



User Manual For Staff Travel System

Table of Content

Contents

Introduction	4
Home Page	4
Additional Links	5
STMS Notice	5
Staff Travel Policy	5
Staff Travel Guide	5
British Airways Listing	5
ID90.com Listing Tool	5
myIDTravel	5
Online Hotel Booking	5
Travel Types	6
FOC1	6
FOC2	10
FOC3	14
Duty Travel	15
ID50	20
ID90	23
Joining Family	23
Compassionate	26
Repatriation	28
Freight Letter Request	30
IATA Letter Request	31
Manage Bookings	34
Cancel / Refund	36
Downgrade Refund	38
Entitlement Usage	40
View Booking History	44
View Payroll Deductions	45

Department.....	46
Consultant Travel	46
Deadhead Crew.....	49
Interview	52
Medical Ticket	55
New Joiner	58
Process Advance Fund	60
Relocation	64
Staff Travel Office Contact	67

Introduction

The manual helps the user in understanding the booking and refund process in Staff Travel System. The steps explained in the manual helps the user to navigate the application with guidance provided through screen shots.

Home Page

The home page displays the menu links on the top of the page and external links on the left side of the page. The right side of the page displays the logged in user's details.

User can navigate to the required functionality by clicking the menu link. The menu links are loaded either based on permissions assigned to the employee grade or as granted as exception to the employee by the administrator.

The below screen is the home page with menu links and the dashboard specific to the logged in user.



The screenshot displays the Gulf Air Staff Travel System home page. The header features the Gulf Air logo and the title "Gulf Air Staff Travel". Below the header is a navigation bar with links: Administration, Department, Manage Booking, Reports, Staff Travel Office, and Travel Types. The main content area is titled "Gulf Air Staff Travel System" and contains several sections:

- STMS Notice:** Includes links for Refund and No-show Charges, Other Airline Tickets, and STMS Documents.
- STMS Documents:** Includes links for Staff Travel Policy, Staff Travel Guide, and myID Travel Guide.
- STMS External Links:** Includes links for British Airways Listing, ID90.COM Listing Tool, MyID Travel, and Online Hotel Booking.
- Refund Process:** Shows Pending Requests: 2380.
- Travel Approval:** Shows Pending Requests: 0.
- Ticket Process:** Shows Pending Requests: 199.
- IATA letter Process:** Shows Pending Requests: 33.
- Advance Fund Process:** Shows Pending Requests: 205.
- Freight Approval:** Shows Pending Requests: 2.
- Login User:** Displays user details: Staff Id: 508329, Name: Nagaraja, MR. Naveen, DOB: 23-APR-2012, Grade: GA.16.M, Designation: EE51 SENIOR IT BUSINESS ANALYST.023.310, Place Of Recruitment: BANGALORE (BLR).

Additional Links

The additional links on the left hand side provide the following functionalities to the user:

STMS Notice

Staff Travel Office publishes announcements through these links. On click of this link the details of the announcement is displayed to the user.

Staff Travel Policy

On click of this link the latest Staff Travel policy document is displayed which helps the user understand the rules and regulations of Staff Travel.

Staff Travel Guide

On click of this link the user manual with a step by step description of the screens will open which will allow the user to navigate to the desired functionality.

British Airways Listing

Staff holding British Airways ticket can use this link to access British Airways listing site.

ID90.com Listing Tool

On click of this link the user is directed to an external site which allows the user to list on other airlines. Some airlines requires the passenger to list to be eligible to travel. Users having bookings in these airlines should use this link to list themselves.

User Name: **gfemp**

Password: **072**

myIDTravel

If staffs have to book on other airlines they have to use this link to login to myIDTravel portal. The portal will require the user to enter the staff number and their network password to be able to enter the portal.

Online Hotel Booking

On click of this link user will be directed to booking.com portal where hotel bookings can be made.

Travel Types

The Travel Types menu group lists different types of travel and travel related letters that can be availed by the staff.

FOC1

Staff can apply for FOC1 tickets for self and eligible family members to travel from their work location to their place of recruitment.

Navigation: **Travel Types → FOC1**

FOC1

You can apply for FOC1 Tickets for yourself and eligible family members for the **Place of recruitment**. Refer the User Manual if you require any further assistance.

[Entitlements](#)
[Search](#)
[Payment](#)
[Confirmation](#)

To book an FOC1 ticket select Passengers by clicking on the checkbox.

Passenger Details				
	Passenger Name	Relationship	Passport Number	CPR Number
<input checked="" type="checkbox"/>	Mr. Naveen Nagaraja	EMP	K 8531386	750469537
<input checked="" type="checkbox"/>	Mrs. Gowri Kikkeri	Spouse	16543340	790597985
<input checked="" type="checkbox"/>	Ms. Pranathi Haritsa	Child	17076742	090417119

Please move the mouse pointer over the grayed area of the passenger details section to view the reason.

Trip Details			
Trip Type	<input type="radio"/> One Way <input checked="" type="radio"/> Return		
* From	Bahrain (BAH)	* Departure Date	27-JUL-2014
* To	BANGALORE (BLR)		
* From	BANGALORE (BLR)	* Departure Date	09-AUG-2014
* To	Bahrain (BAH)		
Tips: As you type in 'From' and 'To' field, city name(s) will be listed. Use the arrow keys to navigate the results and choose preferred city. Click here to view the City Guide Table.			
* Class	Economy/Business		
* Mobile Number	10203040	* Email ID	naveen.nagaraja@gulfair.com

* Required Fields

[Next](#)

Step 1: Select the FOC1 link to avail free tickets to your place of recruitment.

The FOC1 ticket is based on your entitlements as defined in the Staff Travel policy. Entitlements of FOC1 for the next year will be available on the 01st of December. The section above the Passenger details has a link which can be used for availing the tickets for next year.

Step 2: Select the passenger(s) for whom booking needs to be made. If you are unable to select the passenger move the mouse pointer over the name to know the reason for blocking the selection.

Step 3: Either select one way or return and enter the travel details and click on Next.

Departing Flight Bahrain (BAH) to BANGALORE (BLR) 27-JUL-2014					
Option	Flight Name	Departs	Arrives	Seat availability	
1	GF 504	Bahrain (BAH) 27-JUL-2014 9:55 AM	Dubai (DXB) 27-JUL-2014 12:05 PM	L-7	🕒
	EK 566	Dubai (DXB) 27-JUL-2014 1:45 PM	BANGALORE (BLR) 27-JUL-2014 7:15 PM	L-7	
2	GF 64	Bahrain (BAH) 27-JUL-2014 11:25 AM	Mumbai (BOM) 27-JUL-2014 5:40 PM	L-7	🕒
	9W 477	Mumbai (BOM) 27-JUL-2014 8:20 PM	BANGALORE (BLR) 27-JUL-2014 10:00 PM	L-7	
3	GF 64	Bahrain (BAH) 27-JUL-2014 11:25 AM	Mumbai (BOM) 27-JUL-2014 5:40 PM	L-7	🕒
	S2 5083	Mumbai (BOM) 27-JUL-2014 8:20 PM	BANGALORE (BLR) 27-JUL-2014 10:00 PM	C-7,J-7,P-7,D-1,W-7,Y-7,K-7,I-7,U-7,S-7,H-7,E-7,X-7,M-7,Q-7,M-7,O-7,G-7,R-7,I-7,Z-7,B-7	
4	GF 510	Bahrain (BAH) 27-JUL-2014 6:05 PM	Dubai (DXB) 27-JUL-2014 8:15 PM	L-7	🕒
	EK 568	Dubai (DXB) 27-JUL-2014 9:30 PM	BANGALORE (BLR) 28-JUL-2014 3:00 AM	L-7	
5	GF 526	Bahrain (BAH) 27-JUL-2014 4:50 PM	Doha (DOH) 27-JUL-2014 5:35 PM	L-7	🕒
	QR 570	Doha (DOH) 27-JUL-2014 8:10 PM	BANGALORE (BLR) 28-JUL-2014 2:45 AM	L-4	
6	GF 64	Bahrain (BAH) 27-JUL-2014 11:25 AM	Mumbai (BOM) 27-JUL-2014 5:40 PM	L-7	🕒
	GB 325	Mumbai (BOM) 27-JUL-2014 9:45 PM	BANGALORE (BLR) 27-JUL-2014 11:30 PM	B-H-F-E-A-O-C-S-T-U-V-W-R-Q-X-Z-P-K-Y-	
Departing Flight BANGALORE (BLR) to Bahrain (BAH) 09-AUG-2014					
Option	Flight Name	Departs	Arrives	Seat availability	
1	EY 287	BANGALORE (BLR) 09-AUG-2014 4:45 AM	Abu Dhabi (AUH) 09-AUG-2014 7:00 AM	L-7	🕒
		Abu Dhabi (AUH)	Bahrain (BAH)		

Step 4: The flight(s) for the selected sector and date is displayed. The alphabet and number denotes the booking class and the number of seats available at the time of flights display. If the availability is 'Waitlist' it means there are no seats available at the moment but you can proceed with the booking. Select the flights for the travel sectors and click on Next

FOC1

Please check the fare and tax amounts before proceeding with the booking. In case of any noticeable discrepancies kindly report the booking and report the issue to the Staff Travel Manager.

[Entitlements](#)
[Search](#)
[Payment](#)
[Confirmation](#)

Flight Details			
Departing Flight: Bahrain (BAH) to BANGALORE (BLR) 27-JUL-2014			
Flight Name	Departs	Arrives	Seat availability
GF 504	Bahrain (BAH) 27-JUL-2014 9:55 AM	Dubai (DXB) 27-JUL-2014 12:05 PM	L-7
EK 566	Dubai (DXB) 27-JUL-2014 1:45 PM	BANGALORE (BLR) 27-JUL-2014 7:15 PM	L-7
Departing Flight: BANGALORE (BLR) to Bahrain (BAH) 09-AUG-2014			
Flight Name	Departs	Arrives	Seat availability
EY 287	BANGALORE (BLR) 09-AUG-2014 4:45 AM	Abu Dhabi (AUH) 09-AUG-2014 7:00 AM	L-7
GF 541	Abu Dhabi (AUH) 09-AUG-2014 8:00 AM	Bahrain (BAH) 09-AUG-2014 8:10 AM	L-7
Payment Details			
Payment Type	Cost Center		
Account Code	01.310.23.55220.E185.000000		

[Previous](#)
[Book Ticket](#)

Step 5: The summary of the selection is displayed with the payment type being Cost Center as this ticket is to place of recruitment and the fare and tax will be borne by the company. If the travel is not to the place of recruitment then staff will have to pay the tax amount through Cash, Credit Card or Payroll. Click on Book Ticket to generate the booking request.

FOC1

Your request has been generated. Please contact Staff Travel Office after the necessary travel approvals for processing of your ticket.

[Entitlements](#)
[Search](#)
[Payment](#)
[Confirmation](#)

Booking Details				
Booking ID	8928	Date Booked	01-JUL-2014	PNR

Passenger Details				
Passenger Name	Ticket No	Fare	Tax	Total
Haritsa, MS. Pranathi				
Kikkeri, MRS. Gowri				
Nagaraja, MR. Naveen				
Total				

Flight Details			
Departing Flight Bahrain (BAH) to BANGALORE (BLR) 27-JUL-2014			
Flight Name	Departs	Arrives	Seat availability
GF 504	Bahrain (BAH) 27-JUL-2014 9:55 AM	Dubai (DXB) 27-JUL-2014 12:05 PM	L-7
EK 566	Dubai (DXB) 27-JUL-2014 1:45 PM	BANGALORE (BLR) 27-JUL-2014 7:15 PM	L-7
Departing Flight BANGALORE (BLR) to Bahrain (BAH) 09-AUG-2014			
Flight Name	Departs	Arrives	Seat availability
EY 287	BANGALORE (BLR) 09-AUG-2014 4:45 AM	Abu Dhabi (AUH) 09-AUG-2014 7:00 AM	L-7
GF 541	Abu Dhabi (AUH) 09-AUG-2014 8:00 AM	Bahrain (BAH) 09-AUG-2014 8:10 AM	L-7

FOC1 Approval Scenarios

Gulf Air Government Relations department verifies the visa status of the passengers in the booking if the travel is to the staff's place of recruitment on other airlines. If one or more passengers are not on GF visa the booking request will be rejected. Staff has to request for the ticket again without the passenger who is not on GF visa.

Below two are the possible scenarios while requesting for an FOC1 ticket:

If the booking is on GF sectors and to the place of recruitment or any other destination the ticket will be immediately issued.

If the booking is on non-GF sectors and to the place of recruitment the booking request will be generated and the request will be sent to Government Relations department for approval. The ticket will be issued by Staff Travel Office after necessary approvals from the Government Relations department.

FOC2

Staff can apply for FOC2 tickets for self and eligible family members to travel to any GF destination.

Navigation: **Travel Types → FOC2**

FOC2

You can apply for FOC2 ticket for yourself and eligible family members on any GF destination. Use Help! if you require any further assistance.

[Entitlements](#) [Search](#) [Payment](#) [Confirmation](#)

To book an FOC2 ticket select Passengers by clicking on the checkbox.

Passenger Details				
	Passenger Name	Relationship	Passport Number	CPR Number
<input checked="" type="checkbox"/>	Abu Bshait, Mr. Mishal A.Rahman	EMP		741002523
<input type="checkbox"/>	Alkhajjah, Mrs. Manal Abdulrahman Mohamed	Sister	2052365	620043792

Please move the mouse pointer over the grayed area of the passenger details section to view the reason.

Trip Details

Trip Type ☐ One Way ☒ Return

* From

Bahrain (BAH)

* To

London, Heathrow (LHR)

* Departure Date

01-AUG-2014

* From

London, Heathrow (LHR)

* To

Bahrain (BAH)

* Departure Date

09-AUG-2014

Tip: As you type in 'From' and 'To' field, city name(s) will be listed. Use the arrow keys to navigate the results and choose preferred city. [Click here to view the City GuideTable.](#)

* Class

Economy/Business

* Mobile Number

30405060

* Email ID

mishal.abubshait@gulfair.com

* Required Fields

Next

Step 1: Select the FOC2 link to avail free tickets to any GF destination.

The FOC2 ticket is based on your entitlements as defined in the Staff Travel policy.

Step 2: Select the passenger(s) for whom booking needs to be made. If you are unable to select the passenger move the mouse pointer over the name to know the reason for blocking the selection.

Step 3: Either select one way or return and enter the travel details and click on Next.

FOC2

Your requested flights are displayed below. Choose the most suitable schedule for the flights you would like to book. Use Help! if you require any further assistance.

