Travel Management System : Trip Purpose Sets Administration

Description

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4. Trip Purpose Sets Administration

On the overview page all stored Trip Purpose Sets are displayed.

Name for this Group of Trip Purposes

Group Name:	Management

Select Locations and Divisions

Your Selection: **9 items selected**

Start typing to filter:

Location and Division:*

- ✅ All Business Units
- ✅ Advanced Research, Frankfurt am
  - ✅ A1
  - ✅ A2
- ✅ General Development, London
  - ✅ G1
  - ✅ G2
- ✅ Special Prototypes, Buenos Aires
  - ✅ S1
  - ✅ S2

Select: **None** | **Show only selected (9)**

Assign Trip Purposes   [?]

Your Selection: Internal Meeting ×   Personal Trip ×   Innovation Meeting ×

Start typing to filter:

Trip Purpose:

- ☐ All Trip Purposes
- ☐ External Meeting, Customer
- ☐ External Meeting, Supplier
- ✅ Internal Meeting
- ☐ Trade Event, Seminar
- ✅ Personal Trip
- ✅ Innovation Meeting

Select: **None** | **Show only selected (3)**

Here it can defined a Set of Trip Purposes once for each location and/or division. Moreover, the cytric Administrator may define for which services these sets of Trip Purposes should be available in cytric for selection.

Display Trip Purpose in the following services

- ☑ Flight Bookings

- ☑ Train Bookings

- ☑ Hotel Bookings

- ☑ Car Hire Bookings

- ☑ cytric Travel Wizzard Requests

Save

Display Trip Purpose in the following services

- ☑ Flight Bookings

- ☑ Train Bookings

- ☑ Hotel Bookings