

Travel Policy and Compliance



Reason Codes and Reference Fields

Refund Restrictions
Need More Flexible Ticket
Refund Restrictions
Accompanying Client/Colleague
Break of Journey Not Allowed
Packaged Product Purchased

When the travel policy allows a degree of flexibility and the traveller has chosen not to go on the cheapest ticket a reason must be selected as to why a fare saving was declined.

Our 6 bespoke reference fields allow the capture of additional information that is specific to your organisation such as a Cost Centre or Requisition Number. These label descriptions can be customised to your own labels if required.

Use of one or more of these fields can be mandated to varying degrees.

For example the correct format must be used i.e. two alphas followed by 4 numerics, or a specific reference from a pre loaded list must be entered.

These reason codes, reference fields as well as the fare savings data can then be tracked through the management information.

Passenger	Cost Centre	Requisition No.	Project Code	Employee No.	Budget Code	Booker Name
Adult 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>