



### Why Travelperk?

Although the travel team will still be the focal point for all travel related to workshops, seminars and consultants, this system has the following benefits :

- Staff members are able to search various carriers for suitable flights in one place
- A large database of accommodation providers allows for additional flexibility
- The approval and invoicing process is fully automated
- Each traveller will be able to personalise their profile with reward programme information
- 24/7 Customer Support

Before you get started, take note of the following key points :

- All travel will have to be **approved**.
- You will be required to **select the entity to which the ticket should be invoiced (currently GVA, and VIE only)**.
- It is **mandatory to include a DONOR and PROJECT code** for each travel request.
- The GI travel policy makes provision for travel in **Economy class**. Exceptions must be discussed with the travel team, and will require prior approval from the Deputy Director.

### Let's get started

#### Creating my profile

Once the administrator has added you to the platform, you will receive an e-mail invitation to create a password and login. Please select **Get Started** to set up your account.

The TravelPerk App is available for download on all [Android](#) and [iOS systems](#). Through the mobile app, you are able to access itineraries and track your trip status in real-time.



Welcome,

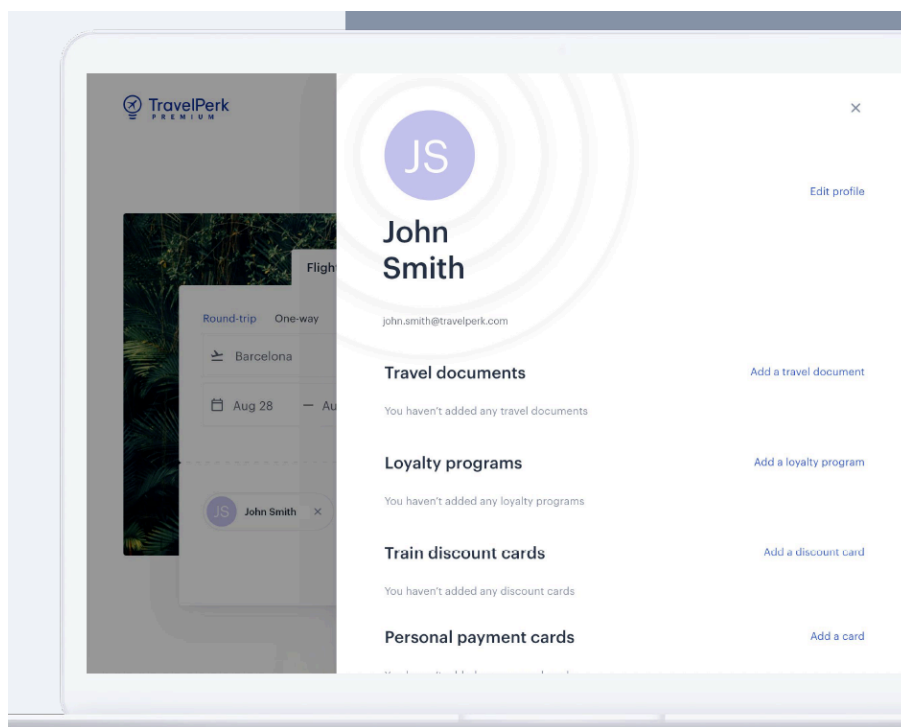
Admin Sanchez has invited you to TravelPerk.

**Test Company LTD** uses TravelPerk to book and manage all company travel.

Your username is:

