

Booking a return business class flight in TEM

Create a travel request.

1. Give it a short title.
2. Select the departure date.
3. Click 'Create'.

The screenshot shows the TEM 3W Cytrix web application. The top navigation bar includes links for Travel request, Expenses, Approval, Cash advance, Dashboard, My profile, and Logout. The main content area is titled 'Travel requests' and contains instructions for users. Below this, there is a section for 'All travel requests' with a 'Card View' dropdown and a 'Hide New' button. The 'Create travel request' form is displayed, featuring a 'Short trip title' field with the value 'New York' (marked with a red circle 1) and a 'Departure date' field with the value '06/07/2020' (marked with a red circle 2). A red arrow points to the 'Create +' button (marked with a red circle 3). At the bottom of the form, there are tabs for 'All', 'Draft', 'Submitted', 'Approved', 'Rejected', 'Confirmed', and 'Cancelled'.

A travel request folder will then open.

Please note that only the blue fields have to be completed. And the only mandatory fields are the top two blue fields ('Reason' and 'Description').

See the figure below.

1. If appropriate, change the unit or cost element.
2. From the drop-down menu, select a 'Reason' for your trip.
3. Enter a short 'Description' (that is, why you are making this trip).

Unit travelling for and cost element [?]

Unit/embassy travelling for [?]

1

BUZA 3W-DRM

X

Cost element/project code [?]

1

BUZA 3W-DRM(BUZA 3W-DRM)

X

Notifications for submission

Geen meldingen

Notifications for online booking

Geen meldingen

Trip Information [?]

To be completed by the traveler [?]

[?] Reason

2

Werkbezoek

[?] Description

3

World environment meeting

[?] Extra cash advance needed because you are paying the hotel

☐

Automatically completed [?]

[?] Type of traveller

Ambtenaar

[?] Type of travel

Duty trip

[?] Online booking, Request for offer or expense report

1. Online boeken

Summary

[?] Allowance e

[?] Flight/train l

[?] Hotel booki

[?] Car rental b

Then click the aeroplane icon in the dark blue bar on the left (or scroll further down).

Next, complete the itinerary ('Trip Schema').

This is not a mandatory field. You can skip it. If you do so, select 'Search & book' now to go to the online booking tool.

1. Select the departure date
2. Select the return date
3. Select a departure location
4. Select an arrival location

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2

5. Select a location of stay

6. Save the completed information by clicking the checkbox.

Trip Schema
Option is to skip the Trip Schema and go to online booking via 'Search & Book' under Trip Schema or below screen.

Return Multidestination One-way

Departure date 06/07/2020
Flight/Train number

Return date 10/07/2020
Flight/Train number

Location New York-New York

From [City] Amsterdam (Amsterdam-Schiphol) AMS
Departure Anytime
Arrival Anytime

To [City] New York NY(John F Kennedy Intl) JFK
Departure Anytime
Arrival Anytime

By Air
Class Business

6

Then click the blue 'Save' button at the bottom of the page.



Now click the blue 'Search & book' button.



A pop-up will open and take you to Cytric (the online booking tool).

The search result is displayed in this online booking tool. It is automatically sorted by 'Lowest fare'.

If you wish, you can change this via the drop-down menu to another sorting criterion, such as 'Departure time' or 'Shortest travel time'.

The screenshot shows the cytric website interface for booking a round trip from Amsterdam to New York. The top navigation bar includes the cytric logo, a menu icon, and user information (My Trips, Erik Doodkorte). Below the navigation bar, there's a progress bar with five steps: 1 Start, 2 Select flights, 3 Select fare, 4 Complete booking, and 5 Confirmation. The current step is '2 Select flights'. The main heading is 'Round trip Amsterdam ⇌ New York'. Below this, there are two flight segments: 'AMS → JFK Mon, 6 Jul' and 'JFK → AMS Fri, 10 Jul'. A red arrow points to the 'Sorted by' dropdown menu, which is currently set to 'Shortest travel time'. To the right of the dropdown is a 'Filter' button. Below the sorting options, there's a warning message: 'Prices do not include any payment fee that may apply to your form of payment.' and a 'Time difference: -6h 00m' indicator. The flight results are displayed in a table with four rows, each representing a different flight option. Each row includes the airline logo (KLM or Delta Air Lines), the flight number, the departure time from Amsterdam, the arrival time in New York, the total travel time, and a 'Recommended' status with a green checkmark. A blue arrow is present next to each flight option, indicating it can be selected. The total trip price for all options is €382,84.

