



*flight-line*

**Mettis Aerospace  
Approver's User Guide**  
for the air self-booking tool

***flightline*** | TRAVEL  
MANAGEMENT LTD

## The Purpose of this Manual

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The purpose of this Manual is to provide staff who are approved authorisers with the instructions required to successfully operate the Flightline Travel Management on-line travel self-booking tool approval system.

Any queries relating to this Manual or to the associated processes should be raised to Flightline Travel on 01844 299780.

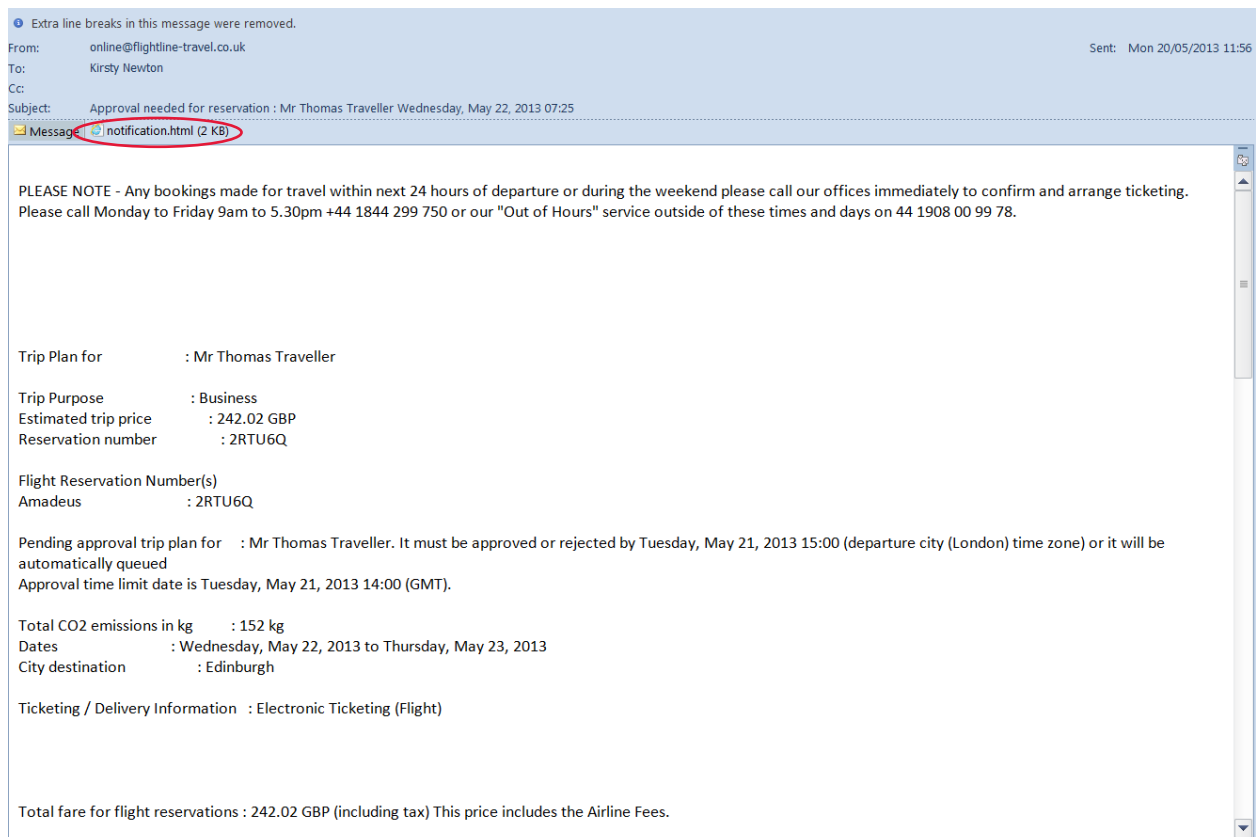
## Approving your Trip

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Once the Travel Booker has made a reservation via the on-line system. The Authoriser will receive an email from [Online@Flightline-travel.co.uk](mailto:Online@Flightline-travel.co.uk) with the trip details and an attachment. The subject header will read Approval Needed For A Reservation: The travellers name, date of travel and outward flight departure time. Also the Travel Booker may provide a justification as to why they have reserved a higher fare.

