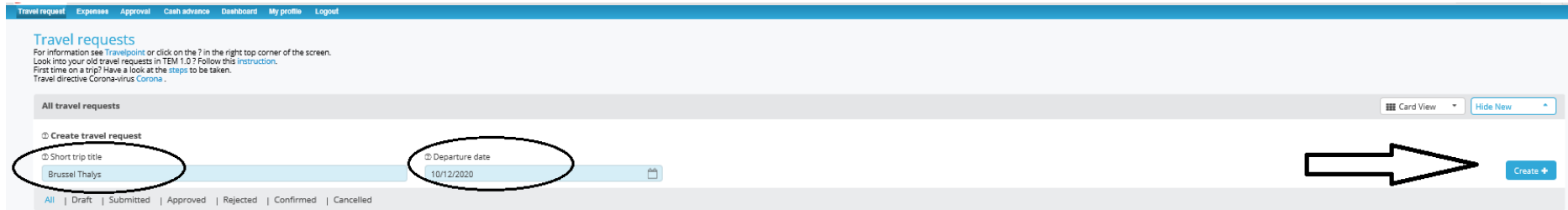
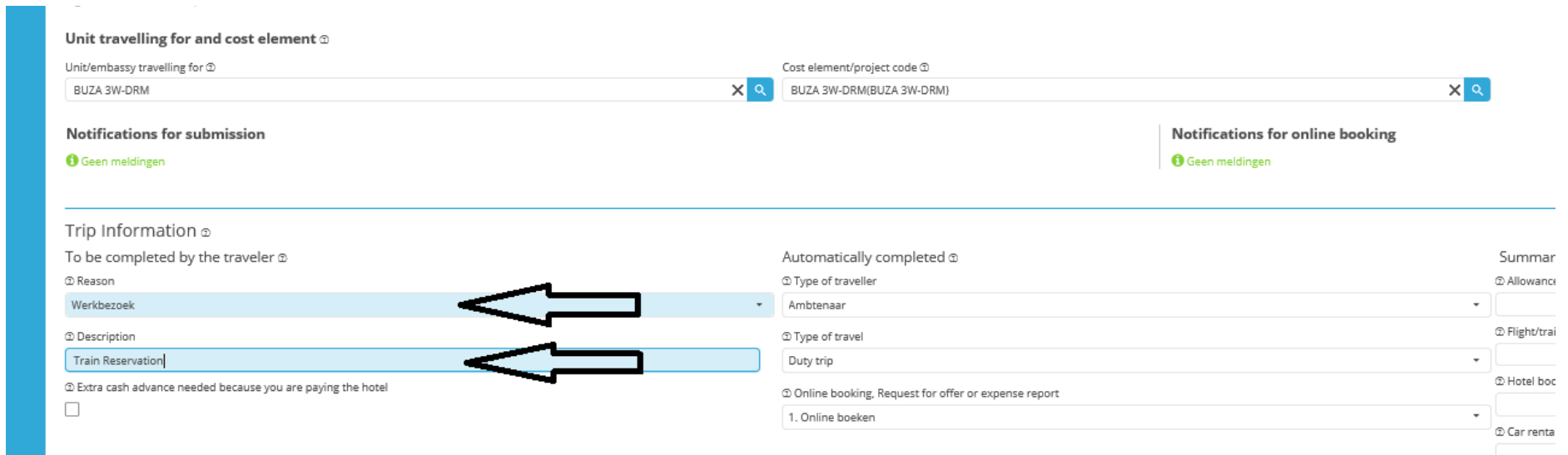


1 Booking a train journey in TEM/Cytric

Create a travel request in TEM.



In the travel request, complete the mandatory fields ('Reason' and 'Description').



Click first (1) 'Save' and then (2) 'Search & book':

Trip Information ⓘ

To be completed by the traveler ⓘ

① Reason
Werkbezoek

② Description
Train Reservation

③ Extra cash advance needed because you are paying the hotel

Automatically completed ⓘ

① Type of traveller
Ambtenaar

② Type of travel
Duty trip

③ Online booking, Request for offer or expense report
1. Online boeken

Summary costs for trip and stay ⓘ

① Allowance estimation (EUR)

② Flight/train booking costs (EUR)

③ Hotel booking costs (EUR)

④ Car rental booking costs (EUR)

⑤ Total estimated costs (EUR)

⑥ Maximum cash advance

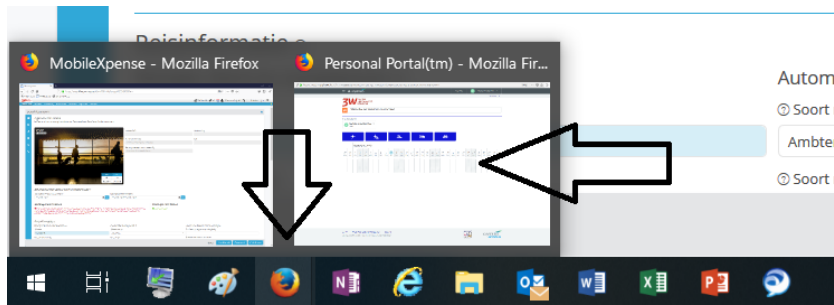
⑦ Desired advance

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

Close Print Save Search & book

1 2

A Cytric pop-up will open. If the pop-up does not appear in the foreground, check whether it is open in the background. In the taskbar, hover the mouse over your browser icon.