Get started

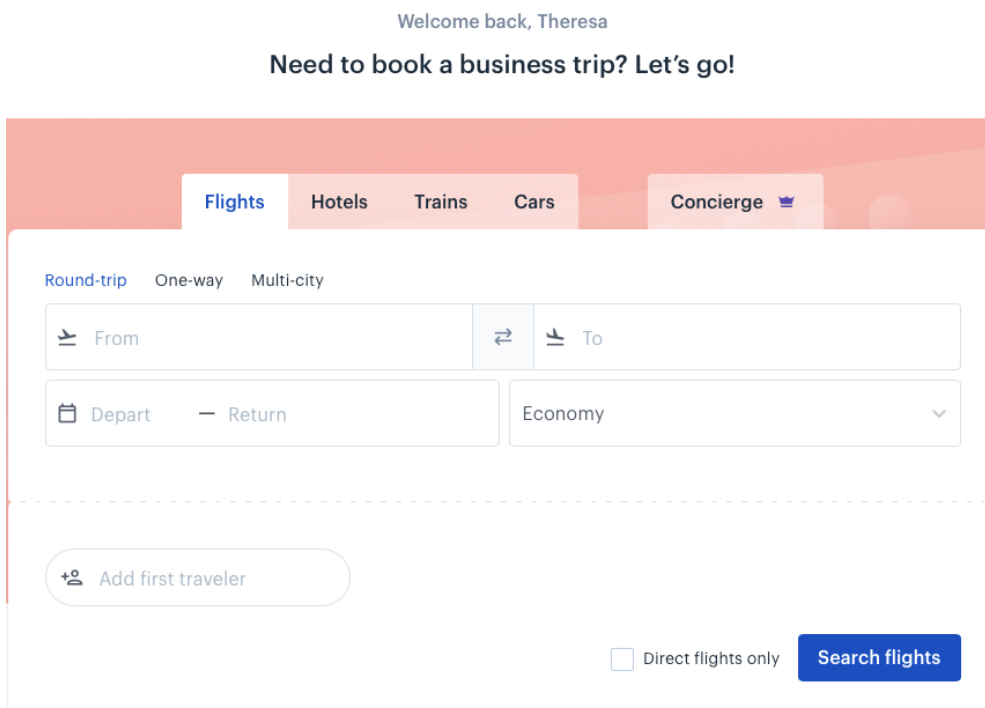
When you log in for the first time, click on your initials and verify that your name appears exactly as per your travel document. You can make any changes by clicking on **Edit profile**. It is important that you add your date of birth, travel documents, and the details of any loyalty programs you are a member of. Note that only administrators and the team of TravelPerk will have access to this information.



### Finding a Flight

Enter the information related to your trip - City of Departure, City of Arrival and Travel dates.

The system will compare flights across several carriers, and provide you with possible options.



Showing all 1296 flights

Best €518 · 1d 6h 15m Cheapest €410 · 1d 13h 35m Fastest €966 · 1d 5h 55m Earliest departure (CPT) €837 · 1d 12h 35m

### Travel policy

- Only show "in-policy" flights
- [What's my flight travel policy?](#)

### Flexible travel

- Only show flexible options

### Stops

- Direct only
- Up to 1 stop €410
- Any €416

### Cabin class

- Economy €410
- Premium Economy
- Business
- First
- Mixed €854

### Travel time

#### Departure time from Cape Town Intl

0:15 - 19:30

#### Departure time from Geneva

7:15 - 22:45

Travel between South Africa and Switzerland is closed [See restrictions](#) →

<input type="checkbox"/>	18:45 CPT → 9:40* <sup>1</sup> GVA British Airways • Economy	15h 55m 1 stop	23kg allowance included	From <b>€518</b> / adult <a href="#">Select</a>
<input type="checkbox"/>	20:10 GVA → 11:30* <sup>1</sup> CPT British Airways • Economy	14h 20m 1 stop	23kg allowance included	
<input type="checkbox"/>	0:20 CPT → 16:40 GVA KLM Royal Dutch Airlines • Economy	17h 20m 1 stop	Carry-on bag included	From <b>€410</b> / adult <a href="#">Select</a>
<input type="checkbox"/>	7:15 GVA → 22:30 CPT KLM Royal Dutch Airlines • Economy	14h 15m 1 stop	Carry-on bag included	
<input type="checkbox"/>	18:45 CPT → 9:40* <sup>1</sup> GVA British Airways • Economy	15h 55m 1 stop	23kg allowance included	From <b>€518</b> / adult <a href="#">Select</a>
<input type="checkbox"/>	19:55 GVA → 11:30* <sup>1</sup> CPT British Airways • Economy	14h 35m 1 stop	23kg allowance included	

Select the option best suited to your requirements and proceed to the next step. You will be provided with additional options in terms of baggage allowance, etc.

