# 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.

# 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**



**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,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-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 | ○ |
| | G8 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. 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  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**



**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.

**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. 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   Bahrain (BAH) to London, Heathrow (LHR)   01-AUG-2014**

| Flight Name | Departs | Arrives | Seat availability |
|---|---|---|---|
| GF 3 | Bahrain (BAH)<br>01-AUG-2014<br>10:10 AM | London, Heathrow (LHR)<br>01-AUG-2014<br>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)<br>09-AUG-2014<br>10:05 PM | Bahrain (BAH)<br>10-AUG-2014<br>6:40 AM | **L-7** |

### Ticket Amount Details

| No. of Passengers | 1 | Fare Amount | 0 BHD | Tax Amount | 76.6 BHD |
|---|---|---|---|---|---|
| **Total Amount** | | | **76.6 BHD** | | |

### Payment Details

| Payment Type | Credit Card | | | ▼ |
|---|---|---|---|---|
| Total Payment | 76.6 BHD | | | |
| Credit Card No | 4123456780000 | 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 | 5633 | Date Booked | 04-JUN-2014 | PNR | VPJBEG |

| 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.

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**



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

**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. 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  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**



**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. 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  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 | 18.1 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 eticket 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 | B637 | 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 eticket 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**



**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.

**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.

## 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**



**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.

**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**



**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.

**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.

## 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.

**Freight History**

| Freight Id | Freight Type | Passenger Name | Sectors | Depature 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 |
|---|---|---|
| ☑ | Nagaraja, Mr. Naveen | EMP |
| ☑ | Haritsa, Ms. Pranathi | Child |
| ☑ | Kikkeri, Mrs. Gowri | Spouse |

**Trip Details**

Trip Type: ○ One Way  ◉ Return  ○ 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.



**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**



**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.

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**

**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.

## 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

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.

## 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

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.

## 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.

**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

## Modify Booking

The ticket has been rebooked successfully

### Booking Details

| | | | | | |
|---|---|---|---|---|---|
| Booking ID | B938 | Date Booked | 02-JUL-2014 10:12 AM | PNR | IDQBYP |
| 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. 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 | ☐ Rebook |
|---|---|---|---|
| GF 504 | Bahrain (BAH) 07-JUL-2014 9:55 AM | Dubai (DXB) 07-JUL-2014 12:05 PM | 07-JUL-2014 |

Departing Flight: Dubai (DXB) to Bahrain (BAH)  10-JUL-2014

| Flight Name | Departs | Arrives | ☐ Rebook |
|---|---|---|---|
| GF 505 | Dubai (DXB) 10-JUL-2014 2:40 PM | Bahrain (BAH) 10-JUL-2014 2:55 PM | 10-JUL-2014 |

Back     Next

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 |
|---|---|---|---|

Search     Clear

| Booking Id | PNR | Ticket Type | Apply Date | Sectors | Depature Date | Amount | Status | |
|---|---|---|---|---|---|---|---|---|
| B925 | NWCZIH | Dead Head Crew | 01-JUL-2014 | BAH-MNL | 10-JUL-2014 | 5.20 | Receipted | ✎ |

**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.

**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.

## 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

## 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.

# 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.

**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.



**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

**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.

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.

## 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. 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  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 |
|-------------------|---|-------------|-------|------------|---------|
| **Total 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.

Entitlements   Search   Payment   **Confirmation**

### Booking Details

| Booking ID | 8932 | Date Booked | 01-JUL-2014 | PNR | EOWRXD |
|---|---|---|---|---|---|

### 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**



**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.

**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.

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**



**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.

**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

**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.

## 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.

**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.

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.

| 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 | 8935 | Date Booked | 02-JUL-2014 8:54 AM | PNR | NAWPMZ |
| Ticket Type | Duty Travel | Mode of Payment | Cest Center | Status | Receipted |
| Class | Economy/Business | Account Type | Capital Duty Travel | Account Code | 01.001.010.12100.A999.000000 |
| 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 | |

**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 Salem 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.A999.000000 |
| 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 |

Print        Back

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 |
|---|---|---|---|---|---|

### 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**



**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

**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.

## 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