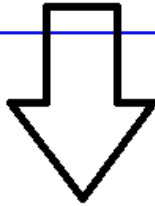
On the homepage, click the train icon.



Mind you! Book your complete trip in one travel request

Selected travellers

Meijndert, Sebastiaan (You) NL-3W



Navigation bar with icons for Airplane, Airplane with suitcase, Train, Hotel, and Car.

November 2019

30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI

This takes you to the 'Start' screen, in which you can specify your itinerary, including departure and arrival times.

cytric

My Trips S Sebastiaan Meijndert

3W Werken voor Nederland WereldWijd

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

You are booking for: S Meijndert, Sebastiaan (You)

Vluchten 6 uur alleen EC, > 6 uur EC, EC+ of BC mogelijk. Aanbod opties o.b.v. 12 u voor en 12 u na ingevoerde tijd en gekozen klasse. Bekijk de [instructievideo](#). vola de [werkinstructie](#) om uw vlucht te boeken.

One Way Round Trip

From railway station **Rotterdam Centraal (QRH)**
Rotterdam, Netherlands

To railway station **Brussels Midi Train Station (ZJR) (Brussel)**
Brussels, Avenue Fonsny 47B, Belgium

Only direct trains

Departure Date	Departure Time
Mon, 13 Jan 2020	09 : 00

Return Date	Departure Time
Fri, 17 Jan 2020	16 : 00

These events are scheduled between two days before and two days after the arrival at the destination or nearby Show

Service Class **1st Class** klik hier om verder te gaan →

The results are retrieved and then displayed in the next screen.

The results are automatically sorted by 'Lowest fare'. This can make searching difficult, so it might be useful to change the sorting criterion to one such as 'Earliest departure'.



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

You are booking for:
S Meijndert, Sebastiaan (You)

Round trip Rotterdam ⇄ Brussels

Rotterdam Centraal, Mon, 13 Jan → Brussels Midi Train Station, Fri, 17 Jan

Brussels Midi Train Station, Fri, 17 Jan → Rotterdam Centraal

Sorted by: **Lowest fare** (circled)
Filter

- Lowest fare
- Earliest departure
- Latest departure
- Earliest arrival
- Latest arrival
- Shortest travel time
- Fewest stops
- Most stops
- Lowest fare
- Lowest CO2 emissions

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

Train	From	Time	Stops	To	Price
IC Brussel 9220	Rotterdam Centraal, Rotterdam, NL	09:10	Nonstop	Brussels Midi Train Station, Brussels, BE	from 59,00 €
IC 1131 IC 9220 IC 2032	Rotterdam Centraal, Rotterdam, NL	09:14	2 Stops	Brussels Midi Train Station, Brussels, BE	from 59,00 €
IC Brussel 9224	Rotterdam Centraal, Rotterdam, NL	10:10	Nonstop	Brussels Midi Train Station, Brussels, BE	from 59,00 €
IC Brussel 9224 IC Brussel 2033	Rotterdam Centraal, Rotterdam, NL	10:10	1 Stop	Brussels Midi Train Station, Brussels, BE	from 59,00 €

Then select the outbound journey by clicking the blue arrow to the right of your preferred train.

Make sure you book the correct train.

cytrac Werken voor Nederland WereldWijd

My Trips Sebastiaan Meijndert

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

You are booking for: Meijndert, Sebastiaan (You)

Round trip Rotterdam ⇌ Brussels

Rotterdam Centraal, Mon, 13 Jan → Brussels Midi Train Station, Fri, 17 Jan

Brussels Midi Train Station, Fri, 17 Jan → Rotterdam Centraal

Sorted by **Earliest departure** Filter

Prices do not include any payment fee that may apply to your form of payment. Time difference: 0h 00m

IC Brussel 9220	Rotterdam Centraal, Rotterdam, NL	Nonstop	Brussels Midi Train Station, Brussels, BE	09:10	Total time: 2h 07m	11:17	→	Total trip prices from 59,00 €
IC 1131 IC 9220 IC 2032	Rotterdam Centraal, Rotterdam, NL	2 Stops	Brussels Midi Train Station, Brussels, BE	09:14	Total time: 1h 57m	11:11	→	Total trip prices from 59,00 €
THA 9328	Rotterdam Centraal, Rotterdam, NL	Nonstop	Brussels Midi Train Station, Brussels, BE	09:58	1h 10m	11:08	→	Total trip prices from 100,00 €
IC Brussel 9224	Rotterdam Centraal, Rotterdam, NL	Nonstop	Brussels Midi Train Station, Brussels, BE	10:10	Total time: 2h 07m	12:17	→	Total trip prices from 100,00 €

let op welke trein je boekt

reisduur

selectiekноп

Select the return journey in the same way.

