



User Manual For Staff Travel System

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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.



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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**

mvIDTravel

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.

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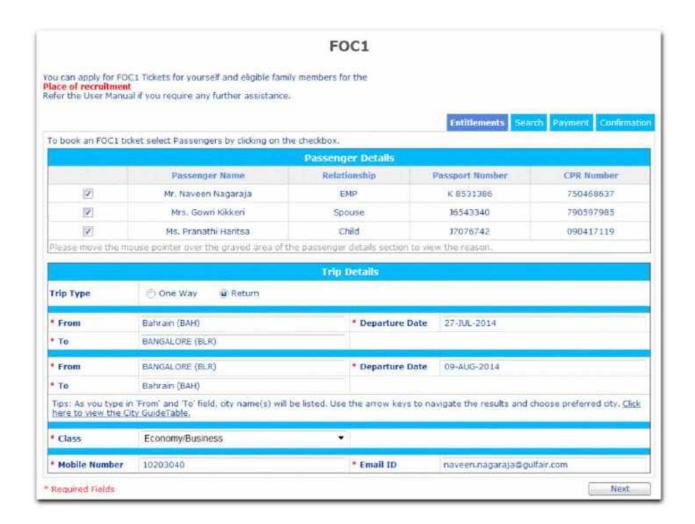
Travel Types

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



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 01^{st} of December. The section above the Passenger details has a link which can be used for availing the tickets for next year.

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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.

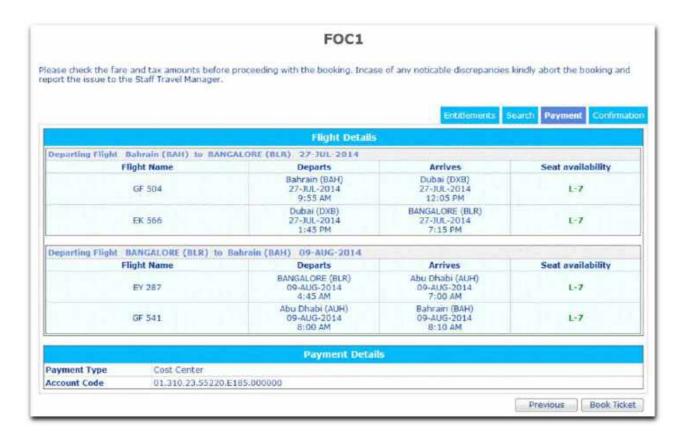
Step 3: Either select one way or return and enter the travel details and click on Next.

Option	Flight Name	Departs	Arrives	Seat availability		
1	GF 504	Bahrain (BAH) 27-JUL-2014 9:55 AM	Dubai (DX8) 27-JUL-2014 12:05 PM	1-7	•	
	EK 566	Oubai (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	27-JUL-2014 27-JUL-2014 L-7		0	
	9W 477	27-JUL-2014				
3	GF 64	Bahrain (BAH) 27-JUL-2014 11:25 AM	Mumbai (BOM) 27-JUL-2014 5:40 PM	L-7	Ð	
	S2 5083	Mumbai (BOM) 27-JUL-2014 8:20 PM	BANGALORE (BLR) 27-JUL-2014 10:00 PM	C-7,1-7,P-7,D-1,W-7,Y- 7,K-7,T-7,U-7,S-7,H-7,E- 7,X-7,N-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-XUL-2014 8:15 PM	1-7	-	
	EK 568	Dubai (DXB) 27-JUL-2014 9:30 PM	BANGALORE (BLR) 26-JUL-2014 3:00 AM	1-7	0	
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	0	
6	GF 64 27-JUL	Bahrain (BAH) 27-JUL-2014 11:25 AM	Mumbai (80M) 27-JUL-2014 5:40 PM	L-7	6	
	GB 325	Mumbai (BOM) 27-JUL-2014 9:45 PM	BANGALORE (BLR) 27-JUL-2014 11:30 PM	-2014 B-H-F-A-O-C-5-11-U		
eparting Fligh	t BANGALORE (BLR) to	Bahrain (BAH) 09-AUG-20	014			
Option	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	1-7		