[Entitlements](#)
[Search](#)
[Payment](#)
[Confirmation](#)

Flight Details					
Departing Flight Bahrain (BAH) to London, Heathrow (LHR) 01-AUG-2014					
Option	Flight Name	Departs	Arrives	Seat availability	
1	GF 3	Bahrain (BAH) 01-AUG-2014 10:10 AM	London, Heathrow (LHR) 01-AUG-2014 3:20 PM	Waitlist	<input type="radio"/>
2	GF 7	Bahrain (BAH) 01-AUG-2014 1:15 AM	London, Heathrow (LHR) 01-AUG-2014 6:25 AM	Waitlist	<input type="radio"/>
Departing Flight London, Heathrow (LHR) to Bahrain (BAH) 09-AUG-2014					
Option	Flight Name	Departs	Arrives	Seat availability	
1	GF 2	London, Heathrow (LHR) 09-AUG-2014 10:00 AM	Bahrain (BAH) 09-AUG-2014 6:35 PM	L-7	<input type="radio"/>
2	GF 6	London, Heathrow (LHR) 09-AUG-2014 10:05 PM	Bahrain (BAH) 10-AUG-2014 6:40 AM	L-7	<input type="radio"/>

[Previous](#)
[Next](#)

Step 4: The flight(s) for the selected sector and date is displayed. The alphabet and number denotes the booking class and the number of seats available at the time of flights display. If the availability is 'Waitlist' it means there are no seats available at the moment but you can proceed with the booking. Select the flights for the travel sectors and click on Next

FOC2

Please check the fare and tax amounts before proceeding with the booking. In case of any noticable discrepancies kindly abort the booking and report the issue to the Staff Travel Manager.

[Entitlements](#)
[Search](#)
[Payment](#)
[Confirmation](#)

Flight Details			
Departing Flight: Bahrain (BAH) to London, Heathrow (LHR) 01-AUG-2014			
Flight Name	Departs	Arrives	Seat availability
GF 3	Bahrain (BAH) 01-AUG-2014 10:10 AM	London, Heathrow (LHR) 01-AUG-2014 3:20 PM	Waitlist
Departing Flight: London, Heathrow (LHR) to Bahrain (BAH) 09-AUG-2014			
Flight Name	Departs	Arrives	Seat availability
GF 6	London, Heathrow (LHR) 09-AUG-2014 10:05 PM	Bahrain (BAH) 10-AUG-2014 6:40 AM	L-7

Ticket Amount Details			
No. of Passengers	1	Fare Amount	0 BHD
Total Amount	76.6 BHD		

Payment Details			
Payment Type	Credit Card		
Total Payment	76.6 BHD		
Credit Card No	41234567890000	Card Type	Visa
Card Holder Name	Test Name	Card Expiry	NOV 2016

[Previous](#)
[Book Ticket](#)

Step 5: The summary of the selection is displayed with the payment types being Cash, Credit Card or Payroll. Select the payment type, if the payment is on credit card enter the card details and Click on Book Ticket to generate the booking request.

FOC2

Creating Ticket Failed Error(Incorrect Card Number. Please cancel the PNR and retry or contact Staff Travel to Issue your ticket)

[Entitlements](#) | [Search](#) | [Payment](#) | [Confirmation](#)

Booking Details				
Booking ID	B633	Date Booked	04-JUN-2014	PNR
				VP1BEG

Passenger Details				
Passenger Name	Ticket No	Fare	Tax	Total
Abu Bshait, MR, Mishal		0 BHD	76.60 BHD	76.60 BHD
Total				76.6 BHD

Flight Details			
Departing Flight Bahrain (BAH) to London, Heathrow (LHR) 01-AUG-2014			
Flight Name	Departs	Arrives	Seat availability
GF 3	Bahrain (BAH) 01-AUG-2014 10:10 AM	London, Heathrow (LHR) 01-AUG-2014 3:20 PM	Waitlist
Departing Flight London, Heathrow (LHR) to Bahrain (BAH) 09-AUG-2014			
Flight Name	Departs	Arrives	Seat availability
GF 6	London, Heathrow (LHR) 09-AUG-2014 10:05 PM	Bahrain (BAH) 10-AUG-2014 6:40 AM	L-7

If the card details is wrong an error is displayed. User has to cancel the booking and retry with correct card details.

FOC2

Ticket has been generated successfully. You will receive your ticket through an email from the reservation system.

Please note: Refund fees and No Show charges are applicable as specified in the Staff Travel policy.

[Entitlements](#) | [Search](#) | [Payment](#) | [Confirmation](#)

Booking Details				
Booking ID	B634	Date Booked	04-JUN-2014	PNR
				VPLUAF

Passenger Details				
Passenger Name	Ticket No	Fare	Tax	Total
Ali, MISS Najat	2426356317	0 BHD	34.50 BHD	34.50 BHD
Total				34.5 BHD

Flight Details			
Departing Flight: Bahrain (BAH) to Paris (CDG) 20-JUL-2014			
Flight Name	Departs	Arrives	Seat availability
GF 19	Bahrain (BAH) 20-JUL-2014 12:45 AM	Paris (CDG) 20-JUL-2014 6:35 AM	L-7
Departing Flight: Paris (CDG) to Bahrain (BAH) 23-JUL-2014			
Flight Name	Departs	Arrives	Seat availability
GF 18	Paris (CDG) 23-JUL-2014 11:20 AM	Bahrain (BAH) 23-JUL-2014 6:35 PM	L-7

If the card details are correct the ticket is generated and sent to the user's email.

FOC3

Staff can apply for FOC3 tickets for self and eligible family members to travel to any GF destination.

Navigation: Travel Types → FOC3

The process is similar to FOC2 tickets as mentioned in the above section.

Duty Travel

HDQ and Outstation staffs can request for Duty Travel tickets on GF or other airlines. The tickets are subject to approval by supervisors and A/CEO.

Navigation: **Travel Types → Duty Travel**

Duty Travel

You can request for Duty Travel ticket and Advance Fund. The ticket will be delivered to your mail box after necessary approvals. If the journey is on other airlines then the ticket will be issued manually by Staff Travel Office after the necessary approvals. Use Help! if you require any further assistance.

[Entitlements](#)
[Search](#)
[Payment](#)
[Confirmation](#)

Passenger Details			
Passenger Name	Relationship	Passport Number	CPR Number
Nagaraja, Mr. Naveen	EMP	K 8531386	750468637

Trip Details			
Trip Type <input type="radio"/> One Way <input checked="" type="radio"/> Return <input type="radio"/> Multiple Destination			
* From	Bahrain (BAH)	* Departure Date	27-JUL-2014
* To	Delhi (DEL)		
* From	Delhi (DEL)	* Departure Date	31-JUL-2014
* To	Bahrain (BAH)		
<small>Tips: As you type in 'From' and 'To' field, city name(s) will be listed. Use the arrow keys to navigate the results and choose preferred city. Click here to view the City GuideTable.</small>			
* Class	Economy/Business ▼	<input checked="" type="checkbox"/> Travel With Flight	<input checked="" type="checkbox"/> Request for Advance Fund
* Mobile Number	123456789	* Email ID	Naveen.Nagaraja@gulfair.com

Ticket Details			
Organisation	IT BUSINESS DEVELOPMENT ▼		
* Forward To	Dutkowski, Mr. Radoslaw (ED01 MANAGER BUSINESS SOLUTIONS 023.310) ▼		
* Account Type	Standard Duty Travel ▼	* Account Code	01.310.023.56260.E650.000000
* Purpose	STMS Application Testing ▲		

* Required Fields

Step 1: Select the Duty Travel link to request for Duty Travel ticket to any destination.

Passenger Details			
Passenger Name	Relationship	Passport Number	CPR Number
Nagaraja, Mr. Naveen	EMP	K 8531386	750468637

Trip Details			
Trip Type	<input type="radio"/> One Way <input type="radio"/> Return <input checked="" type="radio"/> Multiple Destination		
* From	Bahrain (BAH)	* Departure Date	29-JUN-2014
* To	BANGKOK (BKK)	* Airline	Gulf Air
* From	BANGKOK (BKK)	* Departure Date	30-JUN-2014
* To	Singapore (SIN)	* Airline	Singapore Airlines
* From	Singapore (SIN)	* Departure Date	04-JUL-2014
* To	BANGKOK (BKK)	* Airline	Singapore Airlines
* From	BANGKOK (BKK)	* Departure Date	05-JUL-2014
* To	Bahrain (BAH)	* Airline	Gulf Air

[Add Destination](#)

Tips: As you type in 'From' and 'To' field, city name(s) will be listed. Use the arrow keys to navigate the results and choose preferred city. [Click here to view the City GuideTable.](#)

* Class	Economy/Business	<input checked="" type="checkbox"/> Travel With Flight	<input checked="" type="checkbox"/> Request for Advance Fund
* Mobile Number	123456	* Email ID	Naveen.Nagaraja@gulfair.com

Ticket Details	
Organisation	IT BUSINESS DEVELOPMENT
* Forward To	Dutkowski, Mr. Radoslaw (ED01 MANAGER BUSINESS SOLUTIONS.023 310)
* Account Type	Standard Duty Travel
* Account Code	01.310.023.56260.E650.000000
* Purpose	Testing STMS application

Step 2: Select the Trip Type and enter the Trip Details. If the travel is on other airlines then select Multiple Destination which will allow the selection of the airline for each trip as shown in the screen above.

Step 3: The Travel with Flight and Request for Advance Fund is selected by default. If one of them or both are not required then uncheck them. Not selecting the Travel with Flight option will not list the airlines for the entered trip. This is mostly applicable when the travel is by means other than air or if the ticket is sponsored by another party. Not selecting the Request for Advance Fund will not calculate the per diem and will not generate the Advance Fund request.

Step 4: Select the approver from the Forward To list to whom the request has to be sent for approval. The list of approvers can be filtered if their organization is selected from the Organization list.

Step 5: Select the Account Type and enter the Purpose of travel. The Account Code is picked automatically based on the Account Type selected. This account code can be edited by the user.

Step 6: Click on Next to validate the entries made in the page and to list the flights for the entered Trip details.

Option	Flight Name	Departs	Arrives	Seat availability	
1	GF 152	Bahrain (BAH) 29-JUN-2014 1:25 AM	BANGKOK (BKK) 29-JUN-2014 12:40 PM	Y-7	🕒
Departing Flight BANGKOK (BKK) to Singapore (SIN) 30-JUN-2014					
Option	Flight Name	Departs	Arrives	Seat availability	
1	SQ 975	BANGKOK (BKK) 30-JUN-2014 12:15 PM	Singapore (SIN) 30-JUN-2014 3:40 PM	Y-9	🕒
2	SQ 973	BANGKOK (BKK) 30-JUN-2014 9:40 AM	Singapore (SIN) 30-JUN-2014 1:05 PM	Y-9	🕒
3	SQ 977	BANGKOK (BKK) 30-JUN-2014 3:30 PM	Singapore (SIN) 30-JUN-2014 6:55 PM	Y-9	🕒
4	SQ 979	BANGKOK (BKK) 30-JUN-2014 6:30 PM	Singapore (SIN) 30-JUN-2014 9:55 PM	Y-9	🕒
5	SQ 981	BANGKOK (BKK) 30-JUN-2014 9:00 PM	Singapore (SIN) 01-JUL-2014 12:25 AM	Y-9	🕒
Departing Flight Singapore (SIN) to BANGKOK (BKK) 04-JUL-2014					
Option	Flight Name	Departs	Arrives	Seat availability	
1	SQ 974	Singapore (SIN) 04-JUL-2014 12:55 PM	BANGKOK (BKK) 04-JUL-2014 2:20 PM	Y-9	🕒
2	SQ 972	Singapore (SIN) 04-JUL-2014 9:40 AM	BANGKOK (BKK) 04-JUL-2014 11:05 AM	Y-9	🕒
3	SQ 976	Singapore (SIN) 04-JUL-2014 4:00 PM	BANGKOK (BKK) 04-JUL-2014 5:25 PM	Y-9	🕒
4	SQ 970	Singapore (SIN) 04-JUL-2014 7:10 AM	BANGKOK (BKK) 04-JUL-2014 8:35 AM	Y-9	🕒
5	SQ 978	Singapore (SIN) 04-JUL-2014 6:35 PM	BANGKOK (BKK) 04-JUL-2014 8:00 PM	Y-9	🕒
Departing Flight BANGKOK (BKK) to Bahrain (BAH) 05-JUL-2014					
Option	Flight Name	Departs	Arrives	Seat availability	
1	GF 6010	BANGKOK (BKK) 05-JUL-2014 3:30 PM	Bahrain (BAH) 05-JUL-2014 6:30 PM	Y-7	🕒

Step 7: The flight(s) for the selected sector and date is displayed. The alphabet and number denotes the booking class and the number of seats available at the time of flights display. If the availability is 'Waitlist' it means there are no seats available at the moment but you can proceed with the booking. Select the flights for the travel sectors and click on Next

Duty Travel

Please check the fare and tax amounts before proceeding with the booking. In case of any noticeable discrepancies kindly abort the booking and report the issue to the Staff Travel Manager.

[Entitlements](#) | [Search](#) | [Payment](#) | [Confirmation](#)

Flight Details			
Departing Flight Bahrain (BAH) to BANGKOK (BKK) 29-JUN-2014			
Flight Name	Departs	Arrives	Seat availability
GF 152	Bahrain (BAH) 29-JUN-2014 1:25 AM	BANGKOK (BKK) 29-JUN-2014 12:40 PM	Y-7
Departing Flight BANGKOK (BKK) to Singapore (SIN) 30-JUN-2014			
Flight Name	Departs	Arrives	Seat availability
SQ 973	BANGKOK (BKK) 30-JUN-2014 9:40 AM	Singapore (SIN) 30-JUN-2014 1:05 PM	Y-9
Departing Flight Singapore (SIN) to BANGKOK (BKK) 04-JUL-2014			
Flight Name	Departs	Arrives	Seat availability
SQ 972	Singapore (SIN) 04-JUL-2014 9:40 AM	BANGKOK (BKK) 04-JUL-2014 11:05 AM	Y-9
Departing Flight BANGKOK (BKK) to Bahrain (BAH) 05-JUL-2014			
Flight Name	Departs	Arrives	Seat availability
GF 6010	BANGKOK (BKK) 05-JUL-2014 3:30 PM	Bahrain (BAH) 05-JUL-2014 6:30 PM	Y-7
Payment Details			
Payment Type	Cost Center		
Account Code	01.310.023.56260.E650.000000		

[Previous](#) | [Book Ticket](#)

Step 8: The summary of the selection is displayed with the payment type being Cost Center as this ticket will be charged to the user's department.

Duty Travel

Your request has been generated. Please contact Staff Travel Office after the necessary travel approvals for processing of your request.

