



KEY TRAVEL

ONLINE APPROVAL GUIDE - Approvers

This guide explains how to action approval requests generated via the Key Travel online booking tool.

Requests can be processed via email, tablet or desktop.

All approval requests will have a ticket deadline. It is important these deadlines are adhered to. Failure to do so may jeopardise the cost of the ticket.

Contents

| | |
|---|-------------------------------------|
| Preparation for Approvers..... | 1 |
| How the approval process is activated..... | 2 |
| How to action an approval request | 2 |
| How to 'approve' and 'decline' a trip | 3 |
| Accessing the trip | 4 |
| Support and Assistance..... | Error! Bookmark not defined. |

Preparation for Approvers

Each approver request will be sent via email and will require the approver to login to proceed.

We recommend all approvers obtain a password prior to receiving their first approver request. Please follow the instructions below:

- Go to www.keytravel.com
- Select 'Login'
- Enter your email address
- If you have an existing password, enter it in the relevant field. If not, follow the instructions to obtain one.

How the approval process is activated

Once the requestor has selected an itinerary and proceeds to book the trip the approval process will activate.

An email will be sent to the relevant approver.

How to action an approval request

The approver should click the Trip ID in the approval email:

The approver will be asked to login.

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

From: Key Travel <donotreply@keytravel.com>
To: @AtriusDemoMasterLogins-UK
Cc:
Subject: Approval action required by Thu, 10th Nov, Trip 147390 for Frances Halliwell x 1 to Singapore DO NOT REPLY

 KEY TRAVEL

Dear Mr. Key Approver,

Mr. Key Booker has requested for you to approve [Trip 147390](#) for Frances Halliwell x 1 to Singapore.

Please click the link and either approve or decline by Thu, 10th Nov 12:30pm.

Comments from Mr. Key Booker:
I am travelling to PH conference

Reason given for not selecting the lowest fare:
Airport Location

Reason given for selecting option outside of policy:
Overall Travel Time

Kind Regards,
Key Travel

How to 'approve' and 'decline' a trip

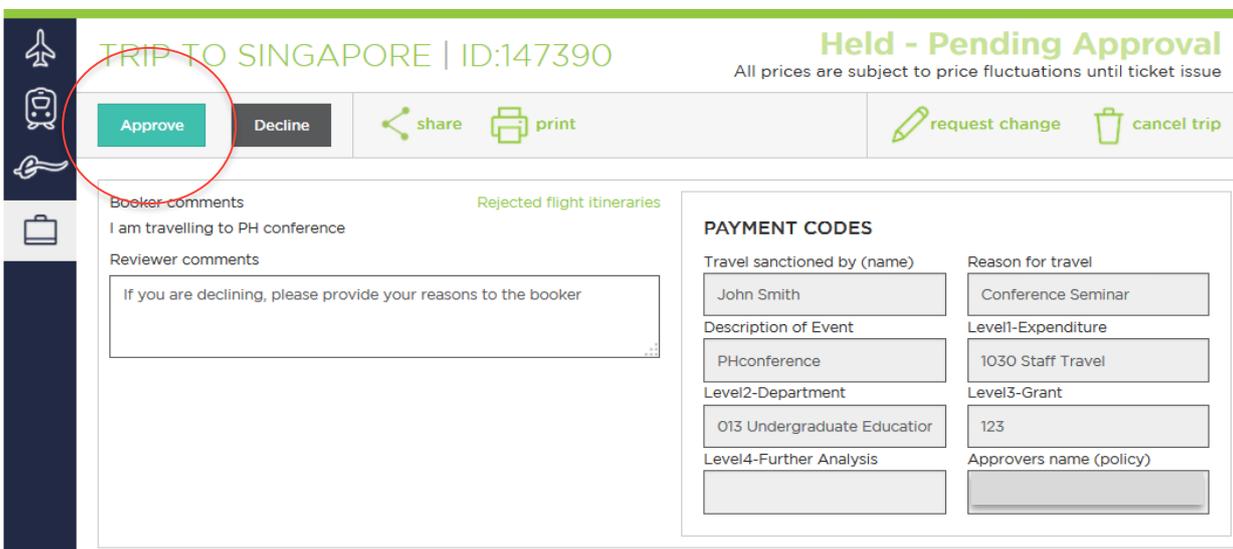
The itinerary is presented along with any comments from the requestor and the reason why the itinerary was selected.

'Approving' a trip:

It is possible to view up to 5 rejected itineraries by clicking on the 'Rejected flight itineraries' link. The flight requested will show first allowing you to easily compare against others. If you would like the booker to change the flight option please decline the booking and add an explanation in the comments section (see decline process below).

To approve the trip simply click 'Approve' near the top of the screen.

You may be required to enter payment codes. If this applies to your organisation, please enter the relevant codes as shown below before clicking 'Approve':



TRIP TO SINGAPORE | ID:147390 **Held - Pending Approval**
All prices are subject to price fluctuations until ticket issue

[share](#) [print](#) [request change](#) [cancel trip](#)

Booker comments
I am travelling to PH conference

Reviewer comments
If you are declining, please provide your reasons to the booker

[Rejected flight itineraries](#)