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

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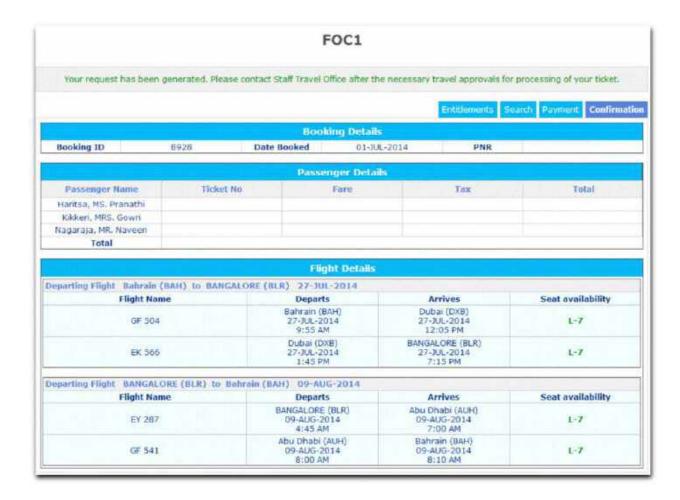




Step 5: The summary of the selection is displayed with the payment type being Cost Center as this ticket is to place of recruitment and the fare and tax will be borne by the company. If the travel is not to the place of recruitment then staff will have to pay the tax amount through Cash, Credit Card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

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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.

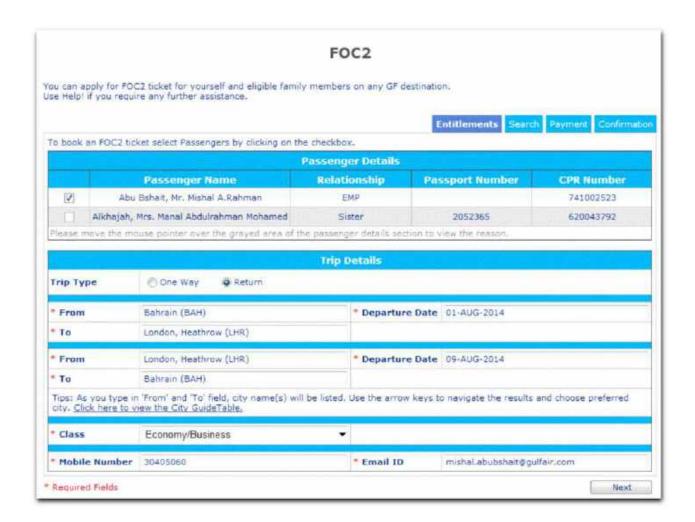
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FOC2

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

Navigation: **Travel Types** → **FOC2**



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

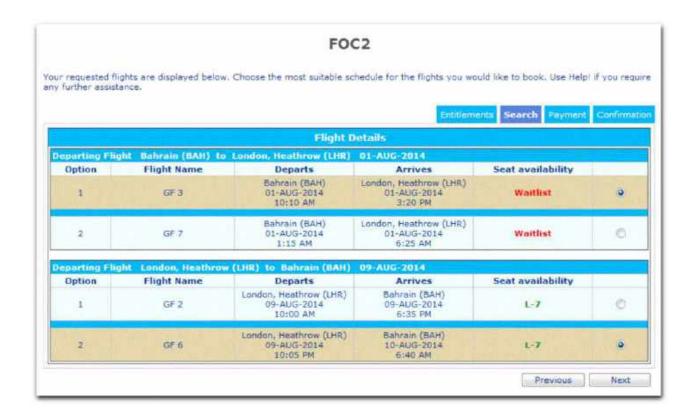
The FOC2 ticket is based on your entitlements as defined in the Staff Travel policy.

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.

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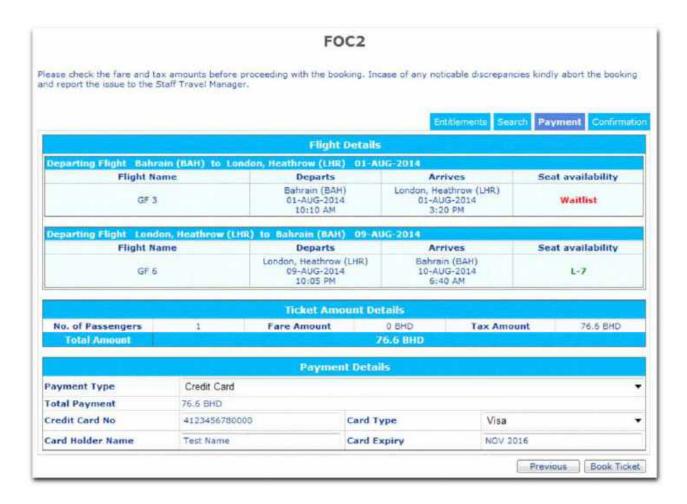




