

MyIdTravel 簡易使用手冊

1. 登錄: EIP→MyIDTravel: <https://www.myidtravel.com/desktop/>

1.1 需求密碼: 首次進入 MYidTravel 時請點選下方 **Request Password**。輸入 **Mandarin Airline**、員編，系統會送密碼確認信至公司信箱。請自行點選連結並設置個人密碼。

Welcome to
myIDTravel

Employing Airline
Airline

User
User ID

Password
Your password

Travel Mode

Duty Leisure

Login

Don't have an account or lost your password? [Request new password](#)

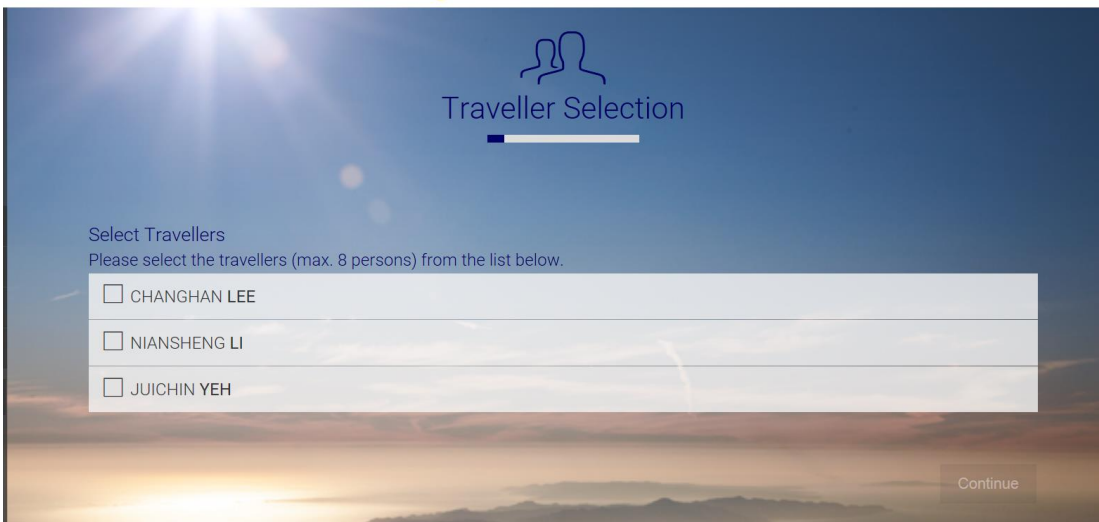
myIDTravel
Request new password / Register new user

Employing Airline
Mandarin Airlines

User
51277

Back Request Password

1.2 登錄後確認父母/配偶/孩子(未滿 24 歲)之英文姓名



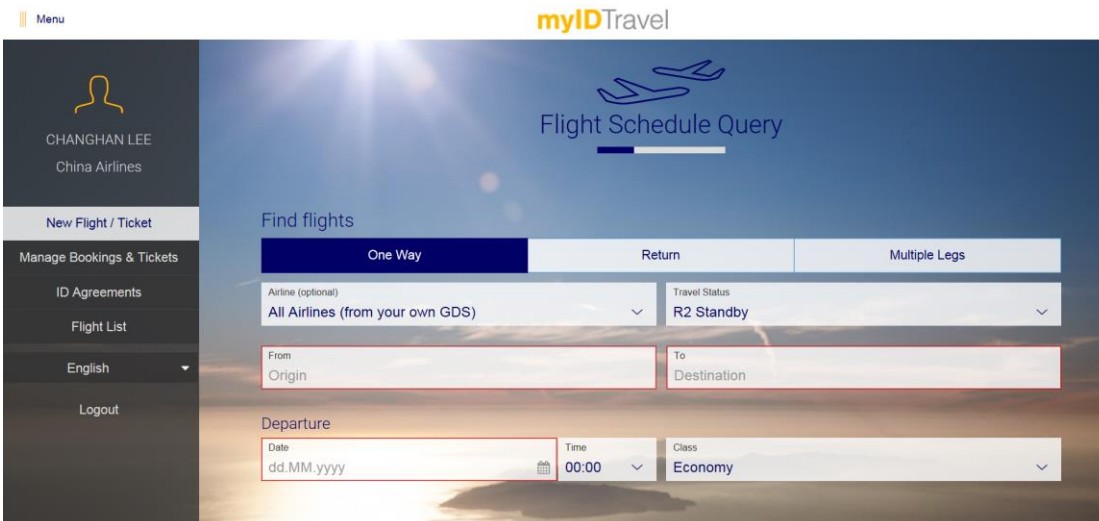
Traveller Selection

Select Travellers
Please select the travellers (max. 8 persons) from the list below.

