



*flight-line*

# Operations Manual

for the air self-booking tool

*flightline* | TRAVEL  
MANAGEMENT LTD

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## The Purpose of this Manual

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The purpose of this Manual is to provide staff with Approver rights the instructions required to successfully operate the Flightline Travel Management on-line approval process.

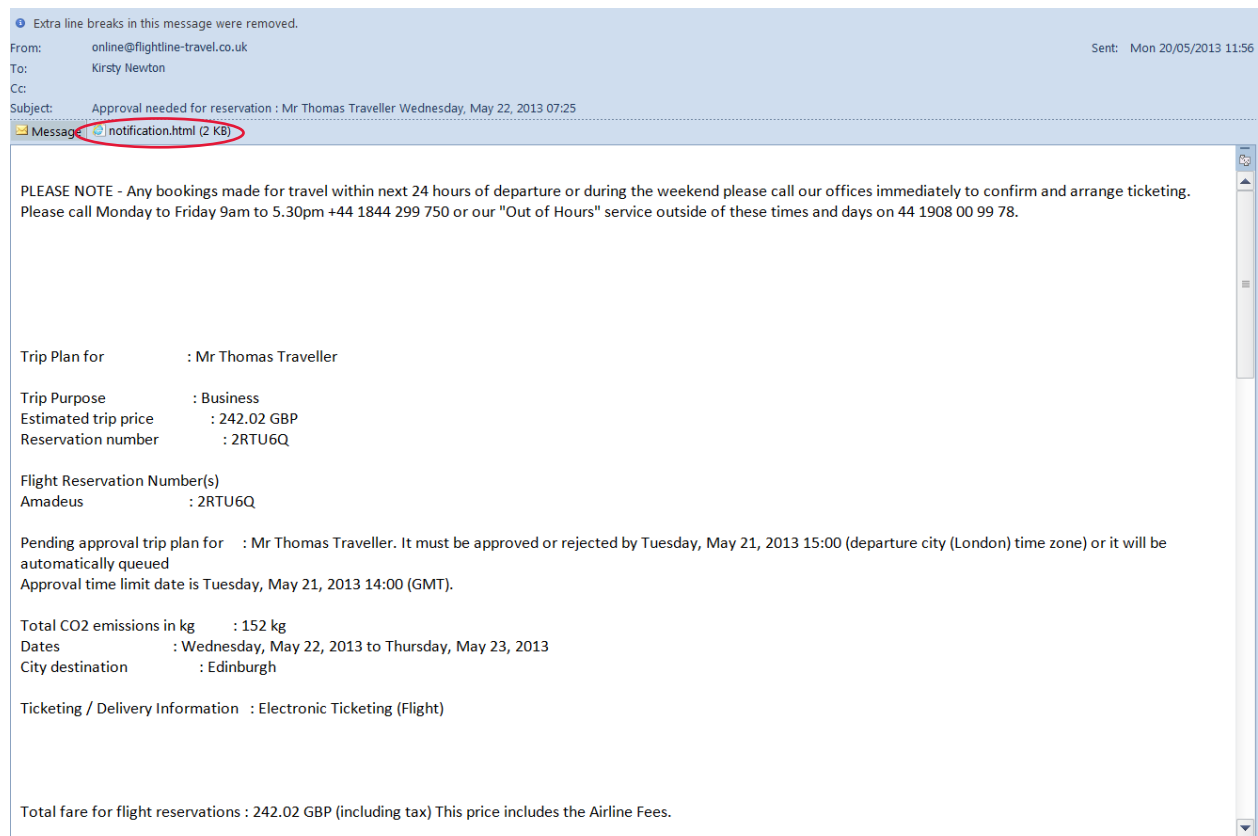
Any queries relating to this Manual or to the associated processes should be raised to Flightline Travel on 01844 299 750.

## Approving your Trip

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The Approver will receive an email with the trip details and an attachment

1. To approve or reject the trip double click the **attachment link**



Extra line breaks in this message were removed.

From: online@flightline-travel.co.uk  
To: Kirsty Newton  
Cc:  
Subject: Approval needed for reservation : Mr Thomas Traveller Wednesday, May 22, 2013 07:25  
Sent: Mon 20/05/2013 11:56

Message: notification.html (2 KB)

PLEASE NOTE - Any bookings made for travel within next 24 hours of departure or during the weekend please call our offices immediately to confirm and arrange ticketing. Please call Monday to Friday 9am to 5.30pm +44 1844 299 750 or our "Out of Hours" service outside of these times and days on 44 1908 00 99 78.

Trip Plan for : Mr Thomas Traveller

Trip Purpose : Business  
Estimated trip price : 242.02 GBP  
Reservation number : 2RTU6Q

Flight Reservation Number(s)  
Amadeus : 2RTU6Q

Pending approval trip plan for : Mr Thomas Traveller. It must be approved or rejected by Tuesday, May 21, 2013 15:00 (departure city (London) time zone) or it will be automatically queued  
Approval time limit date is Tuesday, May 21, 2013 14:00 (GMT).

