

Travel Policy and Compliance



Travel Policy Setup

Policy compliance is a key factor when an organisation is controlling and reducing travel expenditure.

RailGo allows organisational and user policy settings to be defined in the administration pages.

The policy options are;

- The passenger is restricted to take the lowest fare option on the train time selected
- The passenger can buy a more expensive ticket but must provide a reason as to why they declined the cheaper fare option

- The passenger is unrestricted and can purchase any fare that is shown

These policies can be applied against first or standard class fares with an option to allow standard class travel only if necessary.

Travel Policy Options

- | | |
|---|---|
| <input checked="" type="checkbox"/> First Class allowed | Allows First Class to also be booked.
NOTE: System default is Standard Class Only. |
| <input checked="" type="checkbox"/> Fares Option 1
Any fare type in grid | This option allows the use of any fare type displayed in grid.
NOTE: System default requires the cheapest fare to be selected. |
| <input checked="" type="checkbox"/> Fares Option 2
Non-cheapest fare taken | This option requires a reason to be selected when the cheapest fare is not taken. |