### Want to fly more comfortably?

Select the fare that's right for you

Economy Light2	Economy Standard	Economy Flex	Economy Full Flex	Business
<p> 1 carry-on bag + 1 personal item</p> <p> No checked bag included</p> <p> No free seat selection</p> <p> No priority boarding included</p> <p> Changes: not allowed</p> <p> Cancellations: non-refundable</p>	<p> 1 carry-on bag + 1 personal item</p> <p> 1 checked bag included</p> <p> No free seat selection</p> <p> No priority boarding included</p> <p> Changes: fare difference only</p> <p> Cancellations: non-refundable</p>	<p> 1 carry-on bag + 1 personal item</p> <p> 1 checked bag included</p> <p> Free seat selection</p> <p> No priority boarding included</p> <p> Changes: fare difference only</p> <p> Cancellations: refundable for a fee</p>	<p> 1 carry-on bag + 1 personal item</p> <p> 1 checked bag included</p> <p> Free seat selection</p> <p> No priority boarding included</p> <p> Changes: fare difference only</p> <p> Cancellations: full refund</p>	<p> 1 carry-on bag + 1 personal item</p> <p> 2 checked bags included</p> <p> No free seat selection</p> <p> No priority boarding included</p> <p> Changes: fare difference only</p> <p> Cancellations: non-refundable</p>
<b>€410</b>	<b>€480</b>	<b>€566</b>	<b>€1,666</b>	<b>€2,939</b> <small>Out of policy</small>
<a href="#">Continue with this fare</a>	<a href="#">Select this fare</a>	<a href="#">Select this fare</a>	<a href="#">Select this fare</a>	<a href="#">Select this fare</a>

The next screen includes a summary of your booking..

### Checked baggage

Theresa Hume

CPT → GVA

No checked baggage

1 checked bag **€52**

2 checked bags **€134**

GVA → CPT

Same as departure

### Loyalty programs

### Flight summary

Monday, Mar 1

0:20 CPT → 16:40 GVA  
17h 20m  
1 stop

Sunday, Mar 7

7:15 GVA → 22:30 CPT  
14h 15m  
1 stop

[Show details](#)

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**Flight tickets**

1 x round-trip ticket CPT—GVA **€410.09**

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**Total price** **€410.09**

[Add flight to trip](#)

## I have additional requirements for the trip

The same search functionality will be applicable to :

### Stays

This section includes hotels as well as long-term accommodation such as apartments.

The screenshot shows the 'Stays' search interface. At the top, there are navigation tabs: Flights, Stays (selected), Trains, Cars, and Concierge. Below the tabs is a search bar with the placeholder text 'Search cities, hotels, or points of interest'. To the right of the search bar are 'Check-in' and 'Check-out' date selectors. Below the search bar is a dashed horizontal line. Underneath the line is a button labeled '+ Add first traveler'. At the bottom right, there is a checkbox labeled 'Apartments only' and a blue button labeled 'Search stays'.

### Train Tickets

The following operators are currently supported on the platform – Renfe (High Speed, Regional & Avlo), Eurostar, Deutsche Bahn, Trenitalia (High Speed), Italo, NS International, Thalys, SNCF (TGV), National Rail in the UK via Trainline, Amtrak, SBB and SJ. Other operators can be booked via the Concierge tab.

The screenshot shows the 'Trains' search interface. At the top, there are navigation tabs: Flights, Hotels, Trains (selected), Cars, and Concierge. Below the tabs are radio buttons for 'Round-trip' (selected) and 'One-way'. Below that are two input fields: 'From' and 'To', each with a location icon. Below these are two date selectors: 'Depart' (08:00) and 'Return' (08:00). Below the date selectors is a dashed horizontal line. Underneath the line is a button labeled '+ Add first traveler'. At the bottom right, there is a blue button labeled 'Search trains'.

### Car Hire

The screenshot shows the 'Cars' search interface. At the top, there are navigation tabs: Flights, Hotels, Trains, Cars (selected), and Concierge. Below the tabs is a checkbox labeled 'Drop off at same location' which is checked. Below the checkbox is a search bar with the placeholder text 'Search cities, airports, or landmarks'. Below the search bar are two date selectors: 'Pick-up' (10:00) and 'Drop-off' (10:00). Below the date selectors is a dashed horizontal line. Underneath the line is a button labeled '+ Add main driver'. At the bottom right, there is a blue button labeled 'Search cars'.

## Concierge

Under this tab you are able to request additional services such as specific in-flight meals, extra legroom, late check-in at the hotel and airport transfers. These requests are sent to the Customer Care team, who will liaise directly with you.

### When does your trip start?

 Need anything else? We'll book it for you

 Trip start date

### What service do you need?

[Airbnb](#)   [Airport transfer](#)   [Complex trip](#)   [Other](#)

Type your Airbnb request here ...

#### Please tell us:

- URL for Airbnb listing
- Dates of stay
- No. of guests
- Total price
- Email address linked to traveler's Airbnb account
- Invoice profile and cost center to use

Any information you share here may be sent to your employer for approval. Please don't include sensitive data that you wouldn't want them to see.



