Travel Management System : Trip Purpose Definition

Description

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4. Trip Purpose Definition

On the overview page all cytric standard Trip Purpose as well as the self defined Trip Purposes will be displayed.

Description of the Trip Purpose

English:*	Innovation Meeting
French:*	Réunion d'innovation
German:*	Innovationsgespräch
Spanish:*	Reunión de innovación

PNR Entry:

The following text will be written into the PNR, if this Trip Purpose is used. In case no text is defined, the description of the Trip Purpose will be written into the PNR.

TRIP TO SOFIA PAID BY COMPANY

Save

By using the button 'Add New Trip Purposes' it is possible to add selfdefined Trip Purposes. Now, the name for Trip Purpose has to be entered for the enabled languages. The cytric Administrator may define a PNR entry as well which should be written into the PNR, if this Trip Purpose is used.

Stored Trip Purposes   + Add ☰

Name	PNR Entry		
External Meeting, Customer		✎	🗑
External Meeting, Supplier		✎	🗑
Innovation Meeting	TRIP TO SOFIA PAID BY COMPANY	✎	🗑
Internal Meeting		✎	🗑
Personal Trip	PRIVATE TRIP NOT PAID BY COMPANY	✎	🗑
Trade Event, Seminar		✎	🗑

It is possible to create trip purposes which are only available for travel arrangers by enabling the field 'Only Visible for Travel Arranger'. Some or all trip purposes can be displayed to travel arrangers only. If no other trip purposes are configured for self-bookers, then the self-booker will not see the trip purpose field at all.

German:* Externer Termin, Kunde

Korean:*

Portuguese:* Reunião Externa com Clientes

Spanish:* Reunión externa, cliente

✔ Only visible to Travel Arranger

PNR Entry:

The following text will be written into the PNR, if this Trip Purpose is used. In case no text is defined, the description of the Trip Purpose will be written into the PNR.