Airline	Flight Number	Departure (AMS)	Arrival (JFK)	Total Time	Recommended	Action
KLM	645	14:30	16:30	8h 00m	Yes	Select
Delta Air Lines	9278 (operated by KLM Royal Dutch Airlines)	14:30	16:30	8h 00m	Yes	Select
KLM	643	17:55	19:55	8h 00m	Yes	Select
Delta Air Lines	9358 (operated by KLM Royal Dutch Airlines)	17:55	19:55	8h 00m	Yes	Select

Then select an outbound flight from the list of available flights.

To do so, click the blue arrow to the right of the flight you want to select.

If you select two different airlines, the system will automatically calculate a price based on two one-way flights. This may make your trip more expensive.


The traffic lights indicate whether a trip is within policy (green) or out of policy (red). If you select an flight that does not meet the policy requirements, you will later have to indicate why you selected it.

You are booking for:

E Doodkorte, Erik (You)

 Voorkeursopties (groen stoplicht) worden als eerste getoond.
 Niet geprefereerde opties (rood stoplicht) te boeken met onderbouwing.

Round trip **Amsterdam** \rightleftharpoons **New York**

 KLM Royal Dutch Airlines - 645	JUL	Amsterdam, NL	Nonstop	New York, NY, US
	6	14:30 AMS	Total time: 8h 00m	16:30 JFK
	JUL	New York, NY, US		Amsterdam, NL
	10	-- : --		-- : --

AMS → JFK
Mon, 6 Jul









JFK → AMS
Fri, 10 Jul

Sorted by
Shortest travel time

Filter

 Prices do not include any payment fee that may apply to your form of payment.

Time difference: +6h 00m

	Norwegian Air Shuttle - 7700	New York, NY, US	Nonstop	Amsterdam, NL	Total trip prices in Business from € 5.388,34
✓		00:05 JFK	Total time: 7h 00m	13:05 AMS	
	Klm Royal Dutch Airlines - 642	New York, NY, US	Nonstop	Amsterdam, NL	Total trip prices in Business from € 3.860,84
✓		17:30 JFK	Total time: 7h 15m	06:45 +1 AMS	
	Delta Air Lines - 9357 (operated by Klm Royal Dutch Airlines)	New York, NY, US	Nonstop	Amsterdam, NL	Total trip prices in Business from € 3.860,84
✓		17:30 JFK	Total time: 7h 15m	06:45 +1 AMS	
	Klm Royal Dutch Airlines - 646	New York, NY, US	Nonstop	Amsterdam, NL	Total trip prices in Business
✓		18:20 JFK	Total time: 7h 00m	07:50 AMS	

Select the flight you want with the blue arrow.



The system will then retrieve the fares. A message will appear.

In the next screen, you will see the return flight selected with the fares below. There is a 'suggested fare' (the cheapest) and below it the 'other fares'.

Here you can still select between economy class and business class.

You can use the 'Service Class mix' button to combine the two fare classes. You can find more information in the separate instructions on this topic.

Select 'Filter', and you will see only business class flights.

To load more fares, you can also click the 'Show more fares' slider.

The screenshot shows the cyrric 3W website interface for flight selection. The header includes the logo and navigation links. The main content area displays a round trip from Amsterdam to New York. The flight details section shows two flights: a KLM flight from Amsterdam to New York (JFK) and a KLM flight from New York to Amsterdam. The 'Show more fares' slider is circled in red. Below the flight details, the 'Service class' section shows 'Economy' and 'Business' options, with 'Business' selected and circled in red. The 'Cancellation conditions' section shows 'Non-refundable', 'With fee', 'Without fee', and 'Any' options. The 'Apply filter' button is highlighted with a red arrow.

Flight	Class	Time	Duration	Price
KLM 643	Business	14:30 AMS	8h 00m	16:30 JFK
KLM 642	Business	17:30 JFK	7h 15m	06:45 AMS

To confirm your selected fare, click the blue arrow to its right.

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The next screen may present you with another (cheaper) alternative.

