

To be read in conjunction the 'TravelPerk How-to-Guide'

All travel, with the exception of Mark Shaw and Tuesday Reitano require approval. It is the responsibility of the approver (team leader) to ensure that the request complies with donor requirements, and that it is in accordance with programme / project requirements.

Approving a Trip

Once a traveller has finalised his / her itinerary, you will receive an e-mail notifying you of a pending request. If the traveller incorrectly asked you to approve the trip, please decline so that the traveller is able to amend.

You are requested to review the following information :

1. Date of Travel
2. Cost
3. Invoicing entity
4. Donor & Project allocation

Trip approval request

Hi Theresa,

Andreia Gomes Teixeira wants to book the trip **Fernando Jorge mission to Conakry** departing on **29 March** and needs your approval.

Approve and pay ✓

Decline ✕

Please note: these buttons will take you to TravelPerk to complete the action

TRIP DETAILS

[See trip details](#)

1 29 March – 6 April **Fernando Jorge mission to Conakry**

Affected travelers: Fernando Jorge Lopes Pereira

✈	Flight to Conakry (Round-trip)	€853.92
🏠	8-nights stay in Conakry 8 nights, 1 room, 1 guest	€475.68
FP	FlexiPerk cancellation policy	€199.00

Total amount to pay **€1,528.60** **2**

BILLING INFORMATION		Edit billing details
Invoice profile	3	The Global Initiative - Verein gegen transnationale organisierte Kriminalit
Payment method		Bank transfer (The Global Initia...
Cost center		<u>FCDO 21.GB</u> 4

If you are satisfied with the itinerary, select **Approve and pay** ✓ which will redirect to the platform to check on availability and final cost.

Should for any reason you wish to decline the trip, select **Decline** ✕ - you will be able to write a message to the traveller giving the reason for the rejection. Please decline trips for which you are not the approver. The traveller will have to opportunity to correct the request and re-submit it for approval.

Once a trip has been approved, an invoice is automatically generated and sent to the relevant billing address.