Step 4: The flight(s) for the selected sector and date is displayed. The alphabet and number denotes the booking class and the number of seats available at the time of flights display. If the availability is 'Waitlist' it means there are no seats available at the moment but you can proceed with the booking.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

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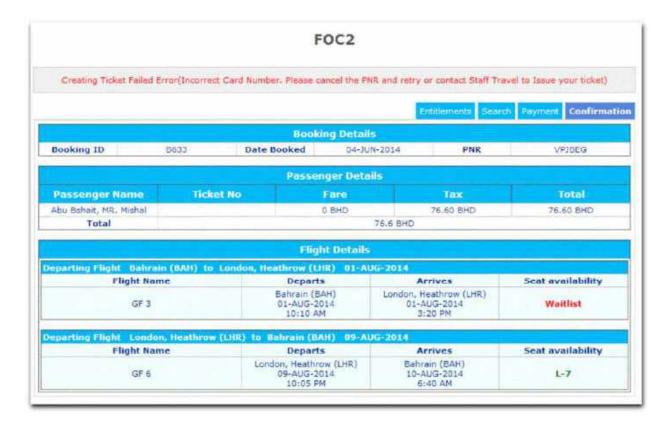




Step 5: The summary of the selection is displayed with the payment types being Cash, Credit Card or Payroll. Select the payment type, if the payment is on credit card enter the card details and Click on Book Ticket to generate the booking request.

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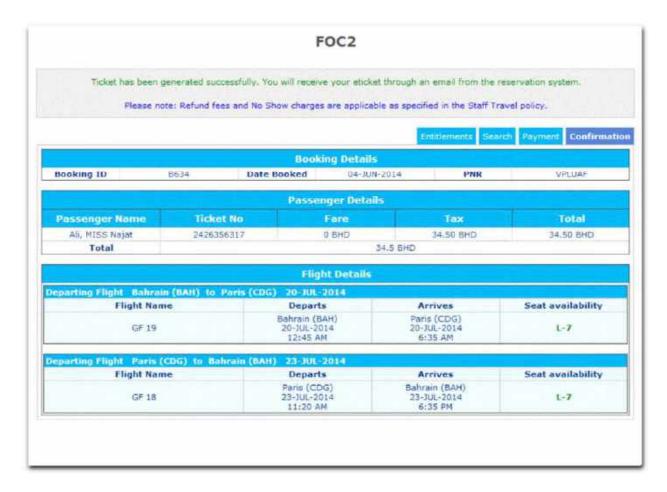




If the card details is wrong an error is displayed. User has to cancel the booking and retry with correct card details.

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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.

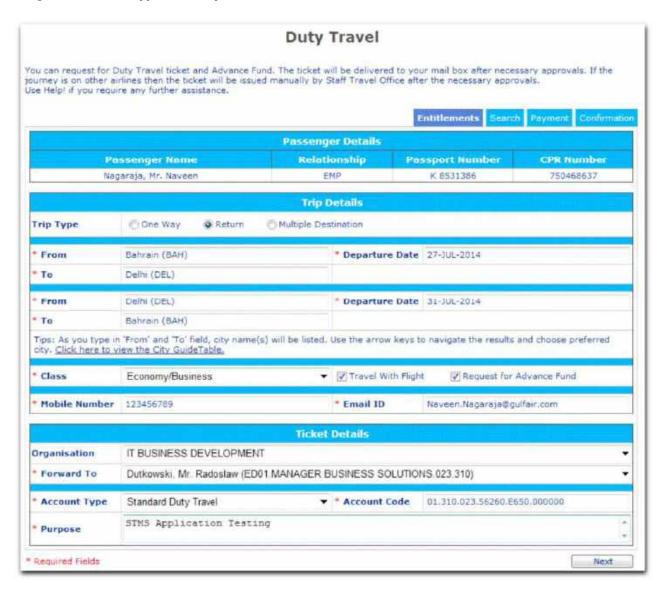
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Duty Travel

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.