NB: If the Authoriser does not respond to the approval request within 4 hours a reminder e-mail will be sent. After a further 4 hours a second reminder e-mail will be sent. After 10 hours a final reminder e-mail will be forwarded to Flightline Travel Management Ltd.

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

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.

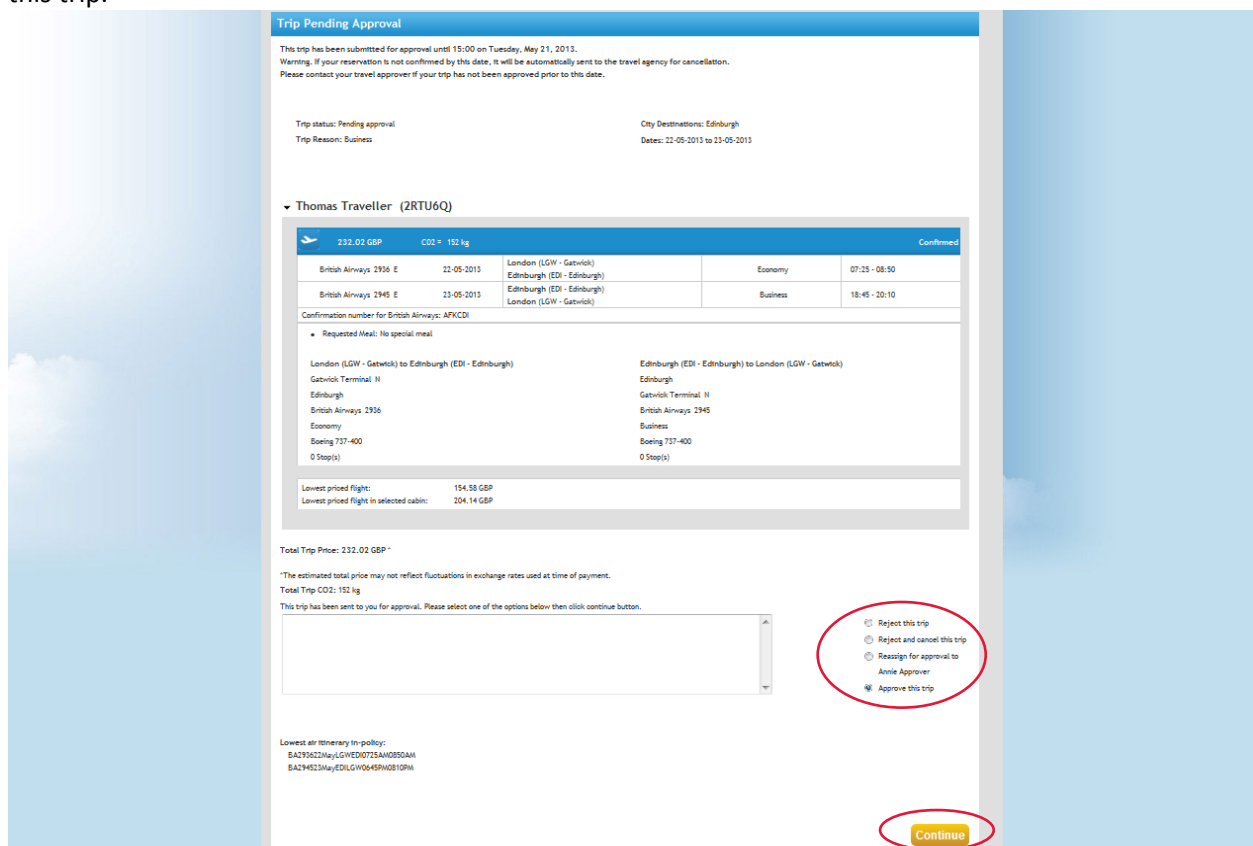
2. The Approver needs to select whether they

**Approve this trip** - Confirms trip, advises the travel Booker that the trip has been approved & asks Flightline to issue the e-ticket.

