
- Drop Off Instructions:** Basement Level 3. Driver to meet Pax in Foyer.
- Special Instructions:** Add Special Instructions
- Int'l/Dom / Private Jet:** Int'l/Dom selected
- Flight No.:** QF0513
- Flight Date & Time:** 30/04/2021 10:45
- No. Of Vehicles:** 1. A red arrow points to the '+' sign with the callout: "Click on Select Vehicle to advance the booking".

At the bottom of the form is a large blue button labeled "Select Vehicle".

## Select Vehicle and Confirm Booking

### Select Vehicle

All prices are in Australian dollars (AUD)

	<b>People Mover</b> max. 7 people max. 4 luggage max. 4 bikes	\$84.70
	<b>Sedan</b> max. 4 people max. 3 luggage max. 3 bikes	\$59.70

Save trip to Favourite

Journey Charges	
Base Rate	\$59.70
<b>Total</b>	<b>\$59.70</b>

All prices are in AUD  
**\$59.70**

[Add another booking](#)

OR

[Proceed to next step](#)

“Proceed to next step” will confirm the booking

Estimated charges are displayed.

### NOTE:

- Tolls and airport parking fees will be added once the trip is finalised.
- If the trip is provided by a third party on behalf of COMCAR then the applicable rate for that service will be charged for the trip.

The booking is complete. A Trip reference number is displayed.

### Booking Summary

**Trip Reference** 100221 CONFIRMED

Bill To COMCAR Training Account

Journey	Passenger	Additional Details	Vehicle	Charges
30/04/2021 10:45 <i>Pick Up at</i> Sydney Domestic Airport - Sydney Airport, Keith Smith Ave, Mascot NSW 2020, Australia <i>Drop Off at</i> CPO Sydney - CPO, 1 Bligh Street, Sydney NSW, Australia Basement Level 3. Driver to meet Pax in Foyer.	Mr Test Pax +61 444 444 445 test@test.gov	1 Adults  <i>Flight Info</i> QF0513 BNE -> SYD 30/04/2021 10:45	Sedan	\$59.70

Charges	
Base Rate	\$59.70
<b>Total</b>	<b>\$59.70</b>

All prices are in Australian dollars (AUD)

## Tips

- After you **Add Stops** don't forget to click on **Add** so the system saves the stop.
- When typing in the **Flight No.** a drop-down menu will display. Check to make sure you choose the correct time and date.

### Flight Info

**Flight No.**

qf1493

**Flight Date & Time**

Date

**QF1493** SYD → CBR  
Arriving CBR @14/08/2019 18:30

**QF1493** SYD → CBR  
Departing SYD @14/08/2019 17:35

**QF1493** SYD → CBR  
Arriving CBR @13/08/2019 18:30

**QF1493** SYD → CBR  
Departing SYD @13/08/2019 17:35

Luggage Trailer