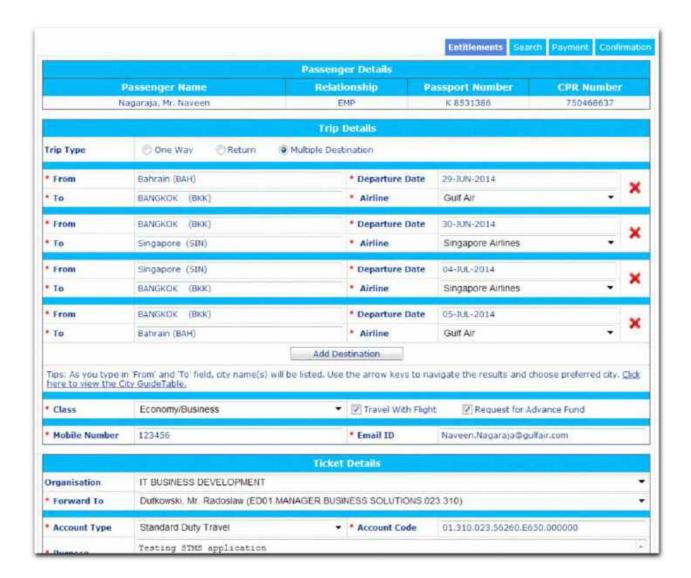
Navigation: Travel Types → Duty Travel



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

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- **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.

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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	ó		
parting Flig	ht BANGKOK (BKK) to	Singapore (SIN) 30-JU	N-2014				
Option	Flight Name	Departs	Arrives	Seat availability			
1	SQ 975	BANGKOK (BKK) 30-JUN-2014 12:15 PM	BKK) Singapore (SIN) 114 30-JUN-2014 Y-9		0		
2	SQ 973	BANGKOK (BKK) 30-JUN-2014 9:40 AM	Singapore (SIN) 30-JUN-2014 1:05 PM	Y-9	9		
3	SQ 977	BANGKOK (BKK) 30-JUN-2014 3:30 PM	Singapore (SIN) 30-JUN-2014 6:55 PM	Y-9	0		
4	SQ 979	BANGKOK (BKK) 30-JUN-2014 6:30 PM	Singapore (SIN) 30-JUN-2014 9:55 PM	Y-9	0		
5	SQ 981	BANGKOK (BKK) 30-JUN-2014 9:00 PM	Singapore (SIN) 01-JUL-2014 12:25 AM	Y-9	0		
parting Flig	ht Singapore (SIN) t	o BANGKOK (BKK) 04-JU	1-2014				
Option	Flight Name	Departs	Arrives	Seat availability			
1	SQ 974	Singapore (SIN) 04-JUL-2014 12:55 PM	BANGKOK (BKK) 04-3UL-2014 2:20 PM	Y-9	0		
2	SQ 972	Singapore (SIN) 04-JUL-2014 9:40 AM	BANGKOK (BKK) 04-JUL-2014 11:05 AM	Y-9	٥		
3	SQ 976	Singapore (SIN) 04-JUL-2014 4:00 PM	BANGKOK (BKK) 04-JUL-2014 5:25 PM	Y-9	0		
4	SQ 970	Singapore (SIN) 04-JUL-2014 7:10 AM	BANGKOK (BKK) 04-JUL-2014 8:35 AM	Y-9	0		
5	SQ 978	Singapore (SIN) BANGKOK (BKK) 04-JUL-2014 04-JUL-2014 6:35 PM 8:00 PM		04-JUL-2014 Y-9		4-JUL-2014 Y-9	
parting Flig	the BANGKOK (BKK) to	Bahrain (BAH) 05-3UL-	2014				
Option	Flight Name	Departs	Arrives	Seat availability			
	GF 6010	BANGKOK (BKK) 05-JUL-2014	Bahrain (BAH) 05-JUL-2014	Y-7	0		

