

1. Authorisation Process - Booking Screen

- On the final booking information screen there will be a new section for Booking Approvers.
- Select how the booking is to be authorised as follows:

approval type: Single Authoriser (Only one person needs to approve the travel request)

Multiple Authorisers (More than one person can or needs to approve the travel request)

approval by: If Multiple Authorisers is select, you need to select if either can approve or both need to approve.

authoriser 1: Select the person who needs to approve this travel request.

authoriser 2: Select the 2nd person who needs to approve this travel request. (If Multiple Approvers is selected.)



2. Booking Authoriser - Authorisation Process

 The relevant authorisers will receive an email notification (shown below) that there is a booking which requires their approval.

Subject: Travel Approval Notification for Travel Request: 170

Dear Mr John Smith,

A NEW TRAVEL REQUEST FOR YOUR URGENT APPROVAL HAS BEEN RECEIVED.

As a designated approver, you are required to either approve or decline this request. You can do so here: 170

Important: This link is unique to you and you should under no circumstances FW this email, or share this link.

Travel Request Summary:

Travel Requested by: Ms Jane Jones

Motivation: Sales Meeting

Departure Date: 01 November 2010

Travel Request No: 170
Booking Reference No: L96VXO
Traveller: Mr Mark Johnson

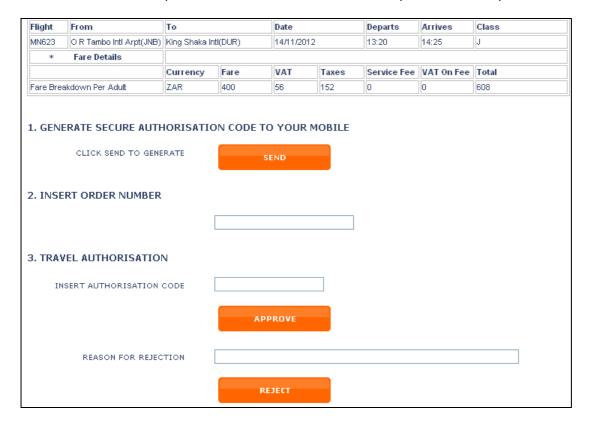
Total Cost: 525 Cost Centre: CC106

LAST DATE TO PURCHASE TICKET: 02/11/2012

XYZ Travel 27 11 8076931 Please do not reply to this email.

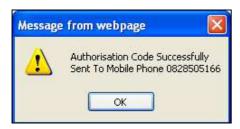


• Click on the Travel Request Number 170 in the email which will open the Travel Request Online.

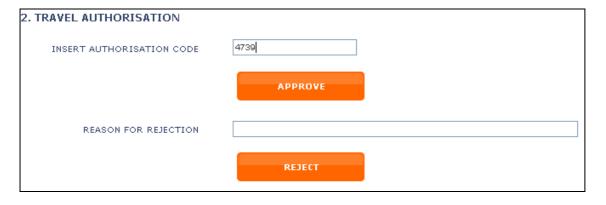


Note:

- An Order Number may be required to be inserted to approve or reject the travel requisition, depending on your set up.
- At the end of the Travel Request there will be a section to Approve / Reject the Travel Request.
- An Authorisation Code may be required to approve or reject the travel requisition, depending on your set up.
- Click on the Send Button which will generate the one time authorisation code instantly to your mobile phone.



• Insert the authorisation code received on your mobile phone in the Input Approval Code field, as shown below:







- To Approve the Travel Request, click on the Approve button.
- To Reject the Travel Request, enter the reason for the rejection, and click on Reject button.

