



*hotel-line*

## User Guide

Introduction to the authorisation process in your hotel self-booking tool


## How do you know your hotel is outside your company policy?

When searching for a hotel you will see a list with a choice of hotels. Sometimes you may require booking a hotel which is outside your company's hotel rate cap and thus non-compliant with your hotel policy.

Hotels with a price that is higher than your maximum allowed spending will show the rate in red. This means that your hotel booking requires authorisation as it is over your company rate cap policy

Hotels from Fieldfisher Manchester, 37 P..., UK  
(Radius 10 mile)

HOTEL ▾ HOPS ▾ STARS ▾ DISTANCE ▾ PRICE FROM ▾

 **Radisson Blu Edwardian Manchester** ★★★★★  
0.02 mile | Peter Street, Manchester

99 GBP Avg/night  
CLOSE

Room type	Rate plan	Chain	Availability	Price from	
Deluxe room with 2 twin beds free wi fi ac tea coffee maker in room safe. [ More ]	Best available rate.	RD	A	99 GBP	CHOOSE
Deluxe room [ More ]	Worldwide Independent Network-Deluxe Room	RD	A	99 GBP	CHOOSE
Deluxe room [ More ]	Worldwide Independent Network-Deluxe Room	RD	A	99 GBP	CHOOSE
Free wifi central location gym bus ctr deluxe room with 2 twin beds. [ More ]	Worldwide independent network.	RD	Available	99 GBP	CHOOSE
Free wifi central location gym bus ctr king deluxe room. [ More ]	Worldwide independent network.	RD	Available	99 GBP	CHOOSE
King deluxe room free wi fi ac tea coffee maker in room safe. [ More ]	Best available rate.	RD	Available	99 GBP	CHOOSE
Incl vat deluxe room with 2 twin beds free wi fi ac tea coffee maker in room [ More ]	Bed and breakfast.	RD	Available	114 GBP	CHOOSE
Incl vat king deluxe room free wi fi ac tea coffee maker in room safe. [ More ]	Bed and breakfast.	RD	Available	114 GBP	CHOOSE
Business Class Room [ More ]	Worldwide Independent Network-Business Class	RD	A	114 GBP	CHOOSE
Business Class Room [ More ]	Worldwide Independent Network-Business Class	RD	A	114 GBP	CHOOSE
Free wifi central location gym bus ctr business class room. [ More ]	Worldwide independent network.	RD	Available	114 GBP	CHOOSE

1. Hotel rate is over policy & therefore requires authorisation.

2. Click "Choose" to select the hotel you wish to book.

To book a hotel that is outside your company policy click **"Choose"**

Once you have selected a rate the below will be displayed with a notification to remind you that the hotel you are about to book is outside your company hotel policy.

Number of rooms: 1	Room type: Incl vat deluxe room with 2 twin beds free wi fi ac tea coffee maker in room safe.	Rate(s): 14.08.2015:113.50 GBP	M2 5GP Manchester UK
Guests/room: 1	Meal plan: Breakfast included	Earliest check in: 15:00	
Sum: <b>113.50 GBP</b> - Tax 20.00% included	Rate plan: Bed and breakfast- incl vat deluxe room with 2 twin beds -free wi-fi.Ac.Tea-coffee maker.In-room safe.		

The travel policy price limitation was violated

Please check the room and rate descriptions for possible rate changes and special payment conditions such as e.g. advance payment requirements. Otherwise the credit card is used for guarantee purposes only.

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**Room 1**

**Traveller 1**

Traveller:

Confirmation:  Email:   SMS: +

Confirmation language:

Loyalty card

Section Code: \*

**Preferences:**

Non smoking  Quiet room Other:

Please contact hotel if you have any additional requests regarding your accommodation. Preferences for the room are requests and thus subject to availability at the hotel.