[Entitlements](#) | [Search](#) | [Payment](#) | [Confirmation](#)

Booking Details				
Booking ID	B635	Date Booked	04-JUN-2014	PNR

Passenger Details				
Passenger Name	Ticket No	Fare	Tax	Total
Nagaraja, MR. Naveen				
Total				

Flight Details			
Departing Flight Bahrain (BAH) to BANGKOK (BKK) 29-JUN-2014			
Flight Name	Departs	Arrives	Seat availability
GF 152	Bahrain (BAH) 29-JUN-2014 1:25 AM	BANGKOK (BKK) 29-JUN-2014 12:40 PM	Y-7
Departing Flight BANGKOK (BKK) to Singapore (SIN) 30-JUN-2014			
Flight Name	Departs	Arrives	Seat availability
SQ 973	BANGKOK (BKK) 30-JUN-2014 9:40 AM	Singapore (SIN) 30-JUN-2014 1:05 PM	Y-9
Departing Flight Singapore (SIN) to BANGKOK (BKK) 04-JUL-2014			
Flight Name	Departs	Arrives	Seat availability
SQ 972	Singapore (SIN) 04-JUL-2014 9:40 AM	BANGKOK (BKK) 04-JUL-2014 11:05 AM	Y-9
Departing Flight BANGKOK (BKK) to Bahrain (BAH) 05-JUL-2014			
Flight Name	Departs	Arrives	Seat availability
GF 6010	BANGKOK (BKK) 05-JUL-2014 3:30 PM	Bahrain (BAH) 05-JUL-2014 6:30 PM	Y-7

The booking request is generated and request is sent to the selected approver for approval. An email notification is also sent to the approvers indicating that a duty travel request is waiting their approval. If the travel is on GF then the PNR is generated along with the booking request else only the booking request is generated.

If Advance Fund was requested then a request is sent to the Advance Fund approver to initiate the payment process.

The status of the approval is visible to the requestor in their Booking History page.

ID50

Staff can book 50 percent discount tickets for self and family members on GF. For bookings on other airlines user has to access myIDTravel portal.

Navigation: **Travel Types → ID50**

Reduced Rate 50

You can apply for ID50 Firm ticket on GF for yourself and eligible family members.
Use Help! if you require any further assistance.

[Entitlements](#) [Search](#) [Payment](#) [Confirmation](#)

To book an Reduced Rate ticket select Passengers by clicking on the checkbox.

Passenger Details				
	Passenger Name	Relationship	Passport Number	CPR Number
<input checked="" type="checkbox"/>	Nagaraja, Mr. Naveen	EMP	K 8531386	750468637
<input type="checkbox"/>	Kikkeri, Mrs. Gowri	Spouse	36543340	790597985
<input type="checkbox"/>	Haritsa, Ms. Pranathi	Child	37076742	090417119

Trip Details			
Trip Type	<input type="radio"/> One Way <input checked="" type="radio"/> Return <input type="radio"/> Multiple Destination		
* From	Bahrain (BAH)	* Departure Date	29-JUN-2014
* To	Abu Dhabi (AUH)		
* From	Abu Dhabi (AUH)	* Departure Date	03-JUL-2014
* To	Bahrain (BAH)		
<small>Tips: As you type in 'From' and 'To' field, city name(s) will be listed. Use the arrow keys to navigate the results and choose preferred city. Click here to view the City Guide Table.</small>			
* Class	Business ▼		
* Mobile Number	123456	* Email ID	Naveen.Nagaraja@gulfair.com

* Required Fields

[Next](#)

Step 1: Select the ID50 link to request for Reduced Rate 50 ticket to any GF destination.

Step 2: Select the passengers and enter the Trip Details. Open jaw bookings can also be made.

Step 3: Select the class of travel. The class is loaded according to the user's entitlements.

Step 4: Click on Next to validate the entries made and list the flight for the entered Trip Details.

Reduced Rate 50

Your requested flights are displayed below. Choose the most suitable schedule for the flights you would like to book. Use Help! if you require any further assistance.

[Entitlements](#) | [Search](#) | [Payment](#) | [Confirmation](#)

Flight Details					
Departing Flight Bahrain (BAH) to Abu Dhabi (AUH) 29-JUN-2014					
Option	Flight Name	Departs	Arrives	Seat availability	
1	GF 542	Bahrain (BAH) 29-JUN-2014 9:40 AM	Abu Dhabi (AUH) 29-JUN-2014 11:50 AM	R-7	
2	GF 544	Bahrain (BAH) 29-JUN-2014 4:25 PM	Abu Dhabi (AUH) 29-JUN-2014 6:35 PM	R-7	
3	GF 546	Bahrain (BAH) 29-JUN-2014 8:40 PM	Abu Dhabi (AUH) 29-JUN-2014 10:50 PM	R-7	
4	GF 540	Bahrain (BAH) 29-JUN-2014 12:55 AM	Abu Dhabi (AUH) 29-JUN-2014 3:05 AM	R-7	
Departing Flight Abu Dhabi (AUH) to Bahrain (BAH) 03-JUL-2014					
Option	Flight Name	Departs	Arrives	Seat availability	
1	GF 543	Abu Dhabi (AUH) 03-JUL-2014 3:00 PM	Bahrain (BAH) 03-JUL-2014 3:10 PM	R-7	
2	GF 541	Abu Dhabi (AUH) 03-JUL-2014 8:00 AM	Bahrain (BAH) 03-JUL-2014 8:10 AM	R-7	
3	GF 545	Abu Dhabi (AUH) 03-JUL-2014 7:20 PM	Bahrain (BAH) 03-JUL-2014 7:30 PM	R-7	
4	GF 547	Abu Dhabi (AUH) 03-JUL-2014 11:35 PM	Bahrain (BAH) 03-JUL-2014 11:45 PM	R-7	

[Previous](#) | [Next](#)

Step 5: Select the flight from the list and click on Next to price the trip or click on Previous to go back to the previous page to change the trip details. The alphabet and number displayed under Seat availability is the booking class and the number of seats available at the moment. If Waitlist is displayed there are no seats available however the user can proceed with the booking.

Reduced Rate 50

Please check the fare and tax amounts before proceeding with the booking. In case of any noticeable discrepancies kindly report the booking and report the issue to the Staff Travel Manager.

[Entitlements](#) [Search](#) [Payment](#) [Confirmation](#)

Flight Details			
Departing Flight: Bahrain (BAH) to Abu Dhabi (AUH) 29-JUN-2014			
Flight Name	Departs	Arrives	Seat availability
GF 542	Bahrain (BAH) 29-JUN-2014 9:40 AM	Abu Dhabi (AUH) 29-JUN-2014 11:50 AM	R-7
Departing Flight: Abu Dhabi (AUH) to Bahrain (BAH) 03-JUL-2014			
Flight Name	Departs	Arrives	Seat availability
GF 541	Abu Dhabi (AUH) 03-JUL-2014 8:00 AM	Bahrain (BAH) 03-JUL-2014 8:10 AM	R-7

Ticket Amount Details			
No. of Passengers	1	Fare Amount	192 BHD
Tax Amount	16.1 BHD		
Total Amount	210.1 BHD		

Payment Details	
Payment Type	Payroll
Total Payment	210.1 BHD

[Previous](#) [Book Ticket](#)

Step 6: Select the Payment Type between Cash, Credit Card or Payroll. If Cash is selected then user has to visit Staff Travel Office to make the payment and collect their ticket. If Credit Card or Payroll is selected then the ticket is issued immediately.

Step 7: Click on Book Ticket to process the request

Reduced Rate 50

Ticket has been generated successfully. You will receive your e-ticket through an email from the reservation system.

Please note: Refund fees and No Show charges are applicable as specified in the Staff Travel policy.

[Entitlements](#) [Search](#) [Payment](#) [Confirmation](#)

Booking Details			
Booking ID	B537	Date Booked	04-JUN-2014
PNR	WQGZAE		

Passenger Details				
Passenger Name	Ticket No	Fare	Tax	Total
Nagaraja, MR. Naveen	2426356534	192 BHD	18.10 BHD	210.10 BHD
Total	210.1 BHD			

Flight Details			
Departing Flight: Bahrain (BAH) to Abu Dhabi (AUH) 29-JUN-2014			
Flight Name	Departs	Arrives	Seat availability
GF 542	Bahrain (BAH) 29-JUN-2014 9:40 AM	Abu Dhabi (AUH) 29-JUN-2014 11:50 AM	R-7
Departing Flight: Abu Dhabi (AUH) to Bahrain (BAH) 03-JUL-2014			
Flight Name	Departs	Arrives	Seat availability
GF 541	Abu Dhabi (AUH) 03-JUL-2014 8:00 AM	Bahrain (BAH) 03-JUL-2014 8:10 AM	R-7

The ticket is generated by the system and the e-ticket is sent by email

ID90

Staff can book 90 percent discount tickets for self and family members on GF. For bookings on other airlines user has to access myIDTravel portal.

Navigation: **Travel Types → ID90**

The functionality of ID90 is similar to ID50 mentioned in the above sections.

Joining Family

Staff can avail Joining Family ticket for his eligible family members from Place of Recruitment to Work Location.

Navigation: **Travel Types → Joining Family**

Joining Family

You can apply for Joining Family ticket for your eligible family members. The ticket will be delivered to your mail box if the travel is on GF. If the travel is on other airlines then ticket will be issued by Staff Travel Office. Use Help! if you require any further assistance.

[Entitlements](#) [Search](#) [Payment](#) [Confirmation](#)

To book an New Joining Family ticket select Passengers by clicking on the checkbox.

Passenger Details				
	Passenger Name	Relationship	Passport Number	CPR Number
<input checked="" type="checkbox"/>	Selvaraj Pushpalilly, Mrs. Nisha	Spouse	F5382114	810627400
<input checked="" type="checkbox"/>	Dennis, Miss Leann	Child	K 8719875	080314090

Trip Details			
Trip Type	<input checked="" type="checkbox"/> One Way		
* From	Trivandrum (TRV)	* Departure Date	26-JUL-2014
* To	Bahrain (BAH)		
<small>Tips: As you type in 'From' and 'To' field, city name(s) will be listed. Use the arrow keys to navigate the results and choose preferred city. Click here to view the City GuideTable.</small>			
* Class	Economy		
* Mobile Number	123456	* Email ID	dennis.leyo@gulfair.com

* Required Fields

Step 1: Select the Joining Family link to request for ticket from Place of Recruitment to Work Location.

Step 2: Select the passengers and enter the Trip Details.

Step 3: Select the class of travel. The class is loaded according to the user's entitlements.

Step 4: Click on Next to validate the entries made and list the flight for the entered Trip Details.

Joining Family

Your requested flights are displayed below. Choose the most suitable schedule for the flights you would like to book. Use Help! if you require any further assistance.

[Entitlements](#) [Search](#) [Payment](#) [Confirmation](#)

Flight Details					
Departing Flight: Trivandrum (TRV) to Bahrain (BAH) 26-JUL-2014					
Option	Flight Name	Departs	Arrives	Seat availability	
1	GF 61	Trivandrum (TRV) 26-JUL-2014 10:45 AM	Bahrain (BAH) 26-JUL-2014 1:10 PM	L-7	

[Previous](#) [Next](#)

Step 5: Select the flight from the list and click on Next to price the trip or click on Previous to go back to the previous page to change the trip details. The alphabet and number displayed under Seat availability is the booking class and the number of seats available at the moment. If Waitlist is displayed there are no seats available however the user can proceed with the booking.

Joining Family

Please check the fare and tax amounts before proceeding with the booking. In case of any noticeable discrepancies kindly report the booking and report the issue to the Staff Travel Manager.

[Entitlements](#) [Search](#) [Payment](#) [Confirmation](#)

Flight Details					
Departing Flight: Trivandrum (TRV) to Bahrain (BAH) 26-JUL-2014					
Flight Name		Departs	Arrives	Seat availability	
GF 61		Trivandrum (TRV) 26-JUL-2014 10:45 AM	Bahrain (BAH) 26-JUL-2014 1:10 PM	L-7	

Ticket Amount Details					
No. of Passengers	2	Fare Amount	0 BHD	Tax Amount	11.8 BHD
Total Amount		11.8 BHD			

Payment Details	
Payment Type	Cost Center
Total Payment	11.8 BHD
Account Code	01.320.018.55230.E505.000000

[Previous](#) [Book Ticket](#)

Step 6: The amount is charged to the company. Click on Book Ticket to send the request for approval.

Joining Family

PNR has been generated for your request. Your ticket will be processed after necessary approvals.

[Entitlements](#) | [Search](#) | [Payment](#) | [Confirmation](#)

Booking Details				
Booking ID	B644	Date Booked	04-JUN-2014	PNR
				RVBQCW

Passenger Details				
Passenger Name	Ticket No	Fare	Tax	Total
Dennis, MISS Leann		0 BHD	5.90 BHD	5.90 BHD
Selvaraj Pushpalilly, MRS. Nisha		0 BHD	5.90 BHD	5.90 BHD
Total				11.8 BHD

Flight Details			
Departing Flight Trivandrum (TRV) to Bahrain (BAH) 26-JUL-2014			
Flight Name	Departs	Arrives	Seat availability
GF 61	Trivandrum (TRV) 26-JUL-2014 10:45 AM	Bahrain (BAH) 26-JUL-2014 1:10 PM	L-7

If the travel is on GF network, after the approval from the Human Resources department the ticket is issued automatically. If the travel is on other airlines Staff Travel Office will issue the tickets after the approval.

Compassionate

Staff can avail Compassionate ticket for his eligible family members from Work Location to any GF destination.

Navigation: **Travel Types → Compassionate**

Compassionate

This screen allows you to apply for compassionate tickets in case of death of a close family member as shown in the relationship menu. You have to enter flight details and date of travel through Sabre Display Schedule by clicking. You have to enter the reason also for the request. Refer the User Manual if you require any further assistance.

[Entitlements](#)
[Search](#)
[Payment](#)
[Confirmation](#)

Select Passengers by clicking on the checkbox of the person you would like to book a ticket for..

Passenger Details				
	Passenger Name	Relationship	Passport Number	CPR Number
<input checked="" type="checkbox"/>	Nagaraja, Mr. Naveen	EMP	K 8531386	750468637
<input type="checkbox"/>	Kikkeri, Mrs. Gowri	Spouse	J6543340	790597985
<input type="checkbox"/>	Haritsa, Ms. Pranathi	Child	J7076742	090417119

Trip Details			
Trip Type	<input type="radio"/> One Way <input checked="" type="radio"/> Return		
* From	Bahrain (BAH)	* Departure Date	12-JUN-2014
* To	Delhi (DEL)		
* From	Delhi (DEL)	* Departure Date	13-JUN-2014
* To	Bahrain (BAH)		
<small>Tips: As you type in 'From' and 'To' field, city name(s) will be listed. Use the arrow keys to navigate the results and choose preferred city. Click here to view the City GuideTable.</small>			
* Class	Economy/Business ▼		
* Mobile Number	123456000	* Email ID	naveen.nagaraja@gulfair.com

Ticket Details	
* Relation of Deceased	Brother ▼
* Reason	For the purpose of user manual ▼

Step 1: Select the Compassionate link to request for ticket from Work Location to any GF destination.