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

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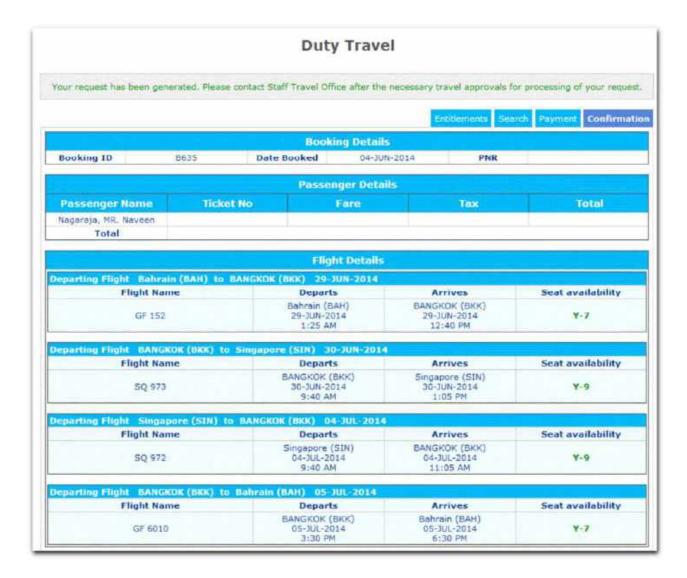




Step 8: The summary of the selection is displayed with the payment type being Cost Center as this ticket will be charged to the user's department.

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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.

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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



- 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.

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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.

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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



The ticket is generated by the system and the eticket is sent by email

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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



- 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.

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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.

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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.

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Compassionate

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

Navigation: Travel Types → Compassionate



- 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.

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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.

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Repatriation

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

Navigation: Travel Types → Repatriation



- 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.

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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.

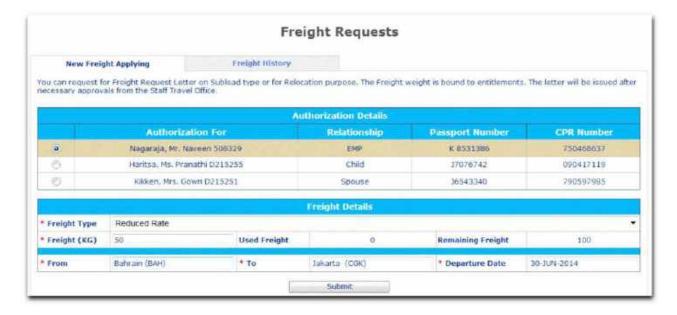
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Freight Letter Request

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**



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



The request is generated.

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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



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.

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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.



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

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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

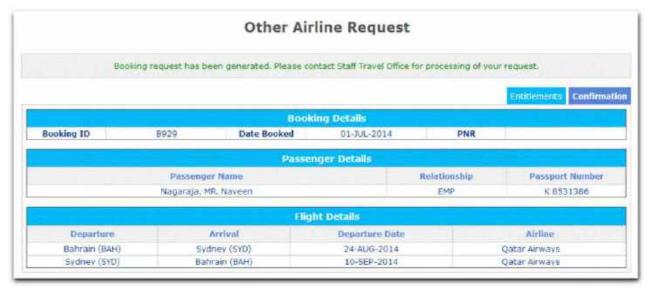
Navigation: Travel Types → IATA Letter Request



- **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.

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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



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			Approval R	equests			
licket Type	Booking 1d	Stall 1d	Apply Date	Sectors	Depature Date	Arrival Date	
Relocation	B936	508329	02-XX-2014	BAH-DXB	15-JUL-2014	15-JUL-2014	1
New Joiner	8934	508329	01-331-2014	TRV-BAH	02-AUG-2014	02-AUG-2014	
Interview	9933	508329	01-3UL-2014	CDG-BAH-CDG	30-JUL-2014	31-301-2014	1

- 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



- 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.

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Cancel / Refund

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

Navigation: Manage Booking → Cancel / Refund



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



Step 3: Click on Submit to complete the process

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A warning notification is displayed before executing the request.

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



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.

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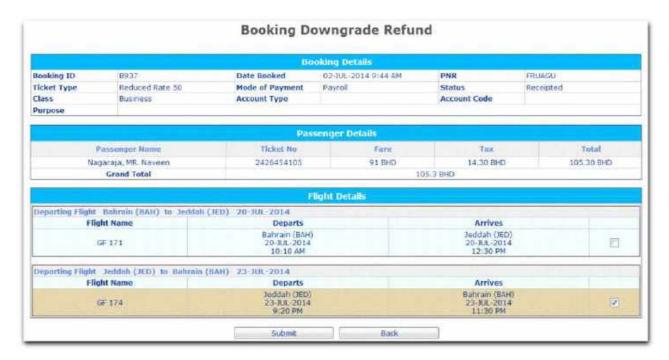
Downgrade Refund

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



- 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.



