

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.)

Approvers

approval type	<input checked="" type="radio"/> single authoriser <input type="radio"/> multiple authorisers
approval by	<input type="radio"/> either can approve <input type="radio"/> all must Approve
authoriser 1	<input type="text" value="Select..."/>
authoriser 2	<input type="text" value="Select..."/>

[generate reservation & generate request](#)

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

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	
MN100	Cape Town Intl(CPT)	O R Tambo Intl Arpt(JNB)	16/11/2010	06:30	08:30	Y	
MN479	Lanseria Intl Arpt(HLA)	Cape Town Intl(CPT)	18/11/2010	21:45	23:55	Y	
* Fare Details							
	Currency	Fare	VAT	Taxes	Service Fee	VAT On Fee	Total
Fare Breakdown Per Adult	ZAR	1078.94	151.06	108	0	0	1338

generate and send approval code

send

sms approval code input

input approval code

reason for rejection

- At the end of the Travel Request there will be a section to Approve / Reject the Travel Request.
- An Authorisation Code is required to approve or reject the travel requisition.
- 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:

sms approval code input

input approval 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.