- CHANGHAN LEE
- NIANSHENG LI
- JUICHIN YEH

Continue

*系統顯示人事資料中父母/配偶/孩子(未滿 24 歲)之英文姓名
(在人事系統中未登錄英文姓名者,系統不會顯示姓名;若姓名有錯漏,請聯繫人行室更正)



Menu

myIDTravel

CHANGHAN LEE
China Airlines

New Flight / Ticket

Manage Bookings & Tickets

ID Agreements

Flight List

English

Logout

Flight Schedule Query

Find flights

One Way | Return | Multiple Legs

Airline (optional)
All Airlines (from your own GDS)

Travel Status
R2 Standby

From
Origin

To
Destination

Departure

Date
dd.MM.yyyy

Time
00:00

Class
Economy

*New Flight/Ticket: 開票/登記候位(Listing)

*ID Agreement: 查詢與他航合約與禁運期, 他航 **Help desk** 聯絡方式

*Flight List: 查詢已登記航班與開立之機票/退票/更改訂位

2. 查找航班/開立友航機票

2.1 輸入開票航空公司/出發.抵達地/出發日期

Flight Schedule Query

Find flights

One Way | Return | Multiple Legs

Airline (optional) 搭乘航空公司
Hong Kong Airlines

Travel Status 機票類別 (此欄請勿更動)
R2 Standby

From 出發站
TPE - TAIPEI TAIWAN TAOYUAN INTERNATIONAL AP

To 到達站
HKG - HONG KONG INTERNATIONAL APT

Departure

Date 預計搭乘日期 (dateing使用)
13.12.2017

Time
00:00

Class 艙等 (此欄請勿更動)
Economy

Back Find flights

*請一段開一張票;以利後續線上退票

2.2 確認欲開票/登記候位(Listing)之航班

Outbound flight

TAIPEI TAIWAN TAOYUAN INTERNATIONAL APT (TPE) - HONG KONG INTERNATIONAL APT (HKG)
10 Dec 2017

Hong Kong Airlines HX285

08:00 TPE TAIPEI TAIWAN TAOYUAN INTERNATIONAL APT 1h 55m 0 Stops (S) (M)

09:55 HKG HONG KONG INTERNATIONAL APT

Show details Change flight

Back Continue

2.3 顯示票價

Fare Information

Hong Kong Airlines

TAIPEI TAIWAN TAOYUAN INTERNATIONAL APT (TPE) - HONG KONG INTERNATIONAL APT (HKG)

LEE, CHANGHAN Mr.

Total Fare	230.00 HKD
Total Government taxes	131.00 HKD
myIDTravel Fee	11.00 HKD
Total Hong Kong Airlines	372.00 HKD
Price information**	1430 TWD

Grand Total: price information ** 1430 TWD

2.4 輸入旅客資料:生日/護照資料

LEE, CHANGHAN

Date of birth (dd.MM.yyyy)	05.05.1983	📅
Nationality	TAIWAN	▼
Document Type	Passenger passport	▼
Document number	123456789	
Document issuing country	TAIWAN	▼
Document expiry date (dd.MM.yyyy)	05.05.2020	📅

Back Continue

2.5 輸入聯絡方式/付款信用卡資料

Travellers

LEE, CHANGHAN Mr.

Contact Information

Phone number 1	0912345678	Phone number 2 (optional)	+00 000 000 000
Mobile number (optional)	+00 000 000 000		
E-mail address	51277@mandarin-airlines.com	Repeat E-mail address	51277@mandarin-airlines.com

Payment for Hong Kong Airlines

Please insert your credit card information. The ticket costs of 372.00 HKD will be charged on this card.

Credit Card*	Master Card/Eurocard ▼	Card Number:	0000000000000000
Valid. Code:	123	Valid until:	05/2020

Please press the 'Verify' button after entering your credit card details, then scroll down and select 'Next' to continue.