Consider the alternative, and select it, or select the previously selected flight by clicking the blue arrow to the right of the flight you want.

cytric Werken voor Nederland WereldWijd

1 Start 2 Select flights 3 Select fare 4 Complete booking 5 Confirmation

You are booking for: Erik Doodkorte

Round trip **Amsterdam** ⇌ **New York**

Flight	Class	Change	Refund	Baggage	Price
Kim Royal Dutch Airlines - 645 JUL 6 14:30 AMS Nonstop Total time: 8h 00m New York, NY, US 16:30 JFK	BUSINESS	Changeable	+€ 3.860,84 / -€ 0,00	2 x	€ 3.860,84
Kim Royal Dutch Airlines - 642 JUL 10 17:30 JFK Nonstop Total time: 7h 15m Amsterdam, NL 06:45 +1 AMS	BUSINESS				

Back

Alternative options ←

These options could be better or cost less. Please consider them before making your final selection.

Flight	Class	Change	Refund	Baggage	Price
Icelandair - 501, 615 JUL 6 14:10 AMS 1 Stop Total time: 11h 00m New York, NY, US 19:10 JFK	BUSINESS	No info	No info	×	€ 584,40
Icelandair - 614, 500 JUL 10 20:25 JFK 1 Stop Total time: 10h 30m Amsterdam, NL 12:55 +1 AMS	BUSINESS				€ 3.276,44

Save

About Privacy Policy/Information/Cookies Support

Last login on 07/APR20 14:59 / TwinView(tm) Session ID: 256074-894209604



cytric ENTERPRISE



The next screen takes you through all the details.

You are booking for:

E Doodkorte, Erik (You)

These are the chosen flights

✓  Klm Royal Dutch Airlines - 645	JUL 6	Amsterdam, NL 14:30 AMS	Nonstop Total time: 8h 00m	New York, NY, US 16:30 JFK
 Klm Royal Dutch Airlines - 642	JUL 10	New York, NY, US 17:30 JFK	Nonstop Total time: 7h 15m	Amsterdam, NL 06:45 +1 AMS

 Service class BUSINESS	Change Changeable	Refund +€ 3.860,84 / -€ 0,00	Baggage 2 x 	BUSINESS	Total price € 3.860,84
					Number of tickets: 1

 Select seats	€ 0,00	 Add baggage	€ 0,00	 Add ancillaries	€ 0,00
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 Ticketing date	Wed, 8 Apr 2020	▼
 Policy		▲

If necessary, scroll down to the drop-down menu to select a reason for selecting a flight that does not meet policy requirements.

Ticketing date

Wed, 8 Apr 2020

Policy

In this system is defined that bookings should be made price-cautiously. The fare you have selected is too high.

Please select the Jusification Code for selecting the out of policy option

Out-of-Policy Reason Code

Cheaper indirect flight no option due to longer duration

Then, under 'APIS and TSA', enter your date of birth, first name, last name, and gender.

These are the only mandatory fields. The others are optional, and you can skip them.

1. First name 2. Last name 3. Date of birth 4. Gender



APIS and TSA

Combine the display of TSA Data ☒

United States of America, Netherlands 

Travel document information

For TSA: The airline requires the following information latest 72 hours after the reservation/booking. However, in this System it may be defined that the data has to be entered during the booking. Only Passport Data is mandatory for TSA countries. In that section you have to enter the following information: (Full Name as stated in your passport, including last name, first name and middle name, if applicable) - (Date of Birth) - (Gender). If you already enter further optional data all APIS data should be entered. Further information including VISA Data is optional at the time of booking and is required at check-in.





Issuing country (optional)	Document number (optional)
Issuance date (optional) DD / MM / YYYY	Expiry date (optional) DD / MM / YYYY
First name Erik 1	Middle name (optional)
Last name Doodkorte 2	Date of birth 3 13 / 12 / 1966
Gender Male 4	Nationality (optional)

☒ Traveller is the primary passport holder, in case of a multi-traveller passport



Visa data

Document number (optional)	Place of birth (optional)
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To confirm the booking, click 'Complete Booking' at the bottom right of the screen.

