



Key Benefits

- Quickly action auto-generated pre-trip emails with a single click
- 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 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. 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. If the trip is authorized, it is immediately queued back to the agency for ticketing along with an e-mail notification to the traveler. If rejected, the manager can document the reasons for the decision 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.

Enhanced User Experience

GetThere has improved the Pre-Trip interface with tab-based navigation that clearly identifies a user's role as either manager or traveler. Managers can instantly access travel fields requiring action directly from a Pre-Trip Approval email. The Pre-Trip interface is consistent with *GetThere's* portal designs and uses icons to ease readability. Authorizers can approve one or multiple reports as well as view previous authorizer comments with a single click.

GetThere Pre-Trip Goes Mobile

GetThere's Pre-Trip functionality is now available on web-enabled smart phones. *GetThere* Pre-Trip Mobile allows users to review traveler bookings from anywhere they have a phone signal, easing their approval responsibilities. Travelers will likewise enjoy the fastest possible turn-around time on their trip approvals. And by providing mobile access to Pre-Trip, *GetThere* has guaranteed that an organization can maintain proper visibility into travel at all times and maximize compliance to corporate policy.

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.