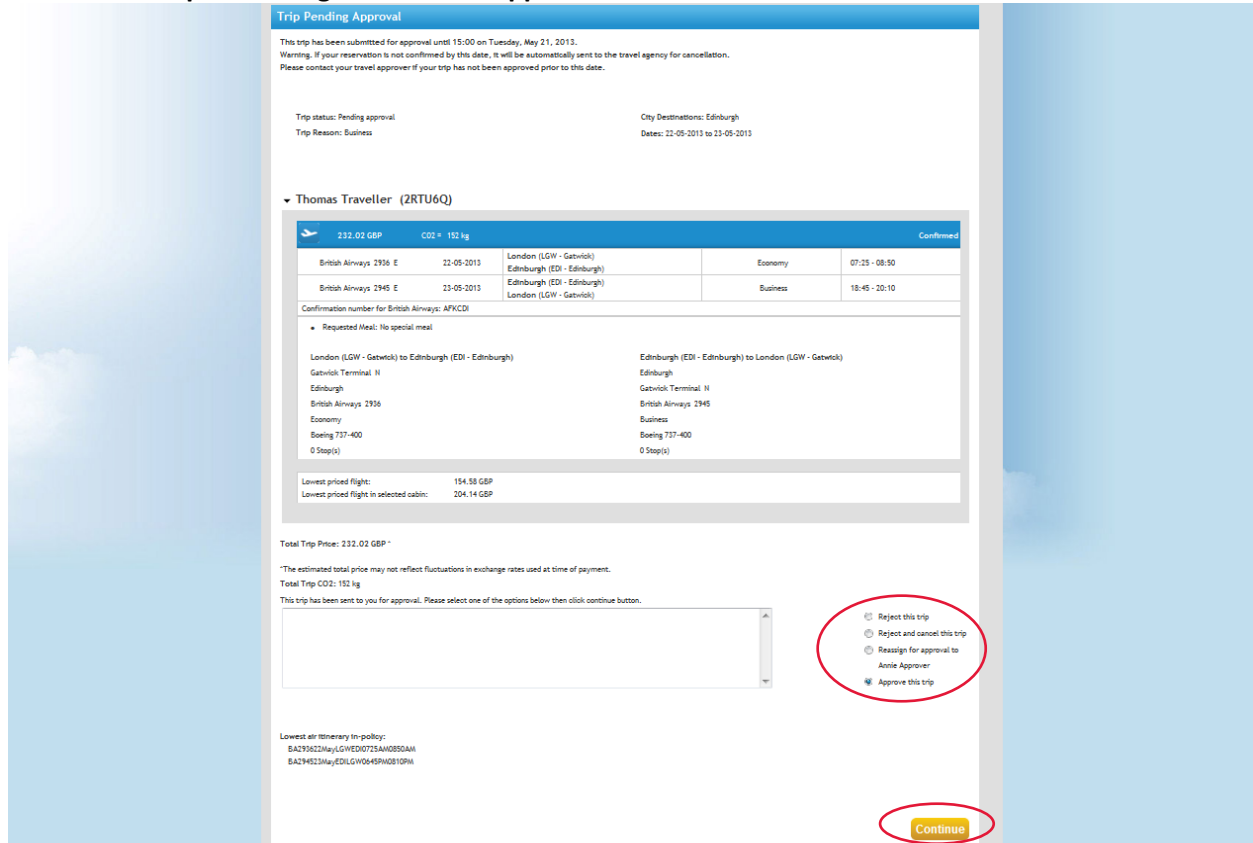
Total CO2 emissions in kg : 152 kg  
Dates : Wednesday, May 22, 2013 to Thursday, May 23, 2013  
City destination : Edinburgh

Ticketing / Delivery Information : Electronic Ticketing (Flight)

Total fare for flight reservations : 242.02 GBP (including tax) This price includes the Airline Fees.

The following screen will appear when the attachment is opened.

- The Approver needs to select whether they **Approve the trip, Reject the trip, Reject and Cancel the trip or Reassign to another Approver**



**Trip Pending Approval**

This trip has been submitted for approval until 15:00 on Tuesday, May 21, 2013.  
Warning: If your reservation is not confirmed by this date, it will be automatically sent to the travel agency for cancellation.  
Please contact your travel approver if your trip has not been approved prior to this date.

Trip status: Pending approval  
Trip Reason: Business  
City Destinations: Edinburgh  
Dates: 22-05-2013 to 23-05-2013

▼ Thomas Traveller (2RTU6Q)

232.02 GBP		CO2 = 152 kg		Confirmed	
British Airways 2936 E	22-05-2013	London (LGW - Gatwick)	Edinburgh (EDI - Edinburgh)	Economy	07:25 - 08:30
British Airways 2945 E	23-05-2013	Edinburgh (EDI - Edinburgh)	London (LGW - Gatwick)	Business	18:45 - 20:10

Confirmation number for British Airways: APKCDI

- Requested Meal: No special meal

London (LGW - Gatwick) to Edinburgh (EDI - Edinburgh)  
Gatwick Terminal: II  
Edinburgh  
British Airways 2936  
Economy  
Boeing 737-400  
0 Stop(s)