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

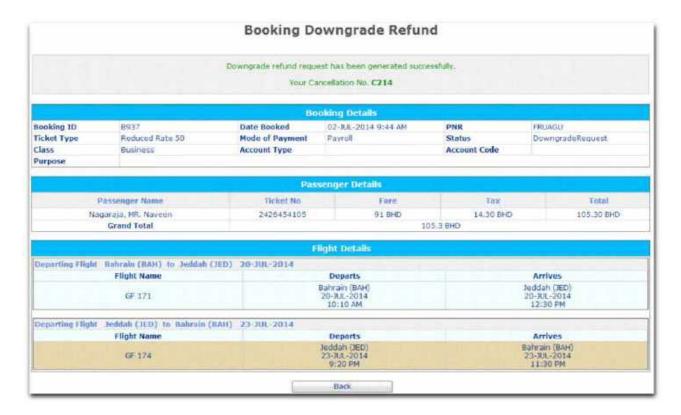
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A warning notification is displayed requesting user to confirm.

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



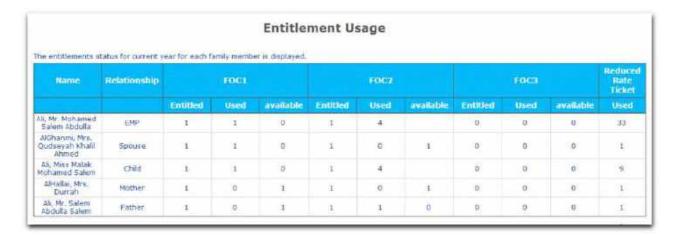
The request is generated and the cancellation number is displayed. The request will be processed by the Staff Travel Office or Refund department.

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Entitlement Usage

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



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



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.

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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



Step 5: Select the flight and click Rebook

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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



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

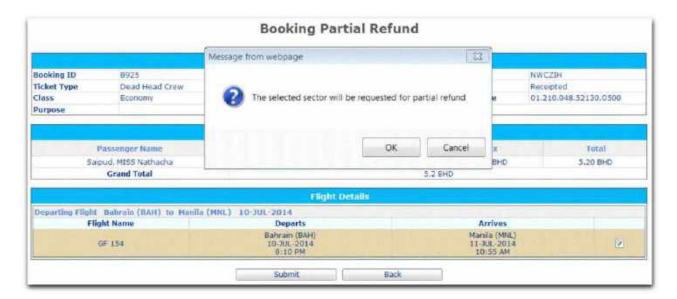
Step 2: Click on the Edit image against the booking for which the partial refund has to be requested.

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



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.

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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



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



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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



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.

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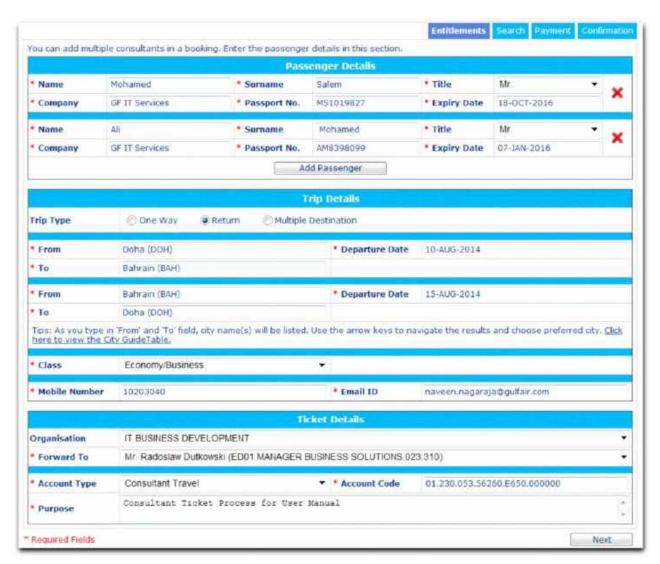
Department

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**



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.

