

**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 2<sup>nd</sup> person who needs to approve this travel request. (If Multiple Approvers is selected.)

**Approvers**

APPROVAL TYPE    SINGLE AUTHORISER    MULTIPLE AUTHORISERS

APPROVAL BY      EITHER CAN APPROVE    ALL MUST APPROVE

PRIORITY         Normal

AUTHORISER 1    Select...

AUTHORISER 2    Select...

**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.

Flight	From	To	Date	Departs	Arrives	Class	
MN623	O R Tambo Intl Arpt(JNB)	King Shaka Int(DUR)	14/11/2012	13:20	14:25	J	
<b>* Fare Details</b>							
	Currency	Fare	VAT	Taxes	Service Fee	VAT On Fee	Total
Fare Breakdown Per Adult	ZAR	400	56	152	0	0	608

**1. GENERATE SECURE AUTHORISATION CODE TO YOUR MOBILE**

CLICK SEND TO GENERATE

**2. INSERT ORDER NUMBER**

**3. TRAVEL AUTHORISATION**

INSERT AUTHORISATION CODE

REASON FOR REJECTION

**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:

**2. TRAVEL AUTHORISATION**

INSERT AUTHORISATION CODE

REASON FOR REJECTION

- 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.