Edinburgh (EDI - Edinburgh) to London (LGW - Gatwick)  
Edinburgh  
Gatwick Terminal: II  
British Airways 2945  
Business  
Boeing 737-400  
0 Stop(s)

Lowest priced flight: 154.58 GBP  
Lowest priced flight in selected cabin: 204.14 GBP

Total Trip Price: 232.02 GBP\*

\*The estimated total price may not reflect fluctuations in exchange rates used at time of payment.  
Total Trip CO2: 152 kg

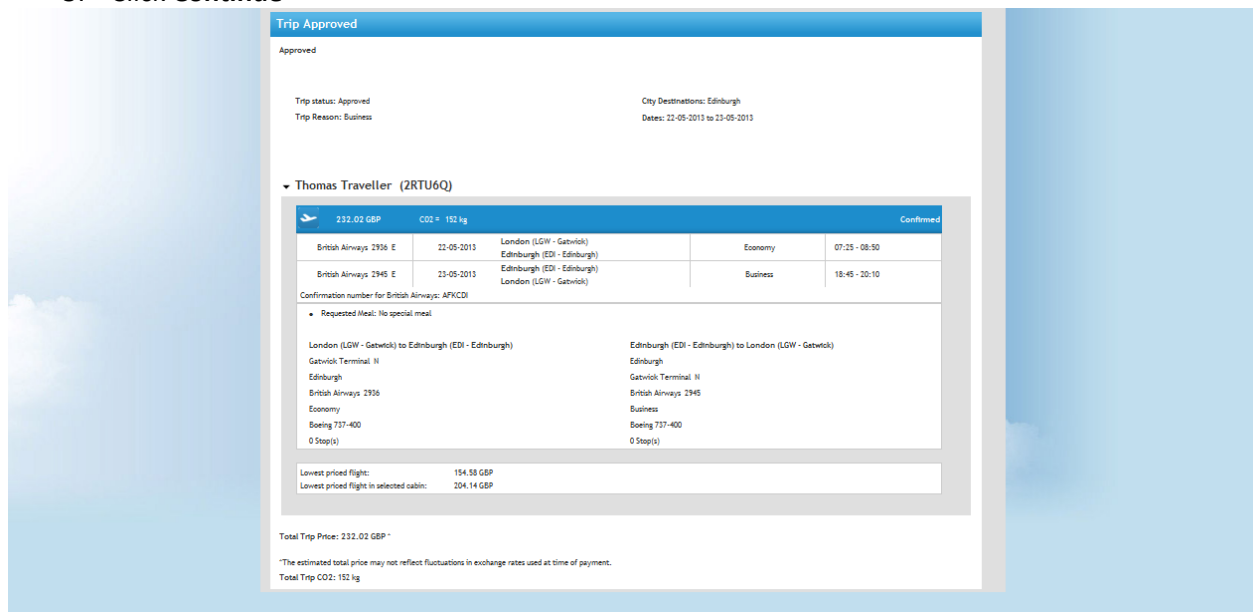
This trip has been sent to you for approval. Please select one of the options below then click continue button.

- Reject this trip
- Reject and cancel this trip
- Reassign for approval to Annie Approver
- Approve this trip

Lowest air itinerary In-policy:  
BA293622MayLGWEDI0725AM0835AM  
BA294523MayEDLGLGW0645PM0810PM

**Continue**

- Click **Continue**



**Trip Approved**

Approved

Trip status: Approved  
Trip Reason: Business  
City Destinations: Edinburgh  
Dates: 22-05-2013 to 23-05-2013

▼ Thomas Traveller (2RTU6Q)

232.02 GBP		CO2 = 152 kg		Confirmed	
British Airways 2936 E	22-05-2013	London (LGW - Gatwick)	Edinburgh (EDI - Edinburgh)	Economy	07:25 - 08:30
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Confirmation number for British Airways: APKCDI

- Requested Meal: No special meal

London (LGW - Gatwick) to Edinburgh (EDI - Edinburgh)  
Gatwick Terminal: II  
Edinburgh  
British Airways 2936  
Economy  
Boeing 737-400  
0 Stop(s)

Edinburgh (EDI - Edinburgh) to London (LGW - Gatwick)  
Edinburgh  
Gatwick Terminal: II  
British Airways 2945  
Business  
Boeing 737-400  
0 Stop(s)

Lowest priced flight: 154.58 GBP  
Lowest priced flight in selected cabin: 204.14 GBP

Total Trip Price: 232.02 GBP\*

\*The estimated total price may not reflect fluctuations in exchange rates used at time of payment.  
Total Trip CO2: 152 kg

Once Approved confirmation of the Trips is displayed. An email confirmation also is sent to the Travel Booker along with the eTicket

## Support

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For technical support or any queries/questions, please contact your dedicated travel team via:

### Telephone

UK calls: 01844 299 750  
International calls: +44 1844 299 750

**Email**          [reservations@flightline-travel.co.uk](mailto:reservations@flightline-travel.co.uk)