



## WebReq Travel Request

WebReq's online Travel Request module can handle all (or any part of) the entire travel process including booking flights, accommodation, car hire and visas (if required).

The traveller (or other authorised user) applies online for authority to travel.

Your company determines the rules around who must approve the application (eg by role, or by name; multi-level, or single approver).

From	To	Class	Date	Depart After	Arrive Before	Bag	Visa
Sydney	Singapore	Premium Economy	27/10/2014	13:00		<input type="checkbox"/>	<input type="checkbox"/>
Singapore	Sydney	Premium Economy	30/10/2014		22:00	<input type="checkbox"/>	<input type="checkbox"/>

Location	Check In	Check Out
Singapore	27/10/2014	30/10/2014

Pick Up At	Date	Time	Drop Off At	Date	Time

As soon as the application is Accepted, WebReq automatically generates a Travel Request with a unique ID number.

The traveller forwards this Request (via automated email alert) to your company's preferred travel agent/supplier(s) by selecting one or more contacts from the dropdown list.

Strict security rules allow the travel agent(s) restricted access to update the Request screen with Bids, and return them to the traveller via the "To" dropdown list.

Line No	Bid Solicited From	Class	Details	Date Bid Received	Bid Value	Accept	Accepted Date
1	Qantas	Premium Economy	Most expensive so not in consideration	21/10/2014	2760.00	<input type="checkbox"/>	
2	Singapore	Premium Economy	Best price but not the best of the three	21/10/2014	2660.00	<input type="checkbox"/>	
3	Virgin	Business	No Premium Economy	21/10/2014	2990.00	<input type="checkbox"/>	

Bid Line No	Flights	Description	Rate	Cost	GST	Total	Create Req	Requisition No	PO No
							<input type="checkbox"/>		

The traveller reviews all bids (from one or more suppliers).

To proceed with any aspect of a bid, the traveller ticks the Accept box on the appropriate Bid line and it automatically becomes a Required Item.

From	To	Class	Date	Depart After	Arrive Before	Bag	Visa
Sydney	Singapore	Premium Economy	27/10/2014	13:00			
Singapore	Sydney	Premium Economy	30/10/2014		22:00		

Location	Check In	Check Out	Booking Details
Singapore	27/10/2014	30/10/2014	Hyatt Ref 55894FD0C

Line No	Bid Submitted From	Class	Details	Date Bid Received	Bid Value	Accept	Accepted Date
1	Qantas	Premium Economy	Most expensive bid not in	21/10/2014	2760.00	<input type="checkbox"/>	
2	Singapore	Premium Economy	Best price but not the	21/10/2014	2660.00	<input checked="" type="checkbox"/>	
3	Virgin	Business	No Premium Economy	21/10/2014	2990.00	<input type="checkbox"/>	

Bid Line No	Flights	Description	Rate	Cost	GST	Total	Create Req	Requisition No	PO No
2	<input checked="" type="checkbox"/>	Best price but not the bid	2660.00	2660.00		\$2,660.00	<input checked="" type="checkbox"/>	1266	

As soon as the Create Req box is ticked on a Required Item line, WebReq automatically creates an associated Requisition which follows your company's rules for approval and conversion to Purchase Order.

WebReq emails the resulting Purchase Order to the relevant Supplier.

The associated Supplier Invoice can be entered via WebReq's Supplier Invoice module for matching to PO and payment.

Both pending and completed Requests can be tracked and reported on as required via a comprehensive List screen.

## Key Features of WebReq's Travel Request module:

- Quick and easy to learn
- Built in Work Flow and Communication management in arriving at the optimal travel plan
- Can be used anywhere, any time
- Eliminates paperwork
- Allows supporting documentation to be attached electronically per relevant line
- Automated interfaces to financials
- Company policies are enforced
- Provides a full online transaction history for full visibility
- Numerous detailed and summary reports via industry standard Microsoft Reporting Services.
- Highly flexible data analysis capability

For more information, please visit [www.webreq.com.au](http://www.webreq.com.au) or email us at [sales@webreq.com.au](mailto:sales@webreq.com.au)

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