Step 2: Select the passengers and enter the Trip Details.

Step 3: Select the class of travel. The class is loaded according to the user's entitlements. Enter the other details like Reason for travel and the Relation of the Deceased.

Step 4: Click on Next to validate the entries made and list the flight for the entered Trip Details.

Compassionate

Your requested flights are displayed below. Choose the most suitable schedule for the flights you would like to book. Use Help! if you require any further assistance.

[Entitlements](#)
[Search](#)
[Payment](#)
[Confirmation](#)

Flight Details					
Departing Flight: Bahrain (BAH) to Delhi (DEL) 12-JUN-2014					
Option	Flight Name	Departs	Arrives	Seat availability	
1	GF 130	Bahrain (BAH) 12-JUN-2014 9:45 PM	Delhi (DEL) 13-JUN-2014 4:05 AM	L-7	
Departing Flight: Delhi (DEL) to Bahrain (BAH) 13-JUN-2014					
Option	Flight Name	Departs	Arrives	Seat availability	
1	GF 131	Delhi (DEL) 13-JUN-2014 4:50 AM	Bahrain (BAH) 13-JUN-2014 6:30 AM	L-7	
2	GF 133	Delhi (DEL) 13-JUN-2014 9:50 PM	Bahrain (BAH) 13-JUN-2014 11:30 PM	L-7	

[Previous](#)
[Next](#)

Step 5: Select the flight from the list and click on Next to price the trip or click on Previous to go back to the previous page to change the trip details. The alphabet and number displayed under Seat availability is the booking class and the number of seats available at the moment. If Waitlist is displayed there are no seats available however the user can proceed with the booking.

Step 6: The amount is charged to the company. Click on Book Ticket to send the request for approval. After the approval from the Human Resources department the ticket is issued automatically.

Repatriation

Staff can avail Repatriation ticket for his eligible family members from Work Location to Place of Recruitment.

Navigation: **Travel Types → Repatriation**

Repatriation

Please use this form for requesting Repatriation Tickets.
Refer the User Manual if you require any further assistance.

[Entitlements](#)
[Search](#)
[Payment](#)
[Confirmation](#)

To book an Repatriation ticket select Passengers by clicking on the checkbox.

Passenger Details				
	Passenger Name	Relationship	Passport Number	CPR Number
<input checked="" type="checkbox"/>	Mr. Parag Arun Pingley	EMP	Z 1888133	670149691
<input type="checkbox"/>	Mrs. Pooja Parag Pingley	Spouse	J 9083242	690330707
<input type="checkbox"/>	Miss Ruchaa PARAG Pingley	Child	J 9086046	040917533
<input type="checkbox"/>	Miss Preeti Parag Arun Pingley	Child	J 9083242	981113060

Trip Details	
Trip Type	<input checked="" type="radio"/> One Way
* From	Bahrain (BAH)
* To	Mumbai (BOM)
* Departure Date	31-JUL-2014
<small>Tips: As you type in 'From' and 'To' field, city name(s) will be listed. Use the arrow keys to navigate the results and choose preferred city. Click here to view the City GuideTable.</small>	
* Class	Economy/Business
* Mobile Number	10203040
* Email ID	naveen.nagaraja@gulfair.com

* Required Fields

Next

Step 1: Select the Repatriation link to request for ticket from Work Location to Place of Recruitment.

Step 2: Select the passengers and enter the Trip Details.

Step 3: Select the class of travel. The class is loaded according to the user's entitlements.

Step 4: Click on Next to validate the entries made and list the flight for the entered Trip Details.

Repatriation

Your requested flights are displayed below. Choose the most suitable schedule for the flights you would like to book. Use Help! if you require any further assistance.

[Entitlements](#) [Search](#) [Payment](#) [Confirmation](#)

Flight Details					
Departing Flight: Bahrain (BAH) to Mumbai (BOM) 31-JUL-2014					
Option	Flight Name	Departs	Arrives	Seat availability	
1	GF 64	Bahrain (BAH) 31-JUL-2014 11:25 AM	Mumbai (BOM) 31-JUL-2014 5:40 PM	L-7	
2	GF 56	Bahrain (BAH) 31-JUL-2014 10:40 PM	Mumbai (BOM) 01-AUG-2014 4:55 AM	L-7	

[Previous](#) [Next](#)

Step 5: Select the flight from the list and click on Next to price the trip or click on Previous to go back to the previous page to change the trip details. The alphabet and number displayed under Seat availability is the booking class and the number of seats available at the moment. If Waitlist is displayed there are no seats available however the user can proceed with the booking.

Repatriation

Please check the fare and tax amounts before proceeding with the booking. In case of any noticeable discrepancies kindly abort the booking and report the issue to the Staff Travel Manager.

[Entitlements](#) [Search](#) [Payment](#) [Confirmation](#)

Flight Details					
Departing Flight: Bahrain (BAH) to Mumbai (BOM) 31-JUL-2014					
Flight Name	Departs	Arrives	Seat availability		
GF 64	Bahrain (BAH) 31-JUL-2014 11:25 AM	Mumbai (BOM) 31-JUL-2014 5:40 PM	L-7		

Ticket Amount Details					
No. of Passengers	1	Fare Amount	0 BHD	Tax Amount	5.2 BHD
Total Amount		5.2 BHD			

Payment Details	
Payment Type	Cost Center
Total Payment	5.2 BHD
Account Code	01.320.014.55220.E555.000000

[Previous](#) [Book Ticket](#)

Step 6: The amount is charged to the company. Click on Book Ticket to send the request for approval. After the approval from the Human Resources department the ticket is issued automatically.

Freight Letter Request

Staff can request for Freight Letter for self and eligible family members. The freight weight is governed by entitlements.

Navigation: **Travel Types** → **Freight Letter Request**

Freight Requests

New Freight Applying
Freight History

You can request for Freight Request Letter on Subload type or for Relocation purpose. The Freight weight is bound to entitlements. The letter will be issued after necessary approvals from the Staff Travel Office.

Authorization Details				
	Authorization For	Relationship	Passport Number	CPR Number
	Nagaraja, Mr. Naveen 506329	EMP	K 8531386	750468637
	Haritsa, Ms. Pranathi 0215255	Child	37076742	090417119
	Kikien, Mrs. Gowri 0215251	Spouse	36543340	790597985

Freight Details				
* Freight Type	Reduced Rate			
* Freight (KG)	50	Used Freight	0	Remaining Freight
				100
* From	Bahrain (BAH)	* To	Jakarta (CGK)	* Departure Date
				30-JUN-2014

Step1: Click on Freight Request Letter to apply for freight letter

Step2: Select the person in whose name the letter has to be issued and select the freight type from the list. The remaining Freight for the selected type is displayed.

Step3: Enter the required Freight weight and select the source, destination and date for the freight.

Step4: Click on Submit to confirm the freight details

Freight Requests

New Freight Applying
Freight History

The record has been saved successfully

Passenger Details			
Passenger Name	Relationship	Passport Number	CPR Number
Nagaraja, Mr. Naveen	EMP	K 8531386	750468637

Freight Details			
Freight ID	F25	Date Applied	12-JUN-2014 2:46 PM
Sectors	BAH - CGK	Departure Date	30-JUN-2014
Requested Freight (KG)	50	Freight Type	Reduced Rate
		Status	Pending

The request is generated.

Freight History						
Freight Applying		Freight History				
Freight Id	Freight Type	Passenger Name	Sectors	Departure Date	Freight (KGs)	Status
F25	Reduced Rate	Nagaraja, Mr. Naveen	BAH-CGK	30-JUN-2014	50	Pending

Click on Freight History tab to view the history of freight requests.

IATA Letter Request

Staff can request for IATA letter for self and registered family members to travel on other airlines with whom Gulf Air does not have an agreement or if the airline is not listed in myIDTravel.

Navigation: **Travel Types → IATA Letter Request**

IATA Request

You can request for IATA letter to be issued for eligible family members to travel on Other Airline. IATA letter will be issued after necessary approval from the Staff Travel Office.

Entitlements
Itinerary
Confirmation

Passenger Details		
	Passenger Name	Relationship
<input checked="" type="checkbox"/>	Nagaraja, Mr. Naveen	EMP
<input checked="" type="checkbox"/>	Haritsa, Ms. Pranathi	Child
<input checked="" type="checkbox"/>	Kidkeri, Mrs. Gowri	Spouse

Trip Details			
Trip Type	<input type="radio"/> One Way <input checked="" type="radio"/> Return <input type="radio"/> Multiple Destination		
* From	Bahrain (BAH)	* Departure Date	15-AUG-2014
* To	Tokyo Haneda Apt (HND)		
* From	Tokyo Haneda Apt (HND)	* Departure Date	23-AUG-2014
* To	Bahrain (BAH)		
Tips: As you type in 'From' and 'To' field, city name(s) will be listed. Use the arrow keys to navigate the results and choose preferred city. Click here to view the City GuideTable.			
* Airline	Japan Air Lines Company Ltd.	* Location	Bahrain (BAH)
* Mobile Number	123456	* Email ID	Naveen.Nagaraja@gulfair.com

* Required Fields
Next

Step 1: Click the IATA Letter link to display the page where you can select the passengers for whom the IATA letter needs to be issued.

Step 2: Enter the Travel Details by selecting the travel origin, destination, date of travel, the airline in which you desire to travel and the location where you will submit the IATA letter. Enter the Trip Details, Travel Purpose and click on Next.

IATA Request

You can request for IATA letter to be issued for eligible family members to travel on Other Airline. IATA letter will be issued after necessary approval from the Staff Travel Office.

[Entitlements](#)
[Itinerary](#)
[Confirmation](#)

Passenger Details	
Passenger Name	Relationship
Nagaraja, Mr. Naveen	EMP
Haritsa, Ms. Pranathi	Child
Kikkeri, Mrs. Gowri	Spouse

Travel Details	
Departure City	Arrival City
Bahrain (BAH)	Tokyo Haneda Apt (HND)
Tokyo Haneda Apt (HND)	Bahrain (BAH)

[Previous](#)
[Confirm](#)

Step 3: Click on Confirm to generate the IATA request number. The letter will be issued at Staff Travel Office.

Other Airline Request

Staff can request for other airline tickets which are not listed on myIDTravel. The Other Airline Request form has to be filled and submitted online and the Staff Travel agent will issue the ticket as specified in the request

Navigation: **Travel Types → IATA Letter Request**

Other Airline Request

You can apply for other airline form for yourself and eligible family members.
The selected Ticket Type may be subject to change by the Staff Travel Office agent as per the agreements with the selected airline.
Refer the User Manual if you require any further assistance.

Entitlements
Confirmation

To create other airline form select Passengers by clicking on the checkbox.

Passenger Details				
	Passenger Name	Relationship	Passport Number	CPR Number
<input checked="" type="checkbox"/>	Mr. Naveen Nagaraja	EMP	K 8531386	750469637
<input type="checkbox"/>	Mrs. Gowri Kikkeri	Spouse	36543340	790597985
<input type="checkbox"/>	Ms. Pranathi Haritsa	Child	37076742	090417119

Trip Details			
Trip Type:	<input type="radio"/> One Way <input checked="" type="radio"/> Return <input type="radio"/> Multiple Destination		
* From	Bahrain (BAH)	* Departure Date	24-AUG-2014
* To	Sydney (SYD)	* Airline	Qatar Airways
* From	Sydney (SYD)	* Departure Date	10-SEP-2014
* To	Bahrain (BAH)	* Airline	Qatar Airways
<small>Tips: As you type in 'From' and 'To' field, city name(s) will be listed. Use the arrow keys to navigate the results and choose preferred city. Click here to view the City GuideTable.</small>			
* Class	Economy	* Ticket Type	Reduced Rate 50
* Mobile Number	10203040	* Email ID	naveen.nagaraja@gulfair.com

* Required Fields

Create

Step 1: Click the Other Airline Request link to display the page where you can request for tickets on other airlines.

Step 2: Select the passengers and enter the Trip Details. The required airline can be selected from the list. The airlines listed are the ones not present in myIDTravel.

Step3: Click on Create to generate the booking request.

Other Airline Request

Booking request has been generated. Please contact Staff Travel Office for processing of your request.

[Entitlements](#)
[Confirmation](#)

Booking Details			
Booking ID	8929	Date Booked	01-JUL-2014
		PNR	

Passenger Details		
Passenger Name	Relationship	Passport Number
Nagaraja, MR. Naveen	EMP	K 8531386

Flight Details			
Departure	Arrival	Departure Date	Airline
Bahrain (BAH)	Sydney (SYD)	24-AUG-2014	Qatar Airways
Sydney (SYD)	Bahrain (BAH)	10-SEP-2014	Qatar Airways

The requested travel details are displayed and booking request is generated. User has to contact Staff Travel Office to make the payment and receive the ticket.

Manage Bookings

The Manage Bookings menu group lists and allows the user to view, modify or cancel their bookings

Approval Requests

Approvers receive travel requests that needs approval for the ticket to be issued. The pending requests are visible to the approvers on their dashboard or they can be accessed through the menu link. The approver is also notified about the requests through email.

