

# Cymbal Bank Business Travel Guide

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## 1. Book your flight

To book your flight, you can use the company's travel booking tool, called "Cymbal Fly". To use Cymbal Fly, you will need to create an account and log in. Once you are logged in, you can search for flights by destination, date, and time. You can also filter your results by airline, price, and duration. Once you have found a flight that you are interested in, you can book it by clicking on the "Book Now" button.

## 2. Book your hotel

To book your hotel, you can use the company's travel booking tool, called "Cymbal Stay". To use Cymbal Stay, you will need to create an account and log in. Once you are logged in, you can search for hotels by destination, date, and time. You can also filter your results by price, rating, and amenities. Once you have found a hotel that you are interested in, you can book it by clicking on the "Book Now" button.

## 3. Book your rental car

To book your rental car, you can use the company's travel booking tool, called "Cymbal Drive". To use Cymbal Drive, you will need to create an account and log in. Once you are logged in, you can search for rental cars by destination, date, and time. You can also filter your results by price, size, and features. Once you have found a rental car that you are interested in, you can book it by clicking on the "Book Now" button.

## 4. Submit your expenses

Once you have returned from your business trip, you will need to submit your expenses. To do this, you will need to use the company's expense tracking tool, called "Cymbal Expense". To use Cymbal Expense, you will need to create an account and log in. Once you are logged in, you can create a new expense report by clicking on the "Create New Report" button. You will need to enter your name, date, and destination. You will also need to enter the purpose of your trip, the amount of money that you spent, and the receipts for your expenses. Once you have entered all of the necessary information, you can submit your expense report by clicking on the "Submit Report" button.

## 5. Receive reimbursement

Once your expense report has been approved, you will receive reimbursement for your expenses. You can receive reimbursement by direct deposit or by check.

## 6. Request a travel advance

If you need to travel for work before you have been reimbursed for your expenses, you can request a travel advance. To do this, you will need to contact your manager or HR department. They will be able to help you with the process of requesting a travel advance.

## 7. Follow up on your travel

Once you have returned from your business trip, it is important to follow up on your travel. This includes submitting your expenses, requesting a travel advance, and receiving reimbursement for your expenses. It is also important to keep your manager or HR department updated on your travel. This will help to ensure that you are reimbursed for your expenses in a timely manner.