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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 I	Jetails		
eparting Flig	ht Doha (DOH) to Bahrai	# (8AH) 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	0
2	GF 523	Doha (DOH) 10-AUG-2014 8:45 AM	Bahrain (BAH) 10-AUG-2014 9:30 AM	Y-7	0
3	GF 521	Doha (DOH) 10-AUG-2014 7:00 AM	Bahrain (BAH) 10-AUG-2014 7:45 AM	Y-7	۰
4	GF 527	Doha (DOH) 10-AUG-2014 6:35 PM	Bahrain (BAH) 10-AUG-2014 7:20 PM	Y-7	0
5	GF 529	Doha (DOH) 10-AUG-2014 8:15 PM	Bahrain (BAH) 10-AUG-2014 9:00 PM	Y-7	0
6	GF 531	Doha (DOH) 10-AUG-2014 10:40 PM	Bahrain (BAH) 10-AUG-2014 11:25 PM	Y-7	6
eparting Flig	ht Bahrain (BAH) to Doh	a (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	8
2	GF 526	Bahrain (BAH) 15-AUG-2014 4:50 PM	Doha (DOH) 15-AUG-2014 5:35 PM	Y-7	0
3	GF 522	8ahrain (BAH) 15-AUG-2014 7:00 AM	Doha (DOH) 15-AUG-2014 7:45 AM	¥-7	0
4	GF 528	Bahrain (BAH) 15-AUG-2014 6:30 PM	Doha (DOH) 15-AUG-2014 7:15-PM	Y-7	e
5	GF 530	Bahrain (BAH) 15-AUG-2014 8:55 PM	Doha (DOH) 15-AUG-2014 9:40 PM	Y-7	0
6	GF 520	Bahrain (BAH) 15-AUG-2014 1:50 AM	Doha (DOH) 15-AUG-2014 2:35 AM	Y-7	0

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

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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.



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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.

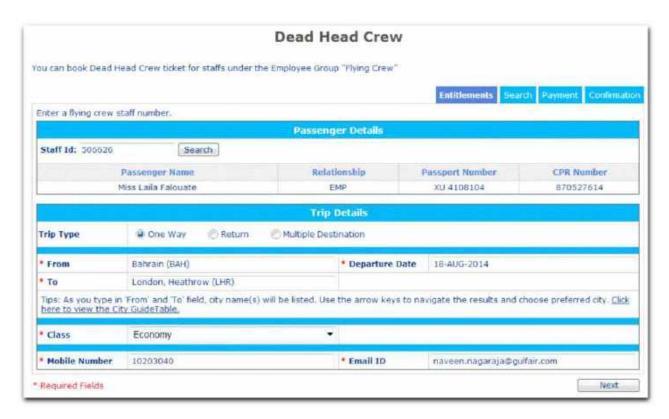
If the travel is on GF then the PNR is generated along with the booking request else only the booking request is generated. After the necessary approvals if the travel is on other airlines STO will issue the tickets.

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**



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.

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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



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.

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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.

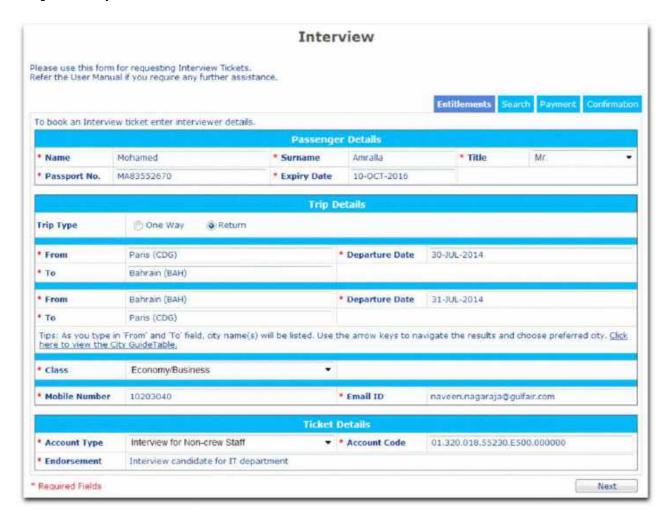
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Interview

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

Navigation: **Department** → **Interview**



- **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.

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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



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.

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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.

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Medical Ticket

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

Navigation: **Department** → **Medical Ticket**



- 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.

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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



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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.



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.