Navigation: **Manage Booking → Approval Requests**

Gulf Air Staff Travel System

STMS Notice

[Refund and No-show Charges](#)

[Other Airline Tickets](#)

STMS Documents

[Staff Travel Policy](#)

[Staff Travel Guide](#)

[E-Ticketing Guide](#)

STMS External Links

[British Airways Listing](#)

[1099.COM Listing Tool](#)

[My10Travel](#)

[Online Hotel Booking](#)

Travel Approval



Pending Requests
1

Login User

Staff ID: 507970




Name: Dutkowski, MR. Radoslaw

DOI: 15-JUL-2011

Grade: GA.18.M

Designation: ED01.MANAGER
BUSINESS
SOLUTIONS.020.310

Place Of Recruitment:
Warsaw (WAW)

Approval Requests							
Ticket Type	Booking Id	Staff Id	Apply Date	Sectors	Departure Date	Arrival Date	
Relocation	B930	508329	02-JUL-2014	BAH-DXB	15-JUL-2014	15-JUL-2014	
New Joiner	B934	508329	01-JUL-2014	TRV-BAH	02-AUG-2014	02-AUG-2014	
Interview	B933	508329	01-JUL-2014	CDG-BAH-CDG	30-JUL-2014	31-JUL-2014	

Step 1: Click on the Approval Requests link to view all the pending requests

Step 2: Click on the Edit image next to a request to view the details of the request

Passenger Details			
Passenger Name	Fore	Tax	Total
Ebrahim, Mr. Ali	0 BHD	11 BHD	11 BHD
Salem, Mr. Mohamed	0 BHD	11 BHD	11 BHD
Grand Total		22 BHD	

Flight Details			
Departing Flight: Doha (DOH) to Bahrain (BAH) 10-AUG-2014			
Flight Name	Departs	Arrives	
GF 521	Doha (DOH) 10-AUG-2014 7:00 AM	Bahrain (BAH) 10-AUG-2014 7:45 AM	
Departing Flight: Bahrain (BAH) to Doha (DOH) 15-AUG-2014			
Flight Name	Departs	Arrives	
GF 528	Bahrain (BAH) 15-AUG-2014 6:30 PM	Doha (DOH) 15-AUG-2014 7:15 PM	

Booking Details					
Booking ID	B931	Date Booked	01-JUL-2014 3:02 PM	PNR	EGXIGQ
Class	Economy/Business	Account Type	Consultant Travel	Account Code	01.230.053.56260.E650.000000
Purpose	Consultant Ticket Process for User Manual				

Request Approval History			
Processed By	Processed Date	Status	Remarks
There is No Result			

Request Action	
* Action	<div>Approved</div> <div>Remarks</div> <div>Ok to proceed with the travel</div>
Organisation of the Approver	INFORMATION TECHNOLOGY
* Forward To	Dr. Jasim Hajee Jasim Husain (ED01 DIRECTOR INFORMATION TECHNOLOGY 021.310)

* Required Fields

Process Back

Step 3: Select the Approved or Rejected from the Action list and enter the remarks if required.

Step 4: Select the approver to whom the request has to be forwarded to. If the list of approvers is large use the Organization of the Approver filter.

Step 5: Click on Process to complete the approval process.

Cancel / Refund

This functionality allows users to cancel their request, bookings or tickets.

Navigation: Manage Booking → Cancel / Refund

Full Booking Cancellation

Search Criteria							
Booked Date (from)	01-JAN-2014	Booked Date (To)	02-JUL-2014				
<input type="button" value="Search"/> <input type="button" value="Clear"/>							

Booking Id	PNR	Ticket Type	Apply Date	Sectors	Departure Date	Amount	Status	
B936	NAYYGV	Relocation	02-JUL-2014	BAH-DXB	15-JUL-2014	5.80	Received	
B925	NWCZJH	Dead Head Crew	01-JUL-2014	BAH-MNL	10-JUL-2014	5.20	Received	

Step 1: Click on the Cancel / Refund link. All the requested, booked and ticketed bookings are displayed.

Step 2: Click on the Edit image against the booking that needs to be cancelled

Full Booking Cancellation

Booking Details					
Booking ID	B936	Date Booked	02-JUL-2014 9:22 AM	PNR	NAYYGV
Ticket Type	Relocation	Mode of Payment	Cost Center	Status	Received
Class	Economy/Business	Account Type		Account Code	01.320.018.55130.E505.000000
Purpose					

Passenger Details				
Passenger Name	Ticket No	Fare	Tax	Total
Nagaraja, MR. Naveen	2426454062	0 BHD	5.80 BHD	5.80 BHD
Grand Total		5.8 BHD		

Flight Details		
Departing Flight Bahrain (BAH) to Dubai (DXB) 15-JUL-2014		
Flight Name	Departs	Arrives
GF 504	Bahrain (BAH) 15-JUL-2014 9:50 AM	Dubai (DXB) 15-JUL-2014 12:00 PM

Step 3: Click on Submit to complete the process

Full Booking Cancellation

Booking Details			
Booking ID	B936	Date Booked	02-JUL-2014 9:22 AM
Ticket Type	Relocation	PNR	NAYYGV
Class	Economy/Business	Status	Received
Purpose		Account Code	01.320.018.55130.E505.000000


 The selected booking will be cancelled

Passenger Details			
Passenger Name	Nagaraja, MR. Naveen		
Grand Total			

Tax			
Tax	Total		
5.80 BHD	5.80 BHD		

Departing Flight Bahrain (BAH) to Dubai (DXB) 15-JUL-2014			
Flight Name	Departs	Arrives	
GF 504	Bahrain (BAH) 15-JUL-2014 9:50 AM	Dubai (DXB) 15-JUL-2014 12:00 PM	

A warning notification is displayed before executing the request.

Step 4: Click Ok to proceed or Cancel to abort the process.

Full Booking Cancellation

The booking has been canceled successfully
 Your Cancellation No. **C213**

Booking Details			
Booking ID	B936	Date Booked	02-JUL-2014 9:22 AM
Ticket Type	Relocation	Mode of Payment	Cost Center
Class	Economy/Business	Account Type	
Purpose		Account Code	01.320.018.55130.E505.000000

Passenger Details				
Passenger Name	Ticket No	Fare	Tax	Total
Nagaraja, MR. Naveen	2426454062	0 BHD	5.80 BHD	5.80 BHD
Grand Total	5.8 BHD			

Flight Details			
Departing Flight Bahrain (BAH) to Dubai (DXB) 15-JUL-2014			
Flight Name	Departs	Arrives	
GF 504	Bahrain (BAH) 15-JUL-2014 9:50 AM	Dubai (DXB) 15-JUL-2014 12:00 PM	

A notification with the cancellation number is displayed after processing the request

If the cancellation was for a request, the entitlements is returned back immediately and user can apply for the request. If the cancellation was for a booking (only PNR but no ticket) the PNR is cancelled and the entitlements is returned back. If the cancellation was for a ticket the PNR is cancelled and the request is forwarded to the Staff Travel Office (for payroll transaction) or Refund department (for Cash and Credit Card transactions) to process the refund and return back the entitlements.

Downgrade Refund

Downgrade Refund can be requested for business class tickets for which one or more travel sectors were downgraded. The request will be processed by Staff Travel Office after producing the boarding pass for the downgraded sector.

Navigation: **Manage Booking → Downgrade Refund**

Booking Downgrade Refund

Search Criteria							
Booked Date (from)	01-JAN-2014	Booked Date (To)	02-JUL-2014				
<input type="button" value="Search"/> <input type="button" value="Clear"/>							

Booking Id	PNR	Ticket Type	Apply Date	Sectors	Departure Date	Amount	Status	
B937	FRUAGU	Reduced Rate 50	02-JUL-2014	BAH-JED-BAH	20-JUL-2014	105.30	Received	

Step 1: Click on the Downgrade Refund link to display all the business class bookings.

Step 2: Click on the Edit image against the booking for which the downgrade refund has to be requested.

Booking Downgrade Refund

Booking Details					
Booking ID	B937	Date Booked	02-JUL-2014 9:44 AM	PNR	FRUAGU
Ticket Type	Reduced Rate 50	Mode of Payment	Payroll	Status	Received
Class	Business	Account Type		Account Code	
Purpose					

Passenger Details				
Passenger Name	Ticket No	Fare	Tax	Total
Nagaraja, MR. Naveen	2426454105	91 BHD	14.30 BHD	105.30 BHD
Grand Total	105.3 BHD			

Flight Details				
Departing Flight: Bahrain (BAH) to Jeddah (JED) 20-JUL-2014				
Flight Name	Departs	Arrives		
GF 171	Bahrain (BAH) 20-JUL-2014 10:10 AM	Jeddah (JED) 20-JUL-2014 12:30 PM		<input type="checkbox"/>
Departing Flight: Jeddah (JED) to Bahrain (BAH) 23-JUL-2014				
Flight Name	Departs	Arrives		
GF 174	Jeddah (JED) 23-JUL-2014 9:20 PM	Bahrain (BAH) 23-JUL-2014 11:30 PM		<input checked="" type="checkbox"/>

Step 3: Select the sector to request for refund and click on Submit

Booking Downgrade Refund

Booking ID	BS37
Ticket Type	Reduced Rate 50
Class	Business
Purpose	

Message from webpage

The selected sector will be requested for downgrade refund

OK Cancel

FRUAGU
Received

Passenger Name	
Nagaraja, MR. Naveen	
Grand Total	105.30 BHD

Flight Details

Departing Flight Bahrain (BAH) to Jeddah (JED) 20-JUL-2014			
Flight Name	Departs	Arrives	
GF 171	Bahrain (BAH) 20-JUL-2014 10:10 AM	Jeddah (JED) 20-JUL-2014 12:30 PM	

Departing Flight Jeddah (JED) to Bahrain (BAH) 23-JUL-2014			
Flight Name	Departs	Arrives	
GF 174	Jeddah (JED) 23-JUL-2014 9:20 PM	Bahrain (BAH) 23-JUL-2014 11:30 PM	

Submit Back

A warning notification is displayed requesting user to confirm.

Step 4: Click on Ok to proceed with the request or click Cancel to abort the process.

Booking Downgrade Refund

Downgrade refund request has been generated successfully.

Your Cancellation No. **C214**

Booking Details					
Booking ID	BS37	Date Booked	02-JUL-2014 9:44 AM	PNR	FRUAGU
Ticket Type	Reduced Rate 50	Mode of Payment	Payroll	Status	DowngradeRequest
Class	Business	Account Type		Account Code	
Purpose					

Passenger Details				
Passenger Name	Ticket No	Fare	Tax	Total
Nagaraja, MR. Naveen	2426454105	91 BHD	14.30 BHD	105.30 BHD
Grand Total	105.30 BHD			

Flight Details

Departing Flight Bahrain (BAH) to Jeddah (JED) 20-JUL-2014			
Flight Name	Departs	Arrives	
GF 171	Bahrain (BAH) 20-JUL-2014 10:10 AM	Jeddah (JED) 20-JUL-2014 12:30 PM	

Departing Flight Jeddah (JED) to Bahrain (BAH) 23-JUL-2014			
Flight Name	Departs	Arrives	
GF 174	Jeddah (JED) 23-JUL-2014 9:20 PM	Bahrain (BAH) 23-JUL-2014 11:30 PM	

Back

The request is generated and the cancellation number is displayed. The request will be processed by the Staff Travel Office or Refund department.

Entitlement Usage

User can view the entitlements available and used as of date for the travel types.

Entitlement Usage											
The entitlements status for current year for each Family member is displayed.											
Name	Relationship	FOC1			FOC2			FOC3			Reduced Rate Ticket
		Entitled	Used	available	Entitled	Used	available	Entitled	Used	available	Used
Ali, Mr. Mohamed Salem Abdulla	EMP	1	1	0	1	4		0	0	0	33
AlGhanim, Mrs. Qudseyah Khalil Ahmed	Spouse	1	1	0	1	0	1	0	0	0	1
Ali, Miss Malak Mohamed Salem	Child	1	1	0	1	4		0	0	0	9
AlHailai, Mrs. Durrah	Mother	1	0	1	1	0	1	0	0	0	1
Ali, Mr. Salem Abdulla Salem	Father	1	0	1	1	1	0	0	0	0	1

Step 1: Click on the Entitlement Usage link to display the entitlements details for self and dependents.

Modify Booking

User can change the travel dates for an existing ticket. Travel dates can be changed only before 24 hours of flight departure.

Navigation: **Manage Booking → Modify Booking**

Modify Bookings							
Booking Id	PNR	Ticket Type	Apply Date	Sectors	Departure Date	Amount	
B938	IDQBYP	Reduced Rate 90	02-JUL-2014	BAH-DXB-BAH	06-JUL-2014	33.10	

Step 1: Click on the Modify Booking link to display all unused tickets for which the travel dates can be changed.

Step 2: Click on Edit image against the booking for which the dates needs to be modified.

Modify Booking

Booking Details					
Booking ID	8838	Date Booked	02-JUL-2014 10:12 AM	PNR	IDQ8YP
Class	Economy	Payment Mode	Payroll	Contact Number	12234568
Email	naveen.nagaraja@gulfair.com				

Passenger Details					
Passenger Name	Relationship	Ticket No	Fare	Tax	Total
Abu Bshait, MR. Mihal	EMP	2426454070	15 BHD	18.10 BHD	33.10 BHD
Grand Total			33.1 BHD		

Flight Details				
Departing Flight: Bahrain (BAH) to Dubai (DXB) 06-JUL-2014				
Flight Name	Departs	Arrives	<input checked="" type="checkbox"/> Rebook	
GF 504	Bahrain (BAH) 06-JUL-2014 9:55 AM	Dubai (DXB) 06-JUL-2014 12:05 PM	06-JUL-2014	
Departing Flight: Dubai (DXB) to Bahrain (BAH) 10-JUL-2014				
Flight Name	Departs	Arrives	<input type="checkbox"/> Rebook	
GF 505	Dubai (DXB) 10-JUL-2014 2:40 PM	Bahrain (BAH) 10-JUL-2014 2:55 PM	10-JUL-2014	

Step 3: Select the sector and click on the date control to select a new date

Step 4: Click on Next to display the flight for the new selected date

Modify Booking

Flight Details					
Departing Flight: Bahrain (BAH) to Dubai (DXB) 07-JUL-2014					
Option	Flight Name	Departs	Arrives	Seat availability	
1	GF 506	Bahrain (BAH) 07-JUL-2014 2:00 PM	Dubai (DXB) 07-JUL-2014 4:10 PM	Y-7	
2	GF 504	Bahrain (BAH) 07-JUL-2014 9:55 AM	Dubai (DXB) 07-JUL-2014 12:05 PM	Y-7	
3	GF 508	Bahrain (BAH) 07-JUL-2014 4:00 PM	Dubai (DXB) 07-JUL-2014 6:10 PM	Y-7	
4	GF 578	Bahrain (BAH) 07-JUL-2014 7:50 PM	DWC 07-JUL-2014 10:00 PM	Y-7	
5	GF 512	Bahrain (BAH) 07-JUL-2014 8:10 PM	Dubai (DXB) 07-JUL-2014 10:20 PM	Y-7	
6	GF 500	Bahrain (BAH) 07-JUL-2014 3:10 AM	Dubai (DXB) 07-JUL-2014 5:20 AM	Y-7	

Step 5: Select the flight and click Rebook

Modify Booking

The ticket has been rebooked successfully

Booking Details					
Booking ID	B938	Date Booked	02-JUL-2014 10:12 AM	PNR	IQQ8YP
Class	Economy	Payment Mode	Payroll	Contact Number	12234568
Email	naveen.nagaraja@gulfair.com				

Passenger Details					
Passenger Name	Relationship	Ticket No	Fare	Tax	Total
Abu Bshat, MR. Mishal	EMP	2426454070	15 BHD	18.10 BHD	33.10 BHD
Grand Total			33.1 BHD		

Flight Details			
Departing Flight: Bahrain (BAH) to Dubai (DXB) 07-JUL-2014			
Flight Name	Departs	Arrives	<input type="checkbox"/> Rebook
GF 504	Bahrain (BAH) 07-JUL-2014 9:55 AM	Dubai (DXB) 07-JUL-2014 12:05 PM	<input type="text" value="07-JUL-2014"/>
Departing Flight: Dubai (DXB) to Bahrain (BAH) 10-JUL-2014			
Flight Name	Departs	Arrives	<input type="checkbox"/> Rebook
GF 505	Dubai (DXB) 10-JUL-2014 2:40 PM	Bahrain (BAH) 10-JUL-2014 2:55 PM	<input type="text" value="10-JUL-2014"/>

A confirmation message is displayed after changing the ticket dates.

