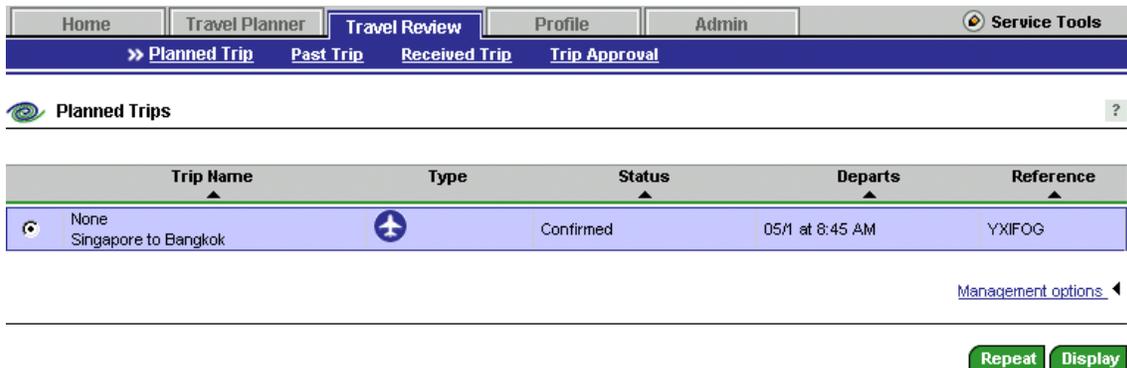## Viewing your Bookings – Travel Review

To view amend or cancel an existing booking which you have created through the system.

Upon login , Click on the Travel Review tab below :

The Travel Review Screen will appear

In the Travel Review screen, you can access the following :

Planned Trips
You use the Planned Trips page to manage any trip that has not yet taken place.

- **To find a trip**
  To find a planned or already completed trip, you can scroll through the listing or type the confirmation number of the trip in the Search Direct pane at the left of the page and then click on Go.

  Details of the trip appear on the Trip Summary page. Depending on whether the trip has been confirmed, is on hold, is pending approval, has been approved, or has been rejected, the Trip Summary page presents you with differing options.

- **To view details of a trip**
  In the trip listing, select the option button at the left of the desired listing and then click on Display. Trip details are displayed on the Trip Summary page.
  From the Trip Summary page, you can repeat the trip.

- **To repeat a trip**
  Select the option button at the left of the desired listing and then click on Repeat. Trip details are displayed on the Repeat Trip Details page.

- **To send the trip to another traveler**
  To send your itinerary to one or more users of the online reservation system, select the option button at the left of the desired listing and then click on Management options at the bottom of the page. Then, from the displayed options, click on Send.

Use the Traveler Lookup window to select the travelers to whom you want to send the itinerary, then click on Send.

Each user can view your itinerary and even use it as a template for future trips.

Past Trips

You use the Past Trips page to view a listing of trips that you have already taken. You can also use any of the displayed trips as a template for a new trip.

Past trips are those that you or another traveler arranged through your online reservation system and that have concluded before the current date. All past trips arranged through your reservation system are saved so you can see them later.

To view details of a trip, click on the Display link adjacent to the trip. Trip details are displayed on the Trip Summary page.

To send the trip as a template to one or more users of the online reservation system, click on the Send link adjacent to the trip. You can then use the Send Your Trip window to select the recipients of the information.

Received Trips

You use the Received Trips page to work with trips sent to you by other users of the online reservation system. You can then view the details of each trip and use the trip as a template for your own travel.

NOTE: If another traveler sends you a planned trip and then cancels that trip before taking it, you will not be able to display or repeat the trip, even if the trip remains displayed in the listing on this page.

- **To rename a trip**
  To rename a trip, click on the option button to the left of the listing, then click on Management options at the bottom of the page. From the displayed options, click on Rename.
  In the displayed popup, type a new name for the trip and click on Save.

- **To remove a trip listing**
  To remove a trip from the listing, click on the option button to the left of the listing, then click on Management options at the bottom of the page. From the displayed options, click on Remove.

  In the displayed popup, click on OK to remove the trip listing. Click Close to keep the listing and close the window.

- **To view details of a trip**
  To view details of a received trip, click on the option button to the left of the listing, then click on Display at the bottom of the page. The Trip Summary page displays the details of the trip.

- **To use the trip as a template**
  To use the trip as a template for your own travel, click on the option button to the left of the listing, then click on Repeat at the bottom of the page.

Trip Approval (Optional)
If you are designated a travel approver, you use the Approval Activity page to display all trips that have been submitted to you for approval. This page lists trips that are currently awaiting approval, as well as those that you have already approved or rejected.

You can filter trip approval list to display trips by their status:
- Pending approval
- Approved
- Rejected

You can also choose to all trips. To filter trips, click on Filter By, then select a trip status.

Note: If you are a fallback approver, you can choose to see the trips assigned to a specific travel approver by clicking on specific Travel Approver and selecting a travel approver. You can also choose to display the trips for all approvers for whom you are the fallback approver.

To process a trip request
Display the details of the trip by selecting it (by clicking on the option button on the left) and clicking Display.

You can then:
- Approve the trip
- Reassign the trip to another approver
- Reject the trip, allowing the traveler to modify his trip and reapply for approval
- Reject and cancel the trip

To view details of a trip,
click on the option button at the left of the listing and then click on Display. Trip details are displayed on the appropriate version of the Trip Summary page. If the trip is awaiting approval, you can then act on it.