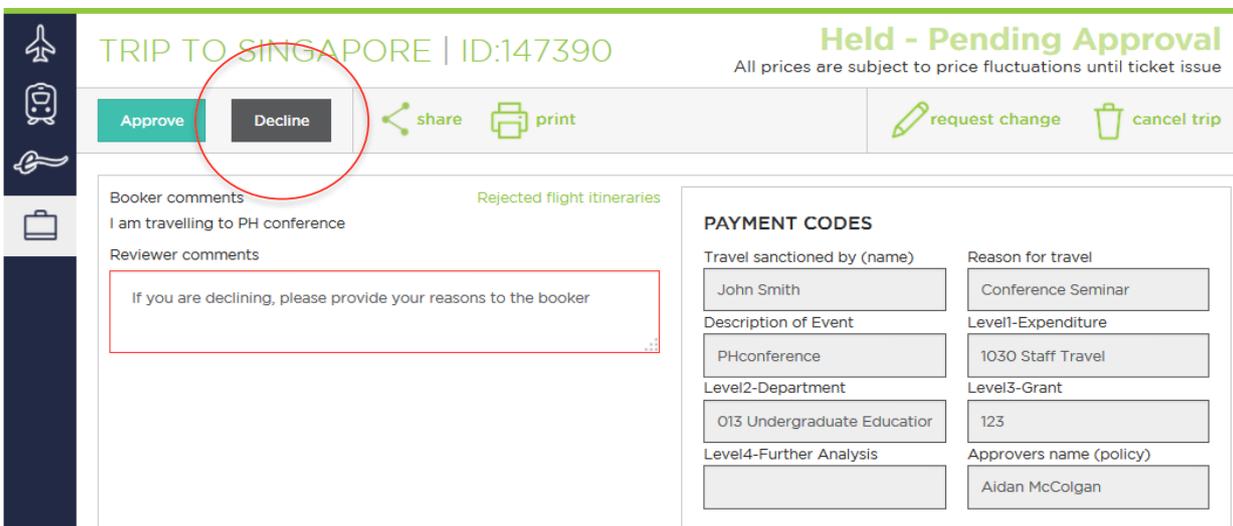
PAYMENT CODES

| | |
|-----------------------------|-------------------------|
| Travel sanctioned by (name) | Reason for travel |
| John Smith | Conference Seminar |
| Description of Event | Level1-Expenditure |
| PHconference | 1030 Staff Travel |
| Level2-Department | Level3-Grant |
| 013 Undergraduate Educator | 123 |
| Level4-Further Analysis | Approvers name (policy) |
| | |

The booking is now confirmed.

'Declining' a trip:

To decline the trip click 'Decline' and enter comments for the requestor.



TRIP TO SINGAPORE | ID:147390 **Held - Pending Approval**
All prices are subject to price fluctuations until ticket issue

[share](#) [print](#) [request change](#) [cancel trip](#)

Booker comments
I am travelling to PH conference

Reviewer comments
If you are declining, please provide your reasons to the booker

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| 013 Undergraduate Educator | 123 |
| Level4-Further Analysis | Approvers name (policy) |
| | Aidan McColgan |

Your comments will be sent to the requestor for review.

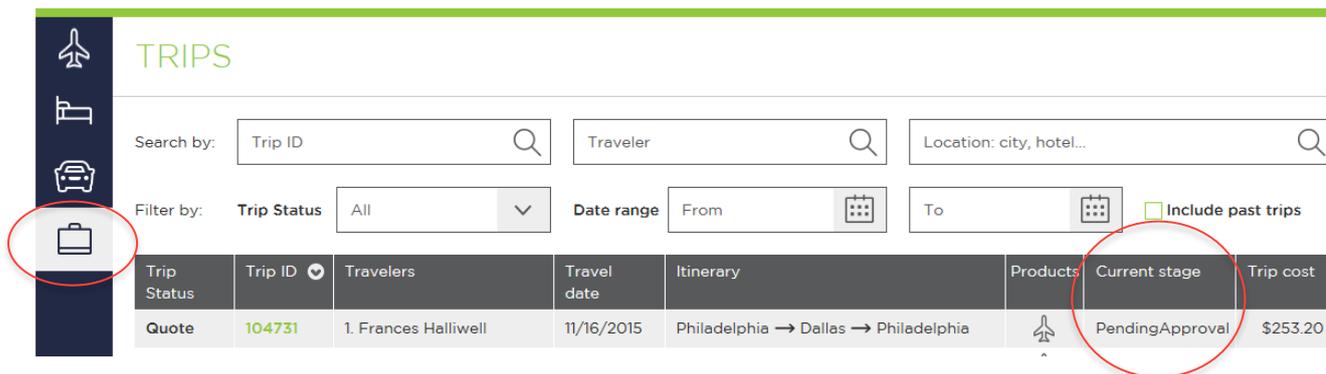
The requestor has the option to re-submit the trip should they want to if the trip has not passed it's ticket deadline. A new email will be sent to the approver.

Accessing the trip

All trips and requests to approve will fall into your 'Trips' folder.

Go to the navigation panel on the lefthand side and click on the 'suitcase' icon:

To see which trips still require approval check the 'Current stage' status e.g. 'Pending Approval'



The screenshot shows the 'TRIPS' interface. On the left is a dark navigation panel with icons for an airplane, a bed, a car, and a suitcase. The suitcase icon is circled in red. The main area has a search bar with fields for 'Trip ID', 'Traveler', and 'Location: city, hotel...'. Below the search bar are filters for 'Trip Status' (set to 'All'), 'Date range' (From and To), and an 'Include past trips' checkbox. A table displays trip information with columns: Trip Status, Trip ID, Travelers, Travel date, Itinerary, Products, Current stage, and Trip cost. The 'Current stage' column is circled in red, showing 'PendingApproval' for a trip with ID '104731' and cost '\$253.20'.

| Trip Status | Trip ID | Travelers | Travel date | Itinerary | Products | Current stage | Trip cost |
|-------------|---------|----------------------|-------------|--------------------------------------|----------|-----------------|-----------|
| Quote | 104731 | 1. Frances Halliwell | 11/16/2015 | Philadelphia → Dallas → Philadelphia | | PendingApproval | \$253.20 |