**Reject and cancel the trip** – Sends a reject message to the Booker and automatically cancels the booking. To send notes to the Booker complete the free format text box to the left of the screen.

**Reject this trip** – Sends a rejection message to the Booker but does not cancel the flights. To send notes to the Booker complete the free format text box to the left of the screen. (We would recommend you do not use this option.)

**Reassign for approval to** – Choose from a drop down list if you would like another authoriser to approve this trip.



**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: 21-05-2013 to 23-05-2013

▼ Thomas Traveller (ZRTU6Q)

232.02 GBP	CO2: 152 kg	Confirmed		
British Airways 2936 E	21-05-2013	London (LGW - Gatwick) Edinburgh (EDI - Edinburgh)	Economy	07:25 - 08:50
British Airways 2946 E	23-05-2013	Edinburgh (EDI - Edinburgh) London (LGW - Gatwick)	Business	18:45 - 20:10

Confirmation number for British Airways: AFKCDI

- 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 2946  
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.

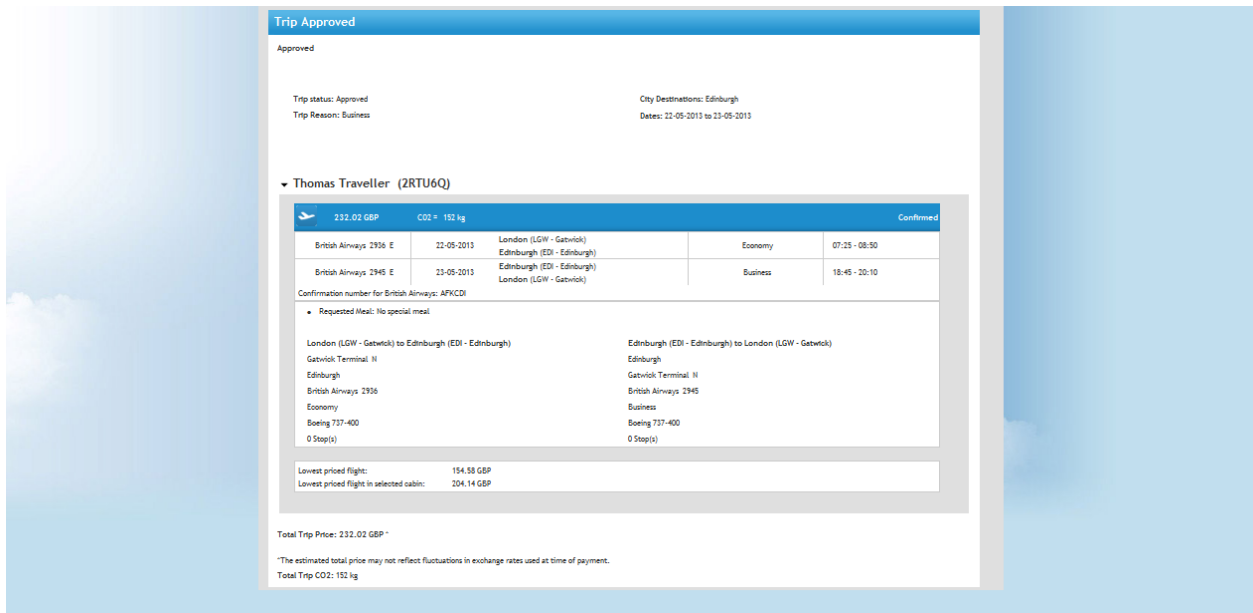
- Reject this trip
- Reject and cancel this trip
- Reassign for approval to Annie Approver
- Approve this trip

Continue

Lowest air Itinerary Itinerary In-policy:  
BA293621MayLGVED10725AM0850AM  
BA294623MayEDLGLW0645PM0810PM

3. Click **Continue**

Once Approved confirmation of the Trip is displayed. An email confirmation is also sent to the travel booker along with the e-Ticket.



