



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.

Mandatory fields are indicated by the red line.

The screenshot shows the 'New Booking' form in the CARS web portal. The form includes fields for passenger name, date and time, pick-up and drop-off locations, and contact information. A map on the right shows the route between Canberra Airport and the House of Representatives, with an estimated distance of 8.9 km and a duration of 17 minutes. Annotations include red boxes highlighting mandatory fields and red arrows pointing to specific links and buttons.

New Booking

Mrs Test Passenger

13/08/2019 18:30

Pick Up

Canberra Airport - Canberra Airport (CBR), Terminal Circuit, Australian Capi

Drop Off Not Known **Drop Off**

House of Reprs Parliament House - Parliament House, 1 Capital Cir, Capital

End Time Not Known

Leave End Date & Time blank if the travel time is the end time

End Date & Time

0 days 0 hrs 0 mins

For a "To Be Advised" trip, enter for how long you wish to have the car

[Add Stops](#) **Click on link to add stops**

Cost Code **Reference**

Cost Code Reference

Not required

Email **Mobile** **Phone**

testpassenger@email.com +61 444 444 444 Phone

Passengers **Suitcases** **Carry On**

- 1 + - 0 + - 0 +

Pick Up Instructions **Drop Off Instructions**

Add special requests and pick up instructions House of Representatives

Preferences

Preferences

Flight Info

[Add Passengers](#)

[Children On Board](#)

No. Of Vehicles

- 1 + Luggage Trailer

Click on links to

- Add flight details or
- Add child seats

Click on Select Vehicle to advance the booking

Select Vehicle

Select Vehicle and Confirm Booking

Select Vehicle

All prices are in Australian dollars



Sedan

👤 max. 4 🧳 max. 3 🗳 max. 3

\$58.80



People Mover

COMCAR has a limited number of People Movers so your request may not be able to be accommodated or may be changed.

👤 max. 7 🧳 max. 4 🗳 max. 4

\$84.00

Journey Charges

Base Rate	\$58.80
Total Cost	\$58.80

\$58.80

Add to Itinerary

Confirm Booking

'Add to Itinerary' will not book the trip. It will open up a second booking page from where you can also 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

Trips

Reference	Status	Bill To	Journey	Passenger	Additional Details	Vehicle	Charges
002540	Confirmed	Joe Brown	13/08/2019 18:30 Pick Up at Canberra Airport - Canberra Airport (CBR), Terminal Circuit, Australian Capital Territory 2609, Australia Drop Off at House of Reps Parliament House - Parliament House, 1 Capital Cir, Capital Hill ACT 2600, Australia <i>House of Representatives</i> Stopping at Rydgcs Capital Hill, 17 Canberra Ave, Forrest ACT 2603, Australia	Mrs Test Passenger +61 444 444 444 testpassenger@email.com Flight - QF1493 SYD -> CBR Time 13/08/2019 18:30	1 Adults 1 Booster Seat 1 Capsule	Sedan	\$58.80

Total Charges

Base Rate	\$58.80
Total Cost	\$58.80

All prices are in Australian dollars

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