**Payment and guarantee info**

**Buyer**

**Additional data**

Matter/Nominal Code: \*

**Messages**

Company message: CONFIRMATION OF PAYMENT BY MASTERCARD HAS BEEN FAXED TO THE HOTEL FOR THE ROOM TYPE BOOKED. EXTRAS TO BE SETTLED DIRECT: UK Office Hours 01844 299750 in EMERGENCY call 01908009978 chargeable service

Message to hotel: PLEASE CHARGE THE CREDIT CARD PROVIDED IN THIS FAX FOR THE ROOM RATE BOOKED. EXTRAS TO BE SETTLED BY THE GUEST DIRECT. GUEST WILL NOT PAY DIRECT FOR THE ACCOMMODATION

Message to travellers:

3. Reminder that your booking is over policy

5. To proceed with your booking complete all the details and click "Continue"

## How to request approval for your hotel booking if it is out of policy?


Once you have clicked “Continue”, the below will be displayed, asking you to request approval for your booking.


Reservation info		Field Fisher Waterhouse LLP		Hotel info	
Arrival - Departure:	14.08.2015 - 15.08.2015	Cancellation:	CXL: CXL BY 1600 AUG 14 2015 TO AVOID A 113.50GBP CHARGE.	RD BLU EDWARDIAN MANCHESTER	
Number of nights:	1	Guarantee:	GUARANTEE: TA COMPANY CC CC ACCEPTED AX CB DC MC VI	Free Trade Hall Peter Street	
Number of guests/room:	1	Deposit and prepay policy:		M2 5GP Manchester UK	
Number of rooms:	1	Room type:	Incl vat deluxe room with 2 twin beds free wi fi ac tea coffee maker in room safe.		
Earliest check in:	15:00	Rate plan:	Bed and breakfast- incl vat deluxe room with 2 twin beds -free wi-fi.Ac.Tea-coffee maker.In-room safe.		
Tax:	Tax 20% included in rate	Meal plan:	Breakfast included		
Service charges:					
Rate(s):	14.08.2015:113.50 GBP				
Price for reservation:	113.50 GBP				
Please check the room and rate descriptions for possible rate changes and special payment conditions such as e.g. advance payment requirements. Otherwise the credit card is used for guarantee purposes only.					
<b>Room 1: Incl vat deluxe room with 2 twin beds free wi fi ac tea coffee maker in room safe.</b>					
<b>Traveller 1:</b>			Preferences:		
Traveller: McDaid, Tony Mr / Field Fisher Waterhouse LLP / London			Please contact hotel if you have any additional requests regarding your accommodation. Preferences for the room are requests and thus subject to availability at the hotel.		
Confirmation:					
Email:					
SMS:					
Confirmation language: English					
Section Code: 4408					
<b>Additional data</b>					
Matter/Nominal Code			1234546		
<b>Guarantee and payment info</b>					
Guarantee:			Payment info:		
Guaranteed by Credit card			Payment type: AirPlus		
			Company: Field Fisher Waterhouse LLP / London		
<b>Buyer</b>					
Buyer name: Mr Jim Tester					
Confirmation:					
Email:					
SMS:					
Fax:					
Confirmation language: English					
<b>Messages</b>					
Message to hotel:					
Message to travellers:					

6. Click “send booking for approval”

SEND BOOKING FOR APPROVAL

Once your booking was sent for approval a “Reservation approval confirmation” will appear as displayed in the below screenshot.



 Mr Jim Tester  
Field Fisher Waterhouse LLP / London (\*) | [Log out](#)

Company: Field Fisher Waterhouse LLP / London (\*)

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COMPANY
TOOLS

**Reservation approval confirmation**

Your reservation has been sent for approval because it does not comply with the following travel policy rule(s):  
The rate price restriction is violated, max day price: 100.00 GBP.  
You may decline the reservation and make another one that it is travel policy compliant or you can wait for the current reservation to be approved. You will be notified with the approval status.

When the approver has accepted or declined your booking you will receive an E mail to confirm.