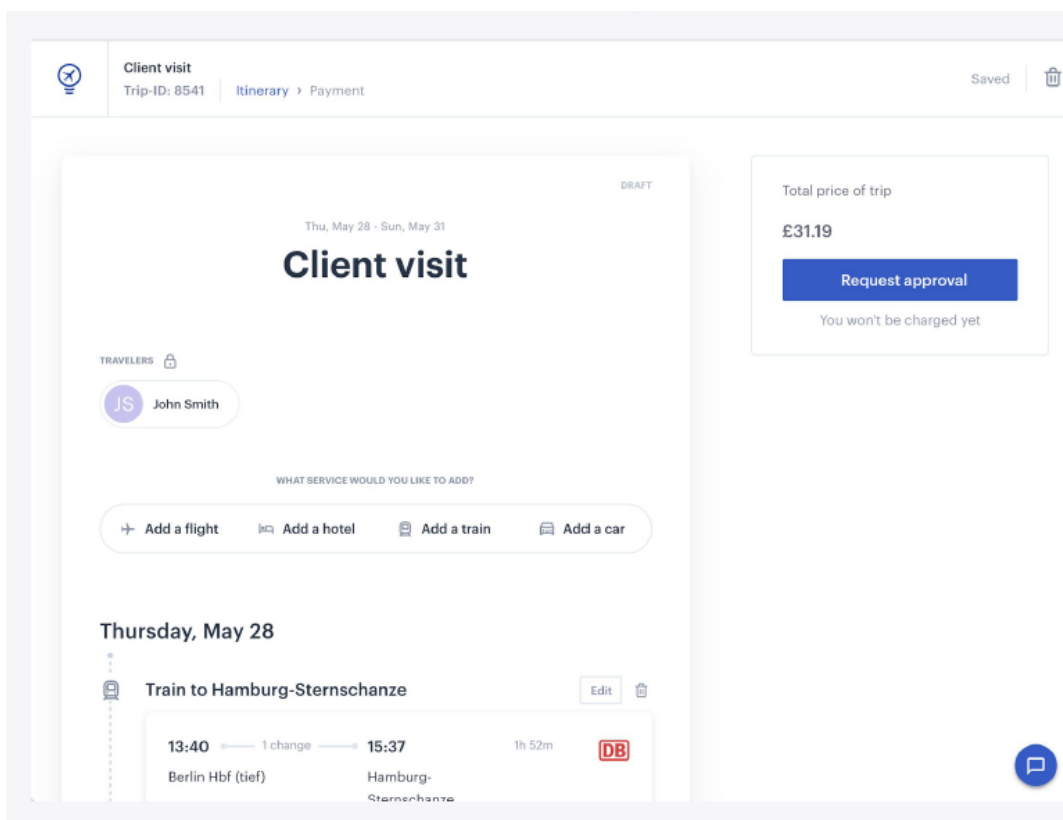
**Add a screenshot**

or drag and drop to upload

One image only. Up to 7MB.

## Submitting request for Approval

Once you are satisfied with your itinerary, you will proceed to the approval stage. Without the necessary approval, no reservation will be confirmed.



The screenshot shows a web interface for submitting a request for approval. At the top, there's a header with a lightbulb icon, the title "Client visit", and "Trip-ID: 8541". Navigation links for "Itinerary" and "Payment" are visible, along with "Saved" and a trash icon. The main content area is titled "Client visit" and shows the dates "Thu, May 28 - Sun, May 31". Below this, there's a "TRAVELERS" section with a lock icon and a profile for "John Smith" (JS). A section titled "WHAT SERVICE WOULD YOU LIKE TO ADD?" has buttons for "Add a flight", "Add a hotel", "Add a train", and "Add a car". The itinerary for "Thursday, May 28" shows a "Train to Hamburg-Sternschanze" with a departure at 13:40 from Berlin Hbf (tief) and an arrival at 15:37 at Hamburg-Sternschanze, with a 1h 52m duration and a DB logo. On the right, a box displays the "Total price of trip" as £31.19 and a blue "Request approval" button, with a note "You won't be charged yet".

If your planned itinerary is outside the configured GI-TOC policy, a red message will be displayed on the affected service.

The next screen takes you to the most important part of the process – it is essential that each step is completed.

Each trip **must be allocated to a Donor and Project**. The team leader responsible for this project will be the approver for your trip. If you are unsure of the invoice profile or team leader, we have included additional labels on the cost centre codes which are accessible via the dropdown menu. Alternatively, please refer to the [Donor and Project Code](#) list on the Ops Manual. If you cannot find your project, please contact the travel team.

**Invoicing and payment**

The Global Initiative Against Transnatio... ▼  
Who should be invoiced for this trip?