**Trip Approved**

Approved

Trip status: Approved City Destinations: Edinburgh  
 Trip Reason: Business 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 - 08:50
British Airways 2945 E	23-05-2013	Edinburgh (EDI - Edinburgh) London (LGW - Gatwick)	Business	18:45 - 20:10

Confirmation number for British Airways: AFKCDI

- Requested Meal: No special meal.

London (LGW - Gatwick) to Edinburgh (EDI - Edinburgh)      Edinburgh (EDI - Edinburgh) to London (LGW - Gatwick)

Gatwick Terminal: N      Edinburgh

Edinburgh      Gatwick Terminal: N

British Airways 2936      British Airways 2945

Economy      Business

Boeing 737-400      Boeing 737-400

0 Stop(s)      0 Stop(s)

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

Total Trip Price: 232.02 GBP\*

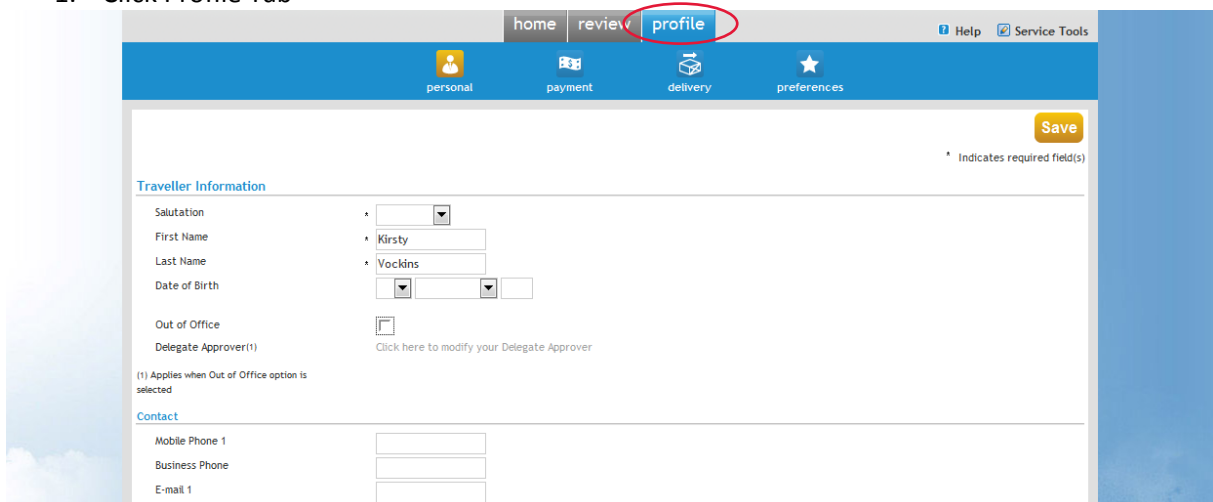
\*The estimated total price may not reflect fluctuations in exchange rates used at time of payment.  
 Total Trip CO2: 152 kg

## Travel Authoriser - Out Of Office

When away from office or temporarily unavailable, the Travel Authoriser must set the Out of Office facility contained within the Self-booking tool so they no longer appear in the travel bookers drop down list of available approvers.

To activate the Out Of Office facility, the approver has to first login to the tool using their username and password, then follow these steps:

1. Click Profile Tab



home review **profile** Help Service Tools

personal payment delivery preferences

Save

\* Indicates required field(s)

**Traveller Information**

Salutation \*

First Name \* Kirsty

Last Name \* Vockins

Date of Birth

Out of Office

Delegate Approver(1)  [Click here to modify your Delegate Approver](#)

(1) Applies when Out of Office option is selected

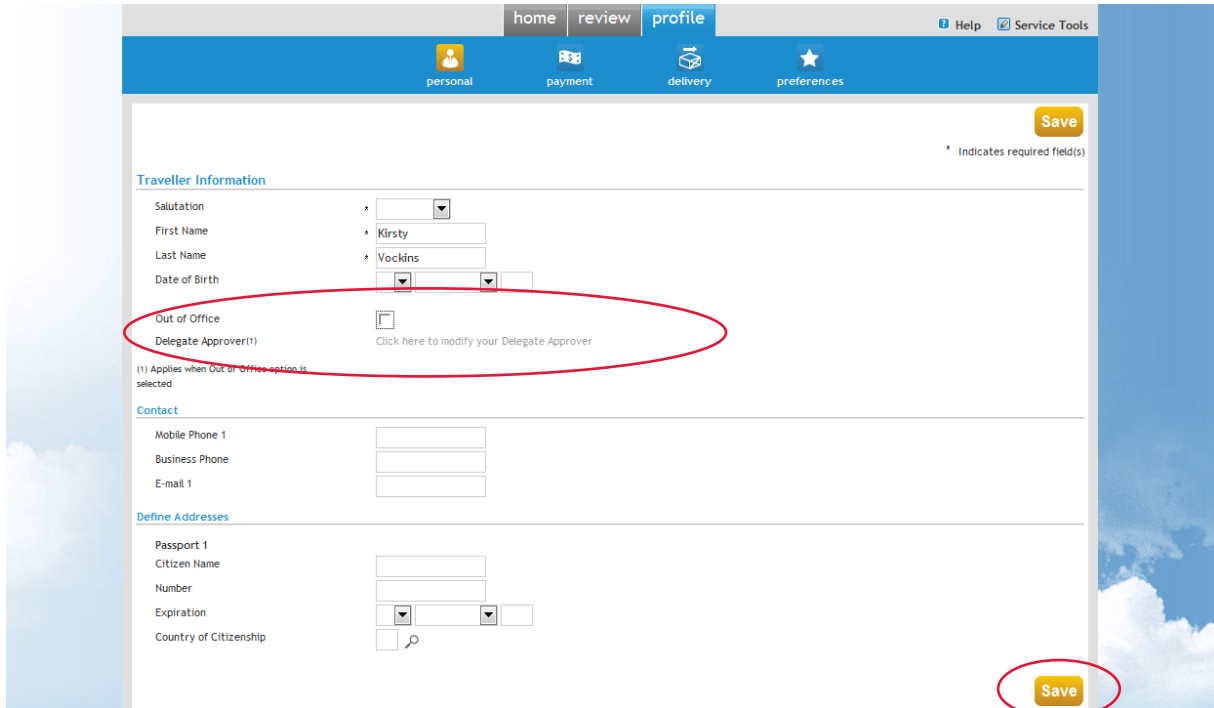
**Contact**

Mobile Phone 1

Business Phone

E-mail 1

2. Tick the Out Of Office box  
Although the click here to modify your delegate approver link will be highlighted, do not click on this link or select any personnel.



The screenshot shows a user profile page with the following sections:

- Traveller Information:** Includes fields for Salutation, First Name (Kirsty), Last Name (Vockins), and Date of Birth. The 'Out of Office' checkbox is checked and circled in red. Below it, the 'Delegate Approver(1)' link is highlighted.
- Contact:** Includes fields for Mobile Phone 1, Business Phone, and E-mail 1.
- Define Addresses:** Includes fields for Passport 1, Citizen Name, Number, Expiration, and Country of Citizenship.

A 'Save' button is circled in red at the bottom right of the form.

3. Click Save.  
Click on the Log Out link on the top right hand side of your screen to exit the system.

### ***To switch off Authoriser's Out Of Office facility:***

1. Follow steps 1 to 3 on pages 4 and 5, this time deselecting the Out Of Office box.

This will ensure that this Authoriser's name will now re-appear in the travel bookers drop down list of available approvers.

## **Support**

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

### **Telephone**

UK calls: 01844 299780  
International calls: +44 1844 299780

**Email** reservations@flightline-travel.co.uk