3. 查詢他航航班狀態

Flight Schedule Display

Outbound flight

TAIPEI TAIWAN TAOYUAN INTERNATIONAL APT (TPE) - HONG KONG INTERNATIONAL APT (HKG)
13 Dec 2017

Selectable Flights Only. Please untick the select box in case you want to see flights on these route(s) that you are not eligible to book

Hong Kong Airlines HX285

08:00 TPE TAIPEI TAIWAN TAOYUAN INTERNATIONAL APT 1h 55m 0 Stops

09:55 HKG HONG KONG INTERNATIONAL APT

Show details [查詢航班狀態](#) Select [確認加入機票](#)

Flight Details

TAIPEI TAIWAN TAOYUAN INTERNATIONAL APT (TPE) - HONG KONG INTERNATIONAL APT (HKG)

Flight Number HX285

Airline Hong Kong Airlines

Date 13.12.2017

Departure 08:00 from TAIPEI TAIWAN TAOYUAN INTERNATIONAL APT Airport (TPE)

Arrival 09:55 at HONG KONG INTERNATIONAL APT Airport (HKG)

Aircraft Type 333

Seats available C9 D9 J9 Z9 Y9 B9 H9 K9 L9 M9 N9 S9 X9 Q9 T9 V9 W9 O9 R5 E

ZL ZM ZH

*費率分為 ZL/ZM/ZH 三種等級,詳細內容請參考附件

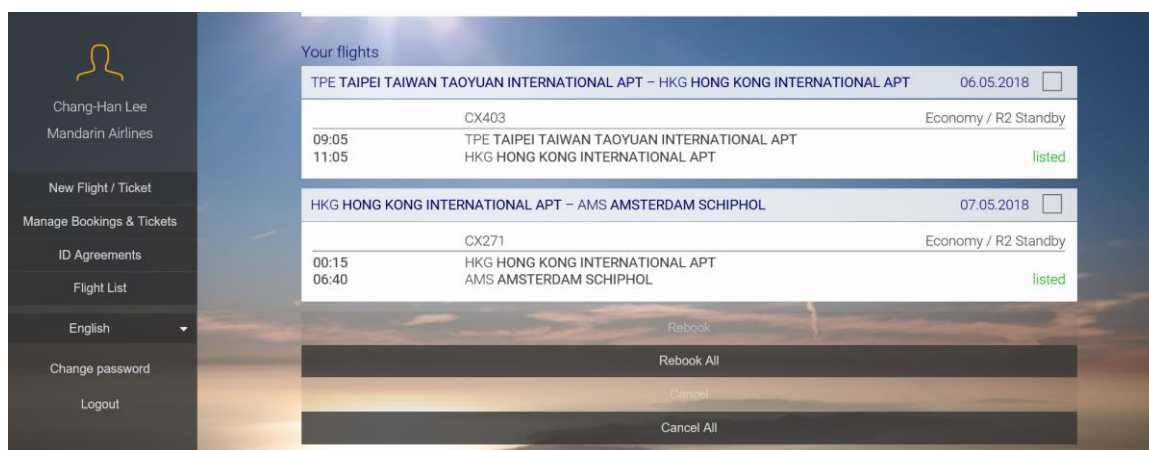
4. 查詢已開立機票/更改訂位

4.1 點選 Flight List，系統顯示目前該使用者已開立之機票與訂位

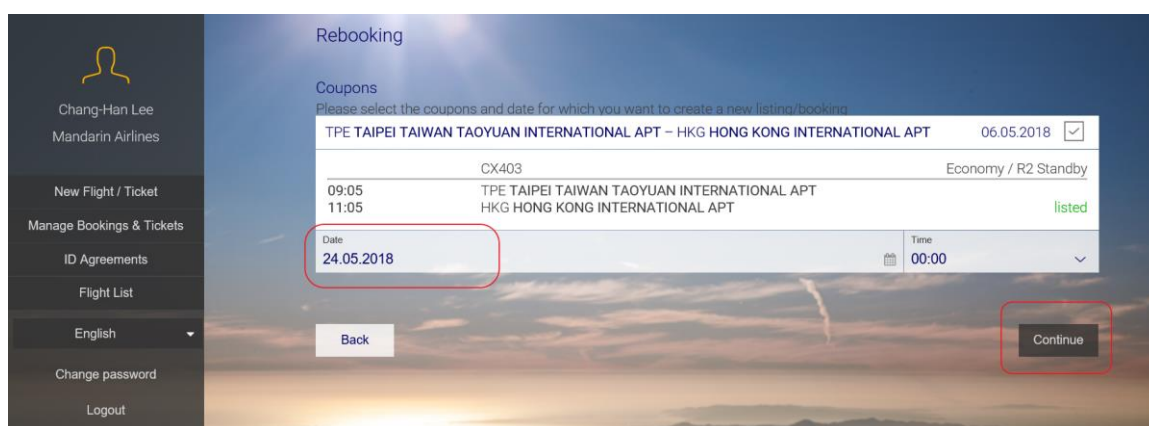
Flight List

Travel Date	From / To	Booking Code	Passenger Name	Ticket Number	Status (*)	Total
06.05.2018	TPE - HKG	UR2DJL	Chang-Han Lee	160-2364373809	ISSUED	1368 HKD
07.05.2018	HKG - AMS		Nian-Sheng Li	160-2364373810	ISSUED	1368 HKD
			Jui-Chin Yeh	160-2364373811	ISSUED	1368 HKD

