



GetThere Pre-Trip Approval

Overview

GetThere Pre-Trip Approval is an automated, 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, an e-mail is automatically generated and sent 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 the user's role as either manager or traveler. Managers can instantly access travel fields requiring action on their part and can approve one or multiple reports as well as view previous authorizer comments with a single click. The Pre-Trip interface is consistent with *GetThere*'s portal designs and actively uses icons to ease readability.

GetThere Pre-Trip Goes Mobile

GetThere's Pre-Trip functionality is now available on 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-GetThere or visiting www.getthere.com to learn more.



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