Partial Ticket Refund

Partial Refund can be requested for partially unused sectors. The partial refund will be processed by Staff Travel Office.

Navigation: **Manage Booking → Partial Ticket Refund**

Booking Partial Refund

Search Criteria	
Booked Date (from)	01-JAN-2014
Booked Date (To)	02-JUL-2014
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

Booking Id	PNR	Ticket Type	Apply Date	Sectors	Departure Date	Amount	Status	
B925	NWCZIH	Dead Head Crew	01-JUL-2014	BAH-MNL	10-JUL-2014	5.20	Refunded	

Step 1: Click on the Partial Refund link to display all the tickets.

Step 2: Click on the Edit image against the booking for which the partial refund has to be requested.

Booking Partial Refund

Booking Details					
Booking ID	B925	Date Booked	01-JUL-2014 11:20 AM	PNR	NWCZIH
Ticket Type	Dead Head Crew	Mode of Payment	Cost Center	Status	Received
Class	Economy	Account Type		Account Code	01.210.048.52130.0500
Purpose					

Passenger Details				
Passenger Name	Ticket No	Fare	Tax	Total
Saipud, MISS Nathacha	2426453946	0 BHD	5.20 BHD	5.20 BHD
Grand Total	5.2 BHD			

Flight Details		
Departing Flight: Bahrain (BAH) to Manila (MNL) 10-JUL-2014		
Flight Name	Departs	Arrives
GF 154	Bahrain (BAH) 10-JUL-2014 8:10 PM	Manila (MNL) 11-JUL-2014 10:55 AM

Step 3: Select the sector to request for refund and click on Submit

Booking Partial Refund

Booking ID	B925
Ticket Type	Dead Head Crew
Class	Economy
Purpose	

PNR	NWCZIH
Status	Received
Account Code	01.210.048.52130.0500

Passenger Details				
Passenger Name	Ticket No	Fare	Tax	Total
Saipud, MISS Nathacha	2426453946	0 BHD	5.20 BHD	5.20 BHD
Grand Total	5.2 BHD			

Flight Details		
Departing Flight: Bahrain (BAH) to Manila (MNL) 10-JUL-2014		
Flight Name	Departs	Arrives
GF 154	Bahrain (BAH) 10-JUL-2014 8:10 PM	Manila (MNL) 11-JUL-2014 10:55 AM

Message from webpage

The selected sector will be requested for partial refund.

A warning notification is displayed requesting user to confirm.

Step 4: Click on Ok to proceed with the request or click Cancel to abort the process.

The request is generated and the cancellation number is displayed. The request will be processed by the Staff Travel Office or Refund department.

View Booking History

The history of all the bookings for the past 24 months made by the user will be available to view.

Navigation: **Manage Booking → View Booking History**

Booking History								
You can view your booking history for the last 24 months. Refer the User Manual if you require any further assistance.								
Booking ID	PNR	Travel Type	Sectors	Departure Date	Booked On	Status	Canc. No.	
8931	EGKIQQ	Consultant	DOH-BAH-DOH	10-Aug-2014	01-Jul-2014	InApproval		
8930	EDSN00	Consultant	KWI-BAH-KWI	20-Jul-2014	01-Jul-2014	InApproval		
8929		Other Airline	BAH-SYD-BAH	24-Aug-2014	01-Jul-2014	Request		
8928		FOCI	BAH-BLR-BAH	27-Jul-2014	01-Jul-2014	InApproval		
8925	NWCZIH	Dead Head Crew	BAH-MNL	10-Jul-2014	01-Jul-2014	Receipted		

Step 1: Click on the View Booking History link to display all the bookings made for the past 24 months.

Step 2: Click on the Edit image against the booking for which details has to be viewed

View Booking History Details				
Passenger Details				
Passenger Name	Relationship	Date Of Birth	Travel Type	Ticket No
Mr. Naveen Nagaraja	EMP	14-APR-1975	Dead Head Crew	2426453946
Flight Details				
Departing Flight : Bahrain (BAH) to Manila (MNL) 10-JUL-2014				
Flight Name	Departs		Arrives	
GF 154	Bahrain (BAH) 10-JUL-2014 8:10 PM		Manila (MNL) 11-JUL-2014 10:55 AM	
Request Approval History				
Processed By	Processed Date	Status	Remarks	
Mr. Antoine Abboud	01-JUL-2014 11:22 AM	Approved	test	
Other Details				
Booking ID	B925	Booking Date	01-JUL-2014	
Priority	B3	Email ID	NAVEEN.NAGARAJA@GULFAIR.COM	
Contact Number	2322323423	PNR	NWCZIH	
Fare	0	Payment Mode	Cost Center	
Total Amount	5.20	Tax	5.20	
				Back

View Payroll Deductions

The processed and pending payroll deductions for the user will be displayed on this page. Pending deductions are transactions that are yet to be integrated with the payroll system.

Navigation: **Manage Booking → View Payroll Deductions**

View Payroll Deduction

Your payroll deductions for the last 24 months is displayed. Select the Status to filter on processed and unprocessed deductions. Refer the User Manual if you require any further assistance.

Status

Pending

Search

Clear

BookingId	Sectors	BookingDate	RecordType	Amount	ProcessedDate	AgentCode
8938	BAH-DXB-BAH	02-JUL-2014	Sale	33.10		996254

Step 1: Click on View Payroll Deduction link and select the status of deduction that has to be displayed.

Step 2: Click on Search to display the deductions.

Department

The Department menu group lists the travel types that are used by the departmental coordinators.

Consultant Travel

Department Coordinator can request for consultant tickets to visit GF office.

Navigation: **Department → Consultant Travel**

[Entitlements](#)
[Search](#)
[Payment](#)
[Confirmation](#)

You can add multiple consultants in a booking. Enter the passenger details in this section.

Passenger Details					
* Name	Mohamed	* Surname	Salem	* Title	Mr. ▼
* Company	GF IT Services	* Passport No.	MS1019827	* Expiry Date	18-OCT-2016
* Name	Ali	* Surname	Mohamed	* Title	Mr. ▼
* Company	GF IT Services	* Passport No.	AM8398099	* Expiry Date	07-JAN-2016
<input type="button" value="Add Passenger"/>					

Trip Details	
Trip Type	<input type="radio"/> One Way <input checked="" type="radio"/> Return <input type="radio"/> Multiple Destination
* From	Doha (DOH)
* To	Bahrain (BAH)
* From	Bahrain (BAH)
* To	Doha (DOH)
<small>Tips: As you type in 'From' and 'To' field, city name(s) will be listed. Use the arrow keys to navigate the results and choose preferred city. Click here to view the City GuideTable.</small>	
* Class	Economy/Business ▼
* Mobile Number	10203040
* Email ID	naveen.nagaraja@gulfair.com

Ticket Details	
Organisation	IT BUSINESS DEVELOPMENT ▼
* Forward To	Mr. Radoslaw Dutkowski (ED01.MANAGER BUSINESS SOLUTIONS.023.310) ▼
* Account Type	Consultant Travel ▼
* Account Code	01.230.053.56260.E650.000000
* Purpose	Consultant Ticket Process for User Manual

* Required Fields

Step 1: Click on the consultant link to request for a consultant ticket.

Step 2: Enter the passenger details. Click on Add Passenger to add multiple passengers in the same booking.

Step 3: Enter the Trip details and select the approver from the Forward To list to whom the request has to be sent for approval. The list of approvers can be filtered if their organization is selected from the Organization list.

Step 4: Select the Account Type and enter the Purpose of travel. The Account Code is picked automatically based on the Account Type selected. This account code can be edited by the user.

Step 5: Click on Next to validate the entries made in the page and to list the flights for the entered Trip details.

Flight Details					
Departing Flight Doha (DOH) to Bahrain (BAH) 10-AUG-2014					
Option	Flight Name	Departs	Arrives	Seat availability	
1	GF 525	Doha (DOH) 10-AUG-2014 11:20 AM	Bahrain (BAH) 10-AUG-2014 12:05 PM	Y-7	<input type="radio"/>
2	GF 523	Doha (DOH) 10-AUG-2014 8:45 AM	Bahrain (BAH) 10-AUG-2014 9:30 AM	Y-7	<input type="radio"/>
3	GF 521	Doha (DOH) 10-AUG-2014 7:00 AM	Bahrain (BAH) 10-AUG-2014 7:45 AM	Y-7	<input checked="" type="radio"/>
4	GF 527	Doha (DOH) 10-AUG-2014 6:35 PM	Bahrain (BAH) 10-AUG-2014 7:20 PM	Y-7	<input type="radio"/>
5	GF 529	Doha (DOH) 10-AUG-2014 8:15 PM	Bahrain (BAH) 10-AUG-2014 9:00 PM	Y-7	<input type="radio"/>
6	GF 531	Doha (DOH) 10-AUG-2014 10:40 PM	Bahrain (BAH) 10-AUG-2014 11:25 PM	Y-7	<input type="radio"/>
Departing Flight Bahrain (BAH) to Doha (DOH) 15-AUG-2014					
Option	Flight Name	Departs	Arrives	Seat availability	
1	GF 524	Bahrain (BAH) 15-AUG-2014 9:35 AM	Doha (DOH) 15-AUG-2014 10:20 AM	Y-7	<input type="radio"/>
2	GF 526	Bahrain (BAH) 15-AUG-2014 4:50 PM	Doha (DOH) 15-AUG-2014 5:35 PM	Y-7	<input type="radio"/>
3	GF 522	Bahrain (BAH) 15-AUG-2014 7:00 AM	Doha (DOH) 15-AUG-2014 7:45 AM	Y-7	<input type="radio"/>
4	GF 528	Bahrain (BAH) 15-AUG-2014 6:30 PM	Doha (DOH) 15-AUG-2014 7:15 PM	Y-7	<input checked="" type="radio"/>
5	GF 530	Bahrain (BAH) 15-AUG-2014 8:55 PM	Doha (DOH) 15-AUG-2014 9:40 PM	Y-7	<input type="radio"/>
6	GF 520	Bahrain (BAH) 15-AUG-2014 1:50 AM	Doha (DOH) 15-AUG-2014 2:35 AM	Y-7	<input type="radio"/>

Step 6: The flight(s) for the selected sector and date is displayed. The alphabet and number denotes the booking class and the number of seats available at the time of flights display. If the availability is 'Waitlist' it means there are no seats available at the moment but you can proceed with the booking. Select the flights for the travel sectors and click on Next

Consultant

Please check the fare and tax amounts before proceeding with the booking. In case of any noticeable discrepancies kindly abort the booking and report the issue to the Staff Travel Manager.

[Entitlements](#) [Search](#) [Payment](#) [Confirmation](#)

Flight Details			
Departing Flight: Doha (DOH) to Bahrain (BAH) 10-AUG-2014			
Flight Name	Departs	Arrives	Seat availability
GF 521	Doha (DOH) 10-AUG-2014 7:00 AM	Bahrain (BAH) 10-AUG-2014 7:45 AM	Y-7
Departing Flight: Bahrain (BAH) to Doha (DOH) 15-AUG-2014			
Flight Name	Departs	Arrives	Seat availability
GF 528	Bahrain (BAH) 15-AUG-2014 6:30 PM	Doha (DOH) 15-AUG-2014 7:15 PM	Y-7

Ticket Amount Details			
No. of Passengers	2	Fare Amount	0 BHD
		Tax Amount	22 BHD
Total Amount	22 BHD		

Payment Details	
Payment Type	Cost Center
Total Payment	22 BHD
Account Code	01.230.053.56260.E650.000000

[Previous](#) [Book Ticket](#)

Step 7: The summary of the selection is displayed with the payment type being Cost Center as this ticket will be charged to the user's department.

Consultant

PNR has been generated for your request. Your ticket will be processed after necessary approvals.

[Entitlements](#) [Search](#) [Payment](#) [Confirmation](#)

Booking Details			
Booking ID	B931	Date Booked	01-JUL-2014
		PNR	EGXIGQ

Passenger Details			
Passenger Name	Ticket No	Fare	Tax
Ebrahim, Mr. Ali		0 BHD	11 BHD
Salem, Mr. Mohamed		0 BHD	11 BHD
Total		22 BHD	

Flight Details			
Departing Flight: Doha (DOH) to Bahrain (BAH) 10-AUG-2014			
Flight Name	Departs	Arrives	Seat availability
GF 521	Doha (DOH) 10-AUG-2014 7:00 AM	Bahrain (BAH) 10-AUG-2014 7:45 AM	Y-7
Departing Flight: Bahrain (BAH) to Doha (DOH) 15-AUG-2014			
Flight Name	Departs	Arrives	Seat availability
GF 528	Bahrain (BAH) 15-AUG-2014 6:30 PM	Doha (DOH) 15-AUG-2014 7:15 PM	Y-7

The booking request is generated and request is sent to the selected approver for approval. An email notification is also sent to the approvers indicating that a consultant travel request is waiting their approval.

If the travel is on GF then the PNR is generated along with the booking request else only the booking request is generated. After the necessary approvals if the travel is on other airlines STO will issue the tickets.

The status of the approval is visible to the requestor in their Booking History page.

Deadhead Crew

Crew Resource & Planning department can request for Deadhead crew tickets for staffs in employee group 'Flying Crew'.

Navigation: **Department → Deadhead Crew**

Dead Head Crew

You can book Dead Head Crew ticket for staffs under the Employee Group "Flying Crew"

[Entitlements](#)
[Search](#)
[Payment](#)
[Confirmation](#)

Enter a flying crew staff number:

Passenger Details

Staff Id: 306626 Search

Passenger Name	Relationship	Passport Number	CPR Number
Miss Laila Falcuate	EMP	XU 4108104	870527614

Trip Details

Trip Type: ☒ One Way ☐ Return ☐ Multiple Destination

* From	Bahrain (BAH)	* Departure Date	18-AUG-2014
* To	London, Heathrow (LHR)		

Tips: As you type in 'From' and 'To' field, city name(s) will be listed. Use the arrow keys to navigate the results and choose preferred city. [Click here to view the City GuideTable.](#)

* Class: Economy

* Mobile Number	10203040	* Email ID	naveen.nagaraja@gulfair.com
-----------------	----------	------------	-----------------------------

* Required Fields

Next

Step 1: Enter the staff number and click on Search. If the staff is from employee group 'Flying Crew' the passenger details is displayed.

