

Travel Management System : Trip Purpose Rules Administration

Description

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- 4. Trip Purpose Rules Administration

On the overview page, all stored Rules of Usages are displayed.

GEO Selector?

GEO I:?

Global▼

GEO II:?

Global▼

Assign Groups of Trip Purposes

Your Selection:Management×

Start typing to filter:

Groups of Trip Purposes

✓All Groups of Trip Purposes

✓Management

Select: None | Show only selected (1)

Display Trip Purpose?

☐ Display the field Trip Purpose. Selection must be completed

☒ Display the field Trip Purpose. Selection may be completed

☐ Do not display the field Trip Purpose

Select Default Trip Purpose

Default Trip Purpose:

Internal Meeting▼

Save

Here, the cytric Administrator can define for the created Sets of Trip Purpose the Rules of Usage based on Geo Level.

Rules of Usage for Trip Purposes - Edit Rules

GEO Selector?

GEO I:?

Please Select

GEO II:?

Please Select

Assign Set of Trip Purposes

Your Selection: Trip Purpose Set 1

Start typing to filter:

Set of Trip Purposes

☒ All Set of Trip Purposes

☒ Trip Purpose Set 1

Select: None Show only selected (1)

Display Trip Purpose?

☐ Display the field Trip Purpose. Selection must be completed

☐ Display the field Trip Purpose. Selection may be completed

☒ Do not display the field Trip Purpose

Select Default Trip Purpose

Default Trip Purpose:

Please Select

Save

On this page Trip Purposes which may be used within the Locations/Divisions and on geographical application may be edited.

[cytric Customer Resource Center](#)

As long as in the Policy Settings only one setting for the Geo Level is available, for example Hotel Policy Setting, then the settings from the Geo Level ‘Geo II’ from the Rules of Usage for Trip Purrrposes will be considered. The defined Rules of Usage for Trip Purpose will only take in consideration for the [cytric Travel Wizzard](#) as long as in the [General Settings for cytric Travel Wizzard](#) the display for the Trip Purpose is activated.

The Trip Purpose for bookings via the [punch-out solutions](#) like DB BIBE or SBB will only be displayed, if a rule on Global Geo Level as well as a Trip Purpose for the traveler’s location/division is defined for Rail.