	Ticket	e-Ticket, ID for electronic ticket: Use unstored Government Issued PID	▼
	Payment or guarantee	Invoice	▼
	Frequent traveller number	No card used	▼
	Meal request	Standard Meal	▼

☐ Share e-mail address to receive notifications from the airline

	Booker	 Erik Doodkorte, erik.doodkorte@minbuza.nl	▼
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€ 3.860,84
[Details](#) ▼

Complete Booking
Liable for payment

The final screen displays the booking confirmation.



Confirmation for Erik Doodkorte


Approval:



The trip request is waiting for approval.

Approval Deadline: **Wednesday, 08APR20 15:41 (CEST)**

No Approver selected

Segment #	Type	Travel Date	Destination	Time Periods	Requested Service	Status	Total
1		06JUL20	Amsterdam(AMS) - New York(NYC)	14:30 - 16:30 (-6)	KL 645 Business	Confirmed	3.860,84
2		10JUL20	New York(NYC) - Amsterdam(AMS)	17:30 - 06:45 (+6)	KL 642 Business	Confirmed	Included in segment #1
Total Cost of the complete Trip in EUR:							3.860,84

The deadline for approval of the trip is normally 24 hours. This can sometimes be shorter, however, so it is important to submit your booking for approval as soon as possible.

If you want to book a hotel, click 'Add Hotel' at the bottom of the screen.

Keuze buiten reisbeleid? Kies de reden bij "Policy".
Zorg dat de manager uw reisaanvraag binnen 24 u goedkeurt.
Controleer 2 u na goedkeuring of u de ticket heeft ontvangen.

We thank you for this booking!

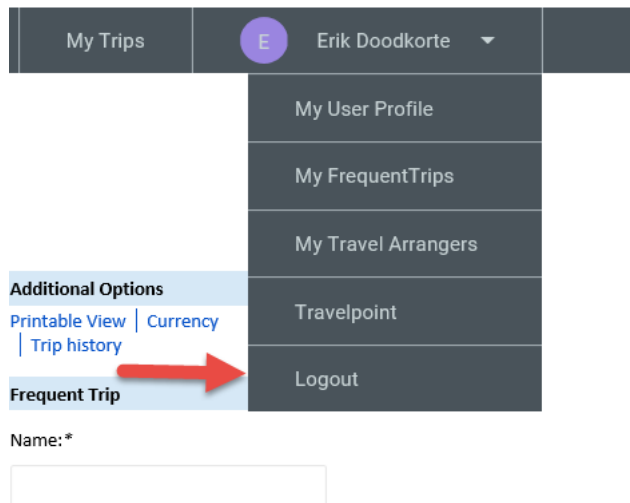
Important: The information enclosed here may change without notice. All times are local times. Please observe the visa and immigration regulations of your destination and/or transit country as well as information on health and vaccination rules. Only you are responsible for compliance. If your travel plans change, please cancel any bookings not needed anymore as early as possible. Any comparison prices provided here may change because of currency fluctuations.

[Continue to Active Bookings](#) | [Add Train Booking](#) | [Add Hotel](#) | [Add Car Booking](#) | [Cancel Entire Booking](#)

[Back](#)

The booking must be submitted in TEM.

Click your name at the top right of the screen and select 'Logout'.



You can then close the screen by clicking the cross at the top right.

Back in TEM, click the blue 'Submit offer or submit for approval' button to submit the travel request.

3W

Reisaanvraag

Declaratie

Goedkeuring

Voorschotten

Dashboard

Mijn profiel

Uitloggen

MXP3S

TEM 3W Cytric

EUR

Erik Doodkorte (TEM)

Gebruiker

Reisschema

Sla desgewenst reisschema over en klik direct op 'Zoek & boek' onder Reisschema of onder in het scherm.

AMSTERDAM

Amsterdam-Amsterdam-Schiphol (AMS)

NEW YORK

New York-John F Kennedy Intl (JFK)

Price

3860.84 EUR

VERTREK

AMS

14:30

06/7/2020

JFK

16:30

06/7/2020

Tijd : 02:00:00

PNR : WNF4VG

Klasse : B

Verblijfsplaats

New York

RETOUR

JFK

17:30

10/7/2020

AMS

06:45

11/7/2020

Tijd : 13:15:00

PNR : WNF4VG

Klasse : B

Verblijfsplaats

New York

Sluiten

Afdrukken

Bewaren

Indienen offerte of ter akkoord manager

Naar boeking

Once the trip has been approved, the e-ticket will be sent by email.