4.2 點選訂位代號連結，顯示詳細航班訊息與機票號碼



4.3 點選欲更改行程之訂位代號，再選下方 **Rebook**。在 **Date** 選擇欲搭乘航班日期後點選下方 **Continue**。



5. 取消訂位/退票

****注意:部份廉價航空(例如 IT 台灣虎航)並無機票號碼，只有訂位，因此只要全程未搭乘之訂位取消，系統即辦理自動退款至原信用卡作業。詳情請參考各家 ID Agreement。**

5.1 點選 **Flight List** 後點選欲取消之訂位，而後點選下方 **Cancel**



5.2 欲辦理線上機票退票，請先確認該張機票之訂位已全部取消

5.3 點選 **Flight List**，選擇欲辦退之機票票號，點選下方 **Refund**

Tickets

Ticket number	160-2364373809
Status	ISSUED
Traveller	LEE, CHANGHAN (MR)
Booking reference	UR2DJL

TAIPEI TAIWAN TAOYUAN INTERNATIONAL APT (TPE) – HONG KONG INTERNATIONAL APT (HKG)

Coupon Status	open
Class	Economy
Ticket Type	STANDBY

HONG KONG INTERNATIONAL APT (HKG) – AMSTERDAM SCHIPHOL (AMS)

Coupon Status	open
Class	Economy
Ticket Type	STANDBY

[Show pricing](#)

[Refund](#)

6. 常見無法開票錯誤訊息

6.1 進公司未滿 6 個月: **Minimum Days of Employment not obtained**

Flight Details ✕

TAIPEI TAIWAN TAOYUAN INTERNATIONAL APT (TPE) - HONG KONG INTERNATIONAL APT (HKG)

Flight Number	CX463 😊
Airline	Cathay Pacific
Date	27.11.2017
Departure	06:00 from TAIPEI TAIWAN TAOYUAN INTERNATIONAL APT Airport (TPE)
Arrival	07:50 at HONG KONG INTERNATIONAL APT Airport (HKG)
Aircraft Type	359
Seats available	J9 C9 D9 I9 W9 R9 E9 Y9 B9 H9 K9 M9 L4 V0 G0 S0 N0 O0

Ⓢ ZL Ⓢ) ZM Ⓢ)) ZH

Additional Information

Minimum Days of employment not obtained

6.2 開票身份不符雙方合約:PTC/Travelgroup not allowed. (舉例:國泰不接受父母開立優待機票)

Flight Details ×

TAIPEI TAIWAN TAOYUAN INTERNATIONAL APT (TPE) - HONG KONG INTERNATIONAL APT (HKG)

Flight Number CX463 (S)

Airline Cathay Pacific

Date 02.05.2018

Departure 06:00 from TAIPEI TAIWAN TAOYUAN INTERNATIONAL APT Airport (TPE)

Arrival 07:45 at HONG KONG INTERNATIONAL APT Airport (HKG)

Aircraft Type 333

Seats available J6 C5 D5 I4 U4 P0 Y9 B9 H9 K9 M9 L9 V9 G9 S9 N9 Q9 O9 X9

(S) ZL (S) ZM (S) ZH

Additional Information

PTC/Travelgroup not allowed. At least one of the selected passenger is not eligible to travel on this airline. Please check the ID Agreements page.

附件 1.ZED 費率 ZL/ZM/ZH

1.1 ADULT

TPM range	ZL/YR2	ZM/YR2	ZH/YR2
1 - 450	15	24	44
451 - 750	19	29	49
751 - 1600	29	39	59
1601 - 3200	39	59	99
3201 - 4080	49	69	109
4081 - 5000	59	79	119
5001 - 6100	69	89	129
6101 - 7100	79	109	159
7101 - 9999	99	129	179



1.2. CHILD : 67 PERCENT OF ADULT FARES