Step 2: Enter the Trip details and click on Next to validate the entries made in the page and to list the flights for the entered Trip details.

Dead Head Crew

Your requested flights are displayed below. Choose the most suitable schedule for the flights you would like to book. Use Help! if you require any further assistance.

[Entitlements](#) [Search](#) [Payment](#) [Confirmation](#)

Flight Details				
Departing Flight Bahrain (BAH) to London, Heathrow (LHR) 18-AUG-2014				
Option	Flight Name	Departs	Arrives	Seat availability
1	GF 3	Bahrain (BAH) 18-AUG-2014 10:10 AM	London, Heathrow (LHR) 18-AUG-2014 3:20 PM	Y-7
2	GF 7	Bahrain (BAH) 18-AUG-2014 1:15 AM	London, Heathrow (LHR) 18-AUG-2014 6:25 AM	Y-7

[Previous](#) [Next](#)

Step 3: The flight(s) for the selected sector and date is displayed. The alphabet and number denotes the booking class and the number of seats available at the time of flights display. If the availability is 'Waitlist' it means there are no seats available at the moment but you can proceed with the booking. Select the flights for the travel sectors and click on Next

Dead Head Crew

Please check the fare and tax amounts before proceeding with the booking. In case of any noticeable discrepancies kindly report the booking and report the issue to the Staff Travel Manager.

[Entitlements](#) [Search](#) [Payment](#) [Confirmation](#)

Flight Details			
Departing Flight Bahrain (BAH) to London, Heathrow (LHR) 18-AUG-2014			
Flight Name	Departs	Arrives	Seat availability
GF 3	Bahrain (BAH) 18-AUG-2014 10:10 AM	London, Heathrow (LHR) 18-AUG-2014 3:20 PM	Y-7

Ticket Amount Details			
No. of Passengers	1	Fare Amount	0 BHD
Tax Amount	6.4 BHD		

Payment Details	
Payment Type	Cost Center
Total Payment	6.4 BHD
Account Code	01.210.048.52130.0500

[Previous](#) [Book Ticket](#)

Step 4: The summary of the selection is displayed with the payment type being Cost Center as this ticket will be charged to the user's department.

Dead Head Crew

PNR has been generated for your request. Your ticket will be processed after necessary approvals.

[Enrollments](#) | [Search](#) | [Payment](#) | [Confirmation](#)

Booking Details				
Booking ID	8932	Date Booked	01-JUL-2014	PNR
				EDWRXD

Passenger Details				
Passenger Name	Ticket No	Fare	Tax	Total
Falouate, MISS Laila		0 BHD	6.40 BHD	6.40 BHD
Total		6.4 BHD		

Flight Details			
Departing Flight: Bahrain (BAH) to London, Heathrow (LHR) 18-AUG-2014			
Flight Name	Departs	Arrives	Seat availability
GF 3	Bahrain (BAH) 18-AUG-2014 10:10 AM	London, Heathrow (LHR) 18-AUG-2014 3:20 PM	Y-7

The booking request is generated and request is sent for approval. An email notification is also sent to the approvers indicating that a Deadhead crew travel request is waiting their approval. After the approval the ticket is issued from the system.

Interview

HR recruitment personnel will have the access to book Interview tickets to candidates who will visit GF office for job interviews.

Navigation: **Department → Interview**

Interview

Please use this form for requesting Interview Tickets.
Refer the User Manual if you require any further assistance.

[Entitlements](#)
[Search](#)
[Payment](#)
[Confirmation](#)

To book an Interview ticket enter interviewer details.

Passenger Details			
* Name	Mohamed	* Surname	Amralla
* Title	Mr.		
* Passport No.	MA83552670	* Expiry Date	10-OCT-2016

Trip Details			
Trip Type: <input type="radio"/> One Way <input checked="" type="radio"/> Return			
* From	Paris (CDG)	* Departure Date	30-JUL-2014
* To	Bahrain (BAH)		
* From	Bahrain (BAH)	* Departure Date	31-JUL-2014
* To	Paris (CDG)		
Tips: As you type in 'From' and 'To' field, city name(s) will be listed. Use the arrow keys to navigate the results and choose preferred city. Click here to view the City GuideTable.			
* Class	Economy/Business		
* Mobile Number	10203040	* Email ID	naveen.nagaraja@gulfair.com

Ticket Details	
* Account Type	Interview for Non-crew Staff
* Account Code	01.320.018.55230.E500.000000
* Endorsement	Interview candidate for IT department

* Required Fields

[Next](#)

Step 1: Click on the Interview link to request for an Interview ticket.

Step 2: Enter passenger details, trip details, other details and click on Next to validate the entries made in the page and to list the flights for the entered trip details.

Interview

Your requested flights are displayed below. Choose the most suitable schedule for the flights you would like to book. Use Help! if you require any further assistance.

[Entitlements](#) [Search](#) [Payment](#) [Confirmation](#)

Flight Details				
Departing Flight: Paris (CDG) to Bahrain (BAH) 30-JUL-2014				
Option	Flight Name	Departs	Arrives	Seat availability
1	GF 18	Paris (CDG) 30-JUL-2014 11:20 AM	Bahrain (BAH) 30-JUL-2014 6:35 PM	Y-7
Departing Flight: Bahrain (BAH) to Paris (CDG) 31-JUL-2014				
Option	Flight Name	Departs	Arrives	Seat availability
1	GF 19	Bahrain (BAH) 31-JUL-2014 12:45 AM	Paris (CDG) 31-JUL-2014 6:35 AM	Waitlist

[Previous](#) [Next](#)

Step 3: The flight(s) for the selected sector and date is displayed. The alphabet and number denotes the booking class and the number of seats available at the time of flights display. If the availability is 'Waitlist' it means there are no seats available at the moment but you can proceed with the booking. Select the flights for the travel sectors and click on Next

Interview

Please check the fare and tax amounts before proceeding with the booking. In case of any noticeable discrepancies kindly abort the booking and report the issue to the Staff Travel Manager.

[Entitlements](#) [Search](#) [Payment](#) [Confirmation](#)

Flight Details			
Departing Flight: Paris (CDG) to Bahrain (BAH) 30-JUL-2014			
Flight Name	Departs	Arrives	Seat availability
GF 18	Paris (CDG) 30-JUL-2014 11:20 AM	Bahrain (BAH) 30-JUL-2014 6:35 PM	Y-7
Departing Flight: Bahrain (BAH) to Paris (CDG) 31-JUL-2014			
Flight Name	Departs	Arrives	Seat availability
GF 19	Bahrain (BAH) 31-JUL-2014 12:45 AM	Paris (CDG) 31-JUL-2014 6:35 AM	Waitlist

Ticket Amount Details			
No. of Passengers	1	Fare Amount	0 BHD
		Tax Amount	34.5 BHD
Total Amount	34.5 BHD		

Payment Details	
Payment Type	Cost Center
Total Payment	34.5 BHD
Account Code	01.320.018.55230.E500.000000

[Previous](#) [Book Ticket](#)

Step 4: The summary of the selection is displayed with the payment type being Cost Center as this ticket will be charged to the HR department.

Interview

PNR has been generated for your request. Your ticket will be processed after necessary approvals.

[Entitlements](#)
[Search](#)
[Payment](#)
[Confirmation](#)

Booking Details				
Booking ID	B933	Date Booked	01-JUL-2014	PNR
				IARAKID

Passenger Details				
Passenger Name	Ticket No	Fare	Tax	Total
Amralla, Mr. Mohamed		0 BHD	34.50 BHD	34.50 BHD
Total				34.5 BHD

Flight Details			
Departing Flight: Paris (CDG) to Bahrain (BAH) 30-JUL-2014			
Flight Name	Departs	Arrives	Seat availability
GF 18	Paris (CDG) 30-JUL-2014 11:20 AM	Bahrain (BAH) 30-JUL-2014 6:35 PM	Y-7
Departing Flight: Bahrain (BAH) to Paris (CDG) 31-JUL-2014			
Flight Name	Departs	Arrives	Seat availability
GF 19	Bahrain (BAH) 31-JUL-2014 12:45 AM	Paris (CDG) 31-JUL-2014 6:35 AM	Waitlist

The booking request is generated and request is sent for approval. An email notification is also sent to the approvers indicating that an Interview travel request is waiting their approval.

If the travel is on GF then the PNR is generated along with the booking request else only the booking request is generated. After the necessary the approvals if the travel is on other airlines STO will issue the tickets.

The status of the approval is visible to the requestor in their Booking History page.

Medical Ticket

Medical Services department can issue medical tickets to a staff and a person accompanying the patient.

Navigation: **Department → Medical Ticket**

Medical Leave

You can book Medical ticket for staff and an escort.
Refer the User Manual if you require any further assistance.

[Entitlements](#)
[Search](#)
[Payment](#)
[Confirmation](#)

Enter the staff number who has to travel on Medical ticket.

Passenger Details

Staff Id: 508329

Passenger Name	Relationship	Passport Number	CPR Number
Mr. Naveen Nagaraja	EMP	K 8531286	750468637

☒ Travel Alone
 ☐ Travel with an Escort

Trip Details

Trip Type: ☐ One Way ☒ Return

* From	Bahrain (BAH)	* Departure Date	20-JUL-2014
* To	Chennai (MAA)		
* From	Chennai (MAA)	* Departure Date	31-JUL-2014
* To	Bahrain (BAH)		

Tips: As you type in 'From' and 'To' field, city name(s) will be listed. Use the arrow keys to navigate the results and choose preferred city. [Click here to view the City GuideTable.](#)

* Class: Economy/Business ▼

* Mobile Number: 10203040 * Email ID: naveen.nagaraja@gulfair.com

Other Details

* Forward To: Mrs. Rasha Hamad Ahmed AlAmer (H021 SENIOR MANAGER MEDICAL SERVICES 017 320) ▼

* Required Fields

Step 1: Enter the staff number and click on Search. The passenger details is displayed.

Step 2: Select the option Travel Alone or Travel with an Escort. If Travel with an Escort is selected the user can enter passenger details of the escort.

Step 3: Enter the Trip details and select the approver from the Forward To list to whom the request has to be sent for approval and click on Next to validate the entries made in the page and to list the flights for the entered Trip details.

Medical Leave

Your requested flights are displayed below. Choose the most suitable schedule for the flights you would like to book. Use Help! if you require any further assistance.

[Entitlements](#) [Search](#) [Payment](#) [Confirmation](#)

Flight Details					
Departing Flight: Bahrain (BAH) to Chennai (MAA) 20-JUL-2014					
Option	Flight Name	Departs	Arrives	Seat availability	
1	GF 52	Bahrain (BAH) 20-JUL-2014 1:30 PM	Chennai (MAA) 20-JUL-2014 8:50 PM	L-7	
2	GF 68	Bahrain (BAH) 20-JUL-2014 9:50 PM	Chennai (MAA) 21-JUL-2014 5:10 AM	L-3	
Departing Flight: Chennai (MAA) to Bahrain (BAH) 31-JUL-2014					
Option	Flight Name	Departs	Arrives	Seat availability	
1	GF 69	Chennai (MAA) 31-JUL-2014 6:00 AM	Bahrain (BAH) 31-JUL-2014 8:15 AM	L-7	

[Previous](#) [Next](#)

Step 4: The flight(s) for the selected sector and date is displayed. The alphabet and number denotes the booking class and the number of seats available at the time of flights display. If the availability is 'Waitlist' it means there are no seats available at the moment but you can proceed with the booking. Select the flights for the travel sectors and click on Next

Medical Leave

Please check the fare and tax amounts before proceeding with the booking. In case of any noticeable discrepancies kindly report the booking and report the issue to the Staff Travel Manager.

[Entitlements](#) [Search](#) [Payment](#) [Confirmation](#)

Flight Details					
Departing Flight: Bahrain (BAH) to Chennai (MAA) 20-JUL-2014					
Flight Name	Departs	Arrives	Seat availability		
GF 68	Bahrain (BAH) 20-JUL-2014 9:50 PM	Chennai (MAA) 21-JUL-2014 5:10 AM	L-3		
Departing Flight: Chennai (MAA) to Bahrain (BAH) 31-JUL-2014					
Flight Name	Departs	Arrives	Seat availability		
GF 69	Chennai (MAA) 31-JUL-2014 6:00 AM	Bahrain (BAH) 31-JUL-2014 8:15 AM	L-7		

Ticket Amount Details					
No. of Passengers	2	Fare Amount	0 BHD	Tax Amount	14.8 BHD
Total Amount	14.8 BHD				

Payment Details	
Payment Type	Cost Center
Total Payment	14.8 BHD
Account Code	01.320.016.55260.E703.000000

[Previous](#) [Book Ticket](#)

Step 5: The summary of the selection is displayed with the payment type being Cost Center as this ticket will be charged to the Medical Services department.

Medical Leave

PNR has been generated for your request. Your ticket will be processed after necessary approvals.

[Entitlements](#)
[Search](#)
[Payment](#)
[Confirmation](#)

Booking Details				
Booking ID	B643	Date Booked	04-JUN-2014	PNR
				RVAVPO

Passenger Details				
Passenger Name	Ticket No	Fare	Tax	Total
Testing, Mr. Sample		0 BHD	7.40 BHD	7.40 BHD
Nagaraja, MR. Naveen		0 BHD	7.40 BHD	7.40 BHD
Total				14.8 BHD

Flight Details			
Departing Flight Bahrain (BAH) to Chennai (MAA) 20-JUL-2014			
Flight Name	Departs	Arrives	Seat availability
GF 68	Bahrain (BAH) 20-JUL-2014 9:50 PM	Chennai (MAA) 21-JUL-2014 5:10 AM	L-3
Departing Flight Chennai (MAA) to Bahrain (BAH) 31-JUL-2014			
Flight Name	Departs	Arrives	Seat availability
GF 69	Chennai (MAA) 31-JUL-2014 6:00 AM	Bahrain (BAH) 31-JUL-2014 8:15 AM	L-7

The booking request is generated and request is sent to the selected approver for approval. An email notification is also sent to the approvers indicating that a consultant travel request is waiting their approval. After the necessary approvals the ticket is issued by the system.

New Joiner

HR recruitment personnel can issue New Joiner ticket from their place of recruitment to staffs who have to join GF.

Navigation: **Department → New Joiner**

New Joiner

Please use this form for requesting New Joiner Tickets.
Refer the User Manual if you require any further assistance.