Please note: If your preferred time is not listed, change the departure time in the 'Start' screen. Click 'Start' to go back and start your search again.

The screenshot shows the CYTRIC booking interface. At the top, there is a dark navigation bar with the CYTRIC logo, a home icon, and a user profile for 'Sebastiaan Meijndert'. Below the navigation bar is a red logo for '3W Werken voor Nederland WereldWijd'. A progress bar indicates the current step is '1 Start', which is circled in black. Other steps are '2 Select trains', '3 Select fare', '4 Complete booking', and '5 Confirmation'. To the right, it says 'You are booking for: Meijndert, Sebastiaan (You)'. The main heading is 'Round trip Rotterdam ⇌ Brussels'. Below this is a table of train options:

THA 9328	JAN 13	Rotterdam Centraal, Rotterdam, NL	Nonstop	Brussels Midi Train Station, Brussels, BE	11:08
	JAN 17	Brussels Midi Train Station, Brussels, BE		Rotterdam Centraal, Rotterdam, NL	-- :--

The total time for the round trip is 1h 10m. There are expand/collapse and close icons on the right side of the table.

Once you have selected an outbound and a return journey, the 'Select fare' screen will appear.

You will always be presented with a 'Suggested fare'.



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

You are booking for:

S Meijndert, Sebastiaan (You)

Round trip Rotterdam ⇄ Brussels

✓	THA 9328	JAN 13	Rotterdam Centraal, Rotterdam, NL	09:58	Nonstop	Brussels Midi Train Station, Brussels, BE	11:08	Total time: 1h 10m
	THA 9357	JAN 17	Brussels Midi Train Station, Brussels, BE	16:52	Nonstop	Rotterdam Centraal, Rotterdam, NL	18:02	Total time: 1h 10m

Filter

Suggested fare

CORPORATE

⇒ Service class 1ST CLASS	Change No info	Cancellation No info	Corporate (HA) - 1st class Comfort (ITHAB12AH) + Corporate (HA) - 1st class Comfort (ITHAB12AH)	Total price 132,00 €	<input checked="" type="checkbox"/> →
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Other fares

1 of 2

⇒ Service class STANDARD CLASS	Change No info	Cancellation No info	Standard (BW) - 2nd class Standard (ITHABWAA2) + Standard (BW) - 2nd class Standard (ITHABWAA2)	Total price 96,00 €	<input type="checkbox"/> →
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Select the 'Suggested fare'

unless you want to select another fare (such as partly second class or a premium fare).

In that case, select the fare you want from the list.

You can use the 'Filter' button to filter the displayed results.

The screenshot shows the Cytrac website interface for a train booking. At the top, there is a navigation bar with the Cytrac logo, a home icon, and a user profile for 'Sebastiaan Meijndert'. Below the navigation bar, there is a progress indicator with five steps: '1 Start', '2 Select trains', '3 Select fare', '4 Complete booking', and '5 Confirmation'. The current step is '3 Select fare'. The main heading is 'Round trip Rotterdam ⇄ Brussels'. Below this, there is a table of train options:

Train	Date	Origin	Service	Destination	Time
THA 9328	JAN 13	Rotterdam Centraal, Rotterdam, NL	Nonstop	Brussels Midi Train Station, Brussels, BE	09:58
Total time: 1h 10m					
THA 9357	JAN 17	Brussels Midi Train Station, Brussels, BE	Nonstop	Rotterdam Centraal, Rotterdam, NL	16:52
Total time: 1h 10m					

Below the table, there is a 'Filter' button. Underneath the filter button, there is a checkbox for 'At least one ticket in the fare must match the filter criteria (default is all tickets matching)'. Below that, there is a 'Service class' section with two options: 'Standard Class' (unchecked) and '1st Class' (checked). At the bottom, there are two buttons: 'Cancel' and 'Apply filter'. The 'Apply filter' button is circled in black.

After selecting the fare, if you have a Thalys card you can select a ticketless ticket.
Visit our Travelpoint website to find out how you can add this to your profile. (Work instruction - Adding a Thalys card in Cytric)

The screenshot shows a booking confirmation page with several sections. A black box highlights the 'Seat preferences' section, which shows 'Carriage: Compartment Seat, Position: Window Seat'. A black oval highlights the 'Ticket' section, which shows 'Homeprint'. A large black arrow points to the 'Complete Booking' button in the bottom right corner. The page also displays the ticketing date as 'Tue, 17 Dec 2019', the traveller's name 'Meijndert, Sebastiaan', and the total price of '132,00 €'. The 'Booker' section shows 'Sebastiaan Meijndert, sebastiaan.meijndert@minbuza.nl'.

Calendar icon	Ticketing date	Tue, 17 Dec 2019	▼
Person icon	Seat preferences	Carriage: Compartment Seat, Position: Window Seat	▼
Profile icon	Meijndert, Sebastiaan		
Person icon	Traveller data	Mr. Sebastiaan Meijndert, sebastiaan.meijndert@minbuza.nl, +31628062494, Netherlands	▼
Ticket icon	Ticket	Homeprint	▼