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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**



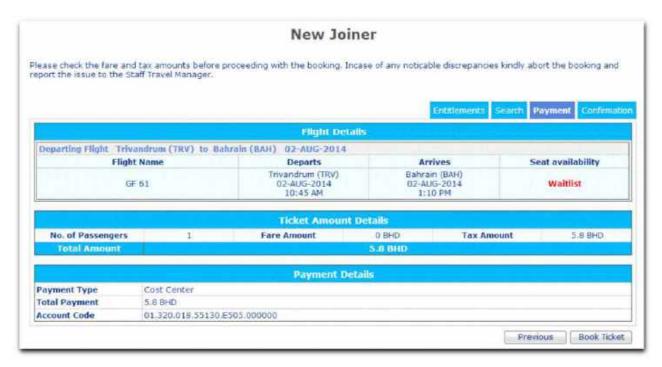
- Step 1: Click on the New Joiner link to request for a New Joiner ticket.
- **Step 2:** Enter the passenger details, trip details and other details and click on Next to validate the entries made in the page and to list the flights for the entered Trip details.



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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



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.



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.

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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.



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

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

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			Staff Details				
Name Department Location Place	Mr. Mohamed Safem IT BUSINESS DEVEL Head Quarter BAH	OPMENT	Staff 1 Design Joining Grade	nation g Date	507621 2B51_INFORI 03-JAN-2011 GA_14,U	MATION ANALYST 023 310	
Email ID naveen.nagaraja@i		ulfair.com	Catego	nry .			
		Pag	ssenger Och	ails			
Passenger Name		Ticket No		Form	Tax	Total	
Ali, MR. Mohamed		2426454061		0 BHD	77.30 BHO	77,30 BHD	
	Grand Total			27	3 840		
			Flight Details	\$			
Departing Flight	Behrain (BAH) to London, Heat	brow [LHR] 04-301.	2014				
Flight Name		Departs		Arrives			
GF 7		Bahrain (BAH) 04-X,V-2014 1:15 AM		London, Heathrow (LHR) 04-JUL-2014 6:25 AM			
Departing Flight	London, Heathrow (LHR) to Bal	hrain (BAH) 09-JUL	-2014				
Flight Name		Deports		Arrives			
GF 2		London, Heathrow (LHR) 09-JUL-2014 10:00 AM		Bahrain (BAH) 09-JUL-2014 6:35 PM			
		B	ooking Deta	ils:			
Booking ID	8935	Date Booked	02-JUL-201	1 8:54 AM	PNR	NAWPMZ	
Ticket Type	Duty Travel	Mode of Payment	Cost Center		Status	Receipted	
Class	Economy/Business	Account Type Capital Outy Travel		Account Code	01.001.010.12100.A999.00000		
Purpose	535465						
		Adva	nce Fund D	etalis			
No of Nights 5		Daily Rate 76 BHD		Amount	350 BHD		
		Reques	t Approval	History			
Task	Processed By	Processed Date Status		Remarks			
Approval	Mr. Maher Salman Al-Musallam	02-3UL-2014 8:54 AM Approved		Approved			
	The state of the s	02-3tAL-2014 9:00 AM Approved		Extracting Fund Approval for User Manual			
Advance Fund	Mr. Naveen Nagaraja	02-301-201	4 2199 Per 1	PP PI WY CH	Exel Stalling 1 s	and the property of the second	

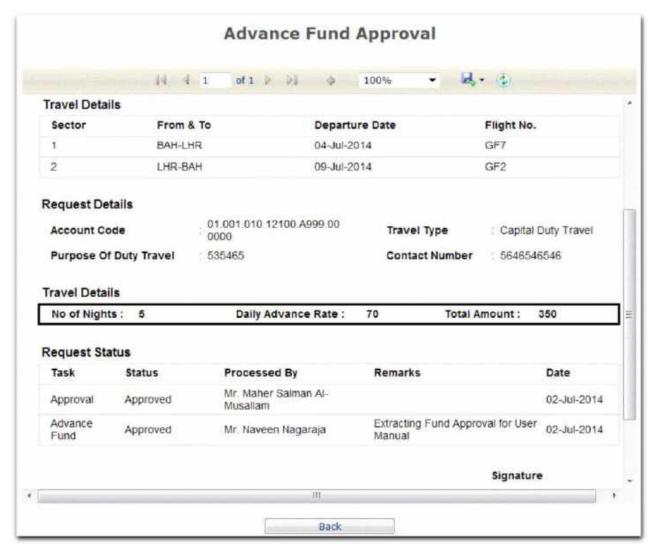
The Advance Fund request status changes according to the action selected.

The approval history is displayed in the table.

Step 5: Click on Print to display the receipt

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

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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**



- **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.

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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

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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.



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.

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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