Pay with

Bank transfer  
Global Initiative Against Transnational  
Organized Crime

**Reporting**

Cost center Mandatory

Search a cost center ▼  
e.g. Department, project, budget?

Label this trip Optional

Start typing to find or create labels

**Price breakdown**

Flight to Cape Town (Round-trip) <small>CO<sub>2</sub> 0.706 tonnes</small>	€104.52
<b>Total price</b>	<b>€104.52</b>

For just €19.06, your company could offset the 0.706 tonnes of CO<sub>2</sub> this trip produces through GreenPerk.

**This trip needs to be approved**

Who should approve this trip?

No approver selected ▼

**Add a message** Optional

Select the invoice profile – either GVA or VIE  
*(as indicated on Cost Centre)*

The system automatically completes this information

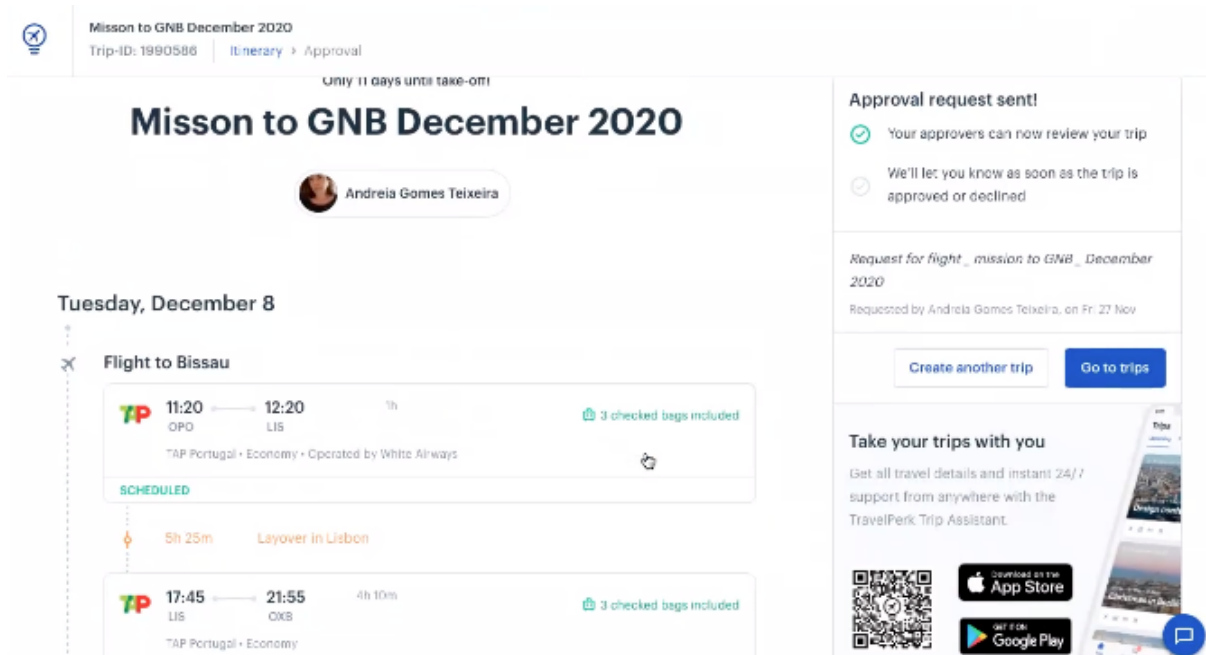
Select the Donor and Project Code from the Dropdown Menu

Re-enter the project code

Select the Approver from the Dropdown Menu  
*(as indicated on Cost Centre)*

### Your Approver reviews your request

The approver will receive a notification to review your travel request.

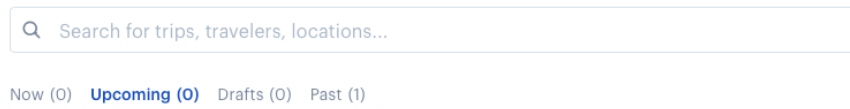


Approved trips will automatically generate an e-ticket and an invoice will be sent to the relevant entity.

### An overview of my travels

All information on your trips can be accessed in the **Trips** section.

## Trips



### Cancelling or Modifying my Trip

Should for any reason you need to amend or cancel a trip, access the trip in question in the Trips section. By clicking on **Manage trip**, you will be able to send a request for modification or cancellation to the Customer Care team.

### Some additional Resources

[Getting started guide](#)

[TravelPerk Academy](#)

How to [cancel or make changes](#) your reservation

Check the [Help Center](#)

## Contact Information

Online Chat

Via Mobile App

E-Mail

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