[Entitlements](#)
[Search](#)
[Payment](#)
[Confirmation](#)

To book an New Joiner ticket enter new joiner details.

Passenger Details					
* Name	Dennis	* Surname	Leyo	* Title	Mr
* Passport No.	DL2001209	* Expiry Date	15-OCT-2017		

Trip Details	
Trip Type	One Way
* From	Trivandrum (TRV)
* To	Bahrain (BAH)
* Departure Date	02-AUG-2014
<small>Tips: As you type in 'From' and 'To' field, city name(s) will be listed. Use the arrow keys to navigate the results and choose preferred city. Click here to view the City GuideTable.</small>	
* Class	Economy/Business
* Mobile Number	10203040
* Email ID	naveen.nagaraja@gulfair.com

Ticket Details	
* Account Type	New Joiner for Crew Staff
* Account Code	01.320.018.55130.E505.000000

* Required Fields

[Next](#)

Step 1: Click on the New Joiner link to request for a New Joiner ticket.

Step 2: Enter the passenger details, trip details and other details and click on Next to validate the entries made in the page and to list the flights for the entered Trip details.

New Joiner

Your requested flights are displayed below. Choose the most suitable schedule for the flights you would like to book. Use Help! if you require any further assistance.

[Entitlements](#)
[Search](#)
[Payment](#)
[Confirmation](#)

Flight Details					
Departing Flight Trivandrum (TRV) to Bahrain (BAH) 02-AUG-2014					
Option	Flight Name	Departs	Arrives	Seat availability	
1	GF 61	Trivandrum (TRV) 02-AUG-2014 10:45 AM	Bahrain (BAH) 02-AUG-2014 1:10 PM	Waitlist	View

[Previous](#)
[Next](#)

Step 3: The flight(s) for the selected sector and date is displayed. The alphabet and number denotes the booking class and the number of seats available at the time of flights display. If the availability is 'Waitlist' it means there are no seats available at the moment but you can proceed with the booking. Select the flights for the travel sectors and click on Next

New Joiner

Please check the fare and tax amounts before proceeding with the booking. Incase of any noticable discrepancies kindly abort the booking and report the issue to the Staff Travel Manager.

[Entitlements](#) | [Search](#) | [Payment](#) | [Confirmation](#)

Flight Details			
Departing Flight: Trivandrum (TRV) to Bahrain (BAH) 02-AUG-2014			
Flight Name	Departs	Arrives	Seat availability
GF 61	Trivandrum (TRV) 02-AUG-2014 10:45 AM	Bahrain (BAH) 02-AUG-2014 1:10 PM	Waitlist

Ticket Amount Details			
No. of Passengers	1	Fare Amount	0 BHD
Total Amount			5.8 BHD

Payment Details	
Payment Type	Cost Center
Total Payment	5.8 BHD
Account Code	01.320.018.55130.E505.000000

[Previous](#) | [Book Ticket](#)

Step 4: The summary of the selection is displayed with the payment type being Cost Center as this ticket will be charged to the user's department.

New Joiner

PNR has been generated for your request. Your ticket will be processed after necessary approvals.

[Entitlements](#) | [Search](#) | [Payment](#) | [Confirmation](#)

Booking Details				
Booking ID	8934	Date Booked	01-JUL-2014	PNR
				EOXTKH

Passenger Details				
Passenger Name	Ticket No.	Fare	Tax	Total
Levo, Mr. Dennis		0 BHD	5.80 BHD	5.80 BHD
Total				5.8 BHD

Flight Details			
Departing Flight: Trivandrum (TRV) to Bahrain (BAH) 02-AUG-2014			
Flight Name	Departs	Arrives	Seat availability
GF 61	Trivandrum (TRV) 02-AUG-2014 10:45 AM	Bahrain (BAH) 02-AUG-2014 1:10 PM	Waitlist

The booking request is generated and request is sent for approval. An email notification is also sent to the approvers indicating that a New Joiner travel request is waiting their approval.

If the travel is on GF network after the approval the ticket is issued from the system. IF the travel is on Non-GF network the ticket is issued by the STO after the approval process.

Process Advance Fund

Advance fund processing personnel receives requests for duty travel per diem funds. The funds can be processed and receipt can be printed.

Navigation: **Department → Process Advance Fund**



Step 1: Click on the Process Advance Fund link to search for the pending or processed requests.

Step 2: Enter either of the staff number or the booking id or the status and Click on Search to display the advance fund requests matching the search criteria.

Advance Fund Approvals

Search Criteria				
Staff Number		Booking Id		Status Pending
<div>Search</div> <div>Clear</div>				

Booking Id	Staff Id	Sectors	No of Nights	Fund Amount	Status	Date Of Apply	
B935	507621	BAH-LHR-BAH	5	350 BHD	Pending	02-JUL-2014	

Step 3: Click on the edit image against the record for it to display the details.

Passenger Details				
Passenger Name	Ticket No	Fare	Tax	Total
Ali, MR. Mohamed	2426454061	0 BHD	77.30 BHD	77.30 BHD
Grand Total		77.3 BHD		

Flight Details		
Departing Flight: Bahrain (BAH) to London, Heathrow (LHR) - 04-JUL-2014		
Flight Name	Departs	Arrives
GF 7	Bahrain (BAH) 04-JUL-2014 1:15 AM	London, Heathrow (LHR) 04-JUL-2014 6:25 AM
Departing Flight: London, Heathrow (LHR) to Bahrain (BAH) - 09-JUL-2014		
Flight Name	Departs	Arrives
GF 2	London, Heathrow (LHR) 09-JUL-2014 10:00 AM	Bahrain (BAH) 09-JUL-2014 6:35 PM

Booking Details				
Booking ID	B935	Date Booked	02-JUL-2014 8:54 AM	PNR
Ticket Type	Duty Travel	Mode of Payment	Cash Center	Status
Class	Economy/Business	Account Type	Capital Duty Travel	Account Code
Purpose	535465			
				01.001.010.12100.9999.000000

Advance Fund Details			
No of Nights	5	Daily Rate	70 BHD
		Amount	350 BHD

Request Approval History				
Task	Processed By	Processed Date	Status	Remarks
Approval	Mr. Maher Salman Al-Musallam	02-JUL-2014 8:54 AM	Approved	

Request Action		
* Action	Approved	Remarks
		Extracting Fund Approval for User Manual

* Required Fields

Process Back

Step 4: Select the relevant status from the Action list and enter the remarks. Click on Process to complete the transaction

Staff Details					
Name	Mr. Mohamed Safem Abdulla Ali		Staff ID	507621	
Department	IT BUSINESS DEVELOPMENT		Designation	ZB51 INFORMATION ANALYST,023.310	
Location	Head Quarter		Joining Date	03-JAN-2011	
Place	BAH		Grade	GA.14,U	
Email ID	naveen.nagaraja@gulfair.com		Category	L	

Passenger Details				
Passenger Name	Ticket No	Fare	Tax	Total
Ali, MR. Mohamed	2426454061	0 BHD	77.30 BHD	77.30 BHD
Grand Total		77.3 BHD		

Flight Details		
Departing Flight: Bahrain (BAH) to London, Heathrow (LHR) : 04-JUL-2014		
Flight Name	Departs	Arrives
GF 7	Bahrain (BAH) 04-JUL-2014 1:15 AM	London, Heathrow (LHR) 04-JUL-2014 6:25 AM
Departing Flight: London, Heathrow (LHR) to Bahrain (BAH) : 09-JUL-2014		
Flight Name	Departs	Arrives
GF 2	London, Heathrow (LHR) 09-JUL-2014 10:00 AM	Bahrain (BAH) 09-JUL-2014 6:35 PM

Booking Details					
Booking ID	B935	Date Booked	02-JUL-2014 8:54 AM	PNR	NAWPMZ
Ticket Type	Duty Travel	Mode of Payment	Cost Center	Status	Receipted
Class	Economy/Business	Account Type	Capital Duty Travel	Account Code	01.001.010.12100.4999.000000
Purpose	535465				

Advance Fund Details			
No of Nights	5	Daily Rate	70 BHD
Amount		350 BHD	

Request Approval History				
Task	Processed By	Processed Date	Status	Remarks
Approval	Mr. Maher Salman Al-Musallam	02-JUL-2014 8:54 AM	Approved	
Advance Fund	Mr. Naveen Nagaraja	02-JUL-2014 9:00 AM	Approved	Extracting Fund Approval for User Manual

The Advance Fund request status changes according to the action selected.

The approval history is displayed in the table.

Step 5: Click on Print to display the receipt

Advance Fund Approval

1 of 1 100%

Travel Details

Sector	From & To	Departure Date	Flight No.
1	BAH-LHR	04-Jul-2014	GF7
2	LHR-BAH	09-Jul-2014	GF2

Request Details


Account Code	: 01.001.010.12100.A999.00 : 0000	Travel Type	: Capital Duty Travel
Purpose Of Duty Travel	: 535465	Contact Number	: 5646546546

Travel Details

No of Nights : 5	Daily Advance Rate : 70	Total Amount : 350
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Request Status

Task	Status	Processed By	Remarks	Date
Approval	Approved	Mr. Maher Salman Al-Musallam		02-Jul-2014
Advance Fund	Approved	Mr. Naveen Nagaraja	Extracting Fund Approval for User Manual	02-Jul-2014

Signature


[Back](#)

This document can be printed by clicking on the Save image on the tool bar and handed to the advance fund requestor.

Relocation

HR department can issue relocation ticket to staff and their eligible family members who are transferred from one GF location to another.

Navigation: **Department → Relocation**

Relocation

Please use this form for requesting Relocation Tickets.
Refer the User Manual if you require any further assistance.

[Entitlements](#)
[Search](#)
[Payment](#)
[Confirmation](#)

To book a Relocation ticket enter staff Id then select Passengers by clicking on the checkbox.

Passenger Details				
Staff Id: 508329 <input type="button" value="Search"/>				
	Passenger Name	Relationship	Passport Number	CPR Number
<input checked="" type="checkbox"/>	Mr. Naveen Nagaraja	EMP	K 8531386	750468637
<input type="checkbox"/>	Mrs. Gowri Kikkeri	Spouse	J6543340	790597985
<input type="checkbox"/>	Ms. Pranathi Hanitsa	Child	J7076742	090417119

Trip Details	
Trip Type	<input checked="" type="checkbox"/> One Way
* From	Bahrain (BAH)
* To	Dubai (DXB)
* Departure Date	15-JUL-2014
<small>Tips: As you type in 'From' and 'To' field, city name(s) will be listed. Use the arrow keys to navigate the results and choose preferred city. Click here to view the City GuideTable.</small>	
* Class	Economy/Business
* Mobile Number	10203040
* Email ID	naveen.nagaraja@gulfair.com

* Required Fields

Step 1: Click on the Relocation link to request for a relocation ticket.







Step 2: Enter the staff number and click on Search. The staff and dependents are listed for selection

Step 3: Enter the trip details and click on Next to list the flights for the entered trip details.

Relocation

Your requested flights are displayed below. Choose the most suitable schedule for the flights you would like to book. Use Help! if you require any further assistance.

[Entitlements](#)
[Search](#)
[Payment](#)
[Confirmation](#)

Flight Details					
Departing Flight Bahrain (BAH) to Dubai (DXB) 15-JUL-2014					
Option	Flight Name	Departs	Arrives	Seat availability	
1	GF 506	Bahrain (BAH) 15-JUL-2014 2:00 PM	Dubai (DXB) 15-JUL-2014 4:10 PM	L-7	
2	GF 504	Bahrain (BAH) 15-JUL-2014 9:50 AM	Dubai (DXB) 15-JUL-2014 12:00 PM	L-7	
3	GF 508	Bahrain (BAH) 15-JUL-2014 4:00 PM	Dubai (DXB) 15-JUL-2014 6:10 PM	L-7	
4	GF 502	Bahrain (BAH) 15-JUL-2014 7:20 AM	Dubai (DXB) 15-JUL-2014 9:30 AM	L-7	
5	GF 578	Bahrain (BAH) 15-JUL-2014 7:50 PM	DWC 15-JUL-2014 10:00 PM	L-7	
6	GF 512	Bahrain (BAH) 15-JUL-2014 8:10 PM	Dubai (DXB) 15-JUL-2014 10:20 PM	L-7	
7	GF 500	Bahrain (BAH) 15-JUL-2014 1:55 AM	Dubai (DXB) 15-JUL-2014 4:05 AM	L-7	

[Previous](#)
[Next](#)

Step 4: The flight(s) for the selected sector and date is displayed. The alphabet and number denotes the booking class and the number of seats available at the time of flights display. If the availability is 'Waitlist' it means there are no seats available at the moment but you can proceed with the booking. Select the flights for the travel sectors and click on Next

Relocation

Please check the fare and tax amounts before proceeding with the booking. In case of any noticeable discrepancies kindly abort the booking and report the issue to the Staff Travel Manager.

[Entitlements](#) [Search](#) [Payment](#) [Confirmation](#)

Flight Details			
Departing Flight: Bahrain (BAH) to Dubai (DXB) 15-JUL-2014			
Flight Name	Departs	Arrives	Seat availability
GF 504	Bahrain (BAH) 15-JUL-2014 9:50 AM	Dubai (DXB) 15-JUL-2014 12:00 PM	L-7

Ticket Amount Details			
No. of Passengers	1	Fare Amount	0 BHD
Total Amount			5.8 BHD

Payment Details	
Payment Type	Cost Center
Total Payment	5.8 BHD
Account Code	01.320.018.55130.E505.000000

[Previous](#) [Book Ticket](#)

Step 5: The summary of the selection is displayed with the payment type being Cost Center as this ticket will be charged to the HR department.

Relocation

PNR has been generated for your request. Your ticket will be processed after necessary approvals.

[Entitlements](#) [Search](#) [Payment](#) [Confirmation](#)

Booking Details				
Booking ID	B936	Date Booked	02-JUL-2014	PNR
				NAYYGV

Passenger Details				
Passenger Name	Ticket No	Fare	Tax	Total
Nagaraja, MR. Naveen		0 BHD	5.80 BHD	5.80 BHD
Total				5.8 BHD

Flight Details			
Departing Flight: Bahrain (BAH) to Dubai (DXB) 15-JUL-2014			
Flight Name	Departs	Arrives	Seat availability
GF 504	Bahrain (BAH) 15-JUL-2014 9:50 AM	Dubai (DXB) 15-JUL-2014 12:00 PM	L-7

The booking request is generated and request is sent for approval. An email notification is also sent to the approvers indicating that a Relocation travel request is waiting their approval. After the approval the ticket is issued by the system.

Staff Travel Office Contact

For further clarifications please contact Staff Travel Office on the below number:

+973 1733 8576

+973 1733 8879

+973 1733 8121