



## GLOBAL INITIATIVE

### Benefits of Travelperk

- Pre-payment of Trips
- Large travel inventory
- Unlimited users
- 24-hour customer support
- Exclusive Rates
- Flexible Trip Reservations
- Consolidated Invoicing and centralised billing
- Automated Travel Policies
- Travel Approval Process
- Mandatory Cost Centres
- Travel Insights and Reports
- Traveler Risk Alerts
- Concierge Services
- Integrated Applications

### Welcome Screen (Access to Invoicing, Reporting and Account Settings restricted to Admin only)

**TravelPerk PREMIUM**

Home Trips Itinerary Events People Invoices Reporting Account settings Help

Welcome back, Theresa

Need to book a business trip? Let's go!

**GLOBAL INITIATIVE**  
AGAINST TRANSNATIONAL ORGANIZED CRIME

Hello Theresa,

You are about to book a trip

Please check where the project is managed: **Geneva, Vienna, CapeTown** and kindly pick the correct **legal entity** before sending the trip to approval.

If not sure about checking, go back to the ops manual, check, correct if needed then click on Confirm.

Once done, the invoice is immediately issued and can't be changed. Help us in having clean audits without any management letter!

Thanks in advance!

Accept

Strike action at London Heathrow Airport will disrupt travel between May 25 - 27. Check with your airline to see if your flight is affected. You can change or cancel your booking using the 'Manage trip' option.

Round-trip One-way Multi-city

From To

Depart Return Economy

Add first traveler

Direct flights only Search flights

# Trip Section



## Trips

New trip

Search trips, travelers, or locations

Now (13) **Upcoming (44)** Drafts (2) Past (915) Canceled (82)  Only my trips

**Flight to Tirana, May 18 - May 19** ID 9374534 **CONFIRMED**

18 May - 19 May €696.82

Round trip flight from Vienna (VIE) to Tirana (TIA) **CONFIRMED**

## Access Levels (Default is Traveler)

Quick filters

ROLE	Any role	Admin	Travel manager	Traveler	Analyst	Guest	No access
ernal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Permission	Traveler	Admin	Travel Manager	Analyst	Guest
Search & book trips for themselves	✓	✓	✓	✓	✓
Search & book trips for others	✓	✓	✓	✓	✗
See & manage other people's trips	✗	✓	🟡*	✗	✗
Skip approvals	✗	✓	🟡*	✗	✗
Create or invite users	✗	✓	✗	✗	✗
See & edit other people's profiles	✗	✓	🟡*	✗	✗
View & download invoices	✗	✓	✗	✓	✗
Use the reporting to track spending	✗	✓	✗	✓	✗
Change company settings	✗	✓	✗	✗	✗

\*For the travelers they manage

## Reporting Section

### Reporting

Activity

January 2016

Download csv

Total spend  
€0.00

Trips  
0

Total CO<sub>2</sub> emissions  
0t

#### Travel insights overview

Travel data for January 2016

Total bookings  
0

Average trip price  
N/A

Trips in policy  
100%

Cancellation rate  
N/A

Premium feature

See full report →

#### Finance overview

Total spend by service in January 2016

## Travel Policy

### GI-TOC Standard Policy

DEFAULT



#### Flights

Dynamic budget  
Dynamic budget not set

Maximum budget  
No budget set

Booking window  
Flights can be booked up until the day of travel

Cabin class  
Economy

Exceptions  
No cabin class exceptions are allowed for long haul flight

Flight duration exception  
Flight duration exception not set

Domestic flights  
Domestic flights not set

Flight route exceptions  
Flight route exceptions not set

Edit

 **Hotels**



Dynamic budget  
Dynamic budget not set

Maximum budget  
No budget set

Booking window  
Hotels can be booked up until the day of travel

Maximum stars  
★ ★ ★ ★ ★

Budget exceptions  
Budget exceptions not set

Edit

 **Cars**



Daily budget  
No budget set

Edit

Booking window  
Cars can be booked up until the pick-up date

 **Trains**



Maximum budget  
No budget set

Dynamic budget  
Dynamic budget not set

Edit

Cabin class  
Not set

 **In-trip**



Instructions for travelers

Please register your trip via the following link prior to travelling to activate the insurance:  
<https://travelsecurity.garda.com/checkMail>

Edit

## Approval Process

**Active (2)** Archived (0)

### Global Initiative Against Transnational Organized Crime

DEFAULT



Approval setting

All trips

Trip changes

Type

Require approval

Simple reschedule

Reviewer



+70 Lucia Ana Bird ...

### Leadership

2 PEOPLE



Approval setting

No approval needed

Type

Notifications not set

## Edit approval process

Approval process name:

Global Initiative Against Transnational Orga

Who is the approval process for?

Global Initiative Against Transnational Organized Crime



The default will apply to all users with no approval process assigned



Who should approve their trips?

Add approval rules to define who should approve trips or receive email notifications about them.

Request approval from Laura Mary Adal for all trips

when cost centre is GVA - USA - 23.USAINDEX (Adal)

# Cost centres

<input type="checkbox"/>	NAME 	ASSIGNED USERS	
<a href="#">+ Create new</a>			
<input type="checkbox"/>	GVA - USA - 23.USAINDEX (Adal)	0	

1-1 of 1 results