



Key Benefits

- Quickly action auto-generated pre-trip emails with a single click from within the email request
- Ensure policy compliance with powerful online rules engines
- Streamline the managerial approval process prior to ticketing

Key Features

- Send travel itineraries to managers for approval
- Queue only approved trips to agency for ticketing
- Send travelers e-mail notification of trip approval or rejection

Overview

GetThere Pre-Trip Approval allows managers to review an employee's trip once it is booked. *GetThere* offers two pre-trip solutions.

Pre-Trip Notification simply notifies an approver when a trip is booked. This feature can be configured to send all trip confirmations or only those that are out of policy. No action needs to be taken by a travel approver with these alerts.

Pre-Trip Approval is an automated email and web-based pre-trip authorization solution that provides managers with the ability to approve, decline or request changes to various components of a traveler's itinerary prior to ticketing. Managers can approve or decline a single trip directly from the email notification or multiple trips at once in the web application. This convenient, simple and flexible checks-and-balances tool allows managers to ensure their company's travel policies are adhered to and spending is within reason. Pre-Trip is also an added assurance for travelers that they are making the right decisions on behalf of the company.

How It Works

Pre-Trip Approval works just as easy as it sounds. Once an online reservation is completed, a detailed itinerary and policy email auto-generates and sends to one or more approvers. Approvers can action the request directly from the email. If the trip is authorized, the traveler is notified via email and the trip is immediately queued back to the agency for ticketing. If rejected, the manager can document the reasons, and the traveler and agency are notified. Pre-Trip Approval also works with offline transactions, increasing the visibility and consistency of the approval process throughout a corporation's entire travel program. *GetThere* Pre-Trip approval can be configured to send all trips, only out of policy trips, or only certain trips that meet company-designated criteria for approval.

Enhanced User Experience

With the ability to approve and decline instantly from an email, approvers can efficiently take action from a computer or smartphone. Approvers can also access the web-based version to action multiple trips at once, set an out-of-office proxy and review approval history. Travel managers can designate system administrators, who have the ability to take action on behalf of any approver in the organization.

Experience Even More from GetThere

GetThere Pre-Trip Approval is just one innovative feature comprising the complete *GetThere* corporate online booking system. A majority of the FORTUNE 200 and the BTN Corporate Travel 100 rely on *GetThere* to streamline processes, improve supplier and contract management, and achieve ongoing and sustainable savings in corporate travel spend.

Contact your *GetThere* representative by calling 1-800-850-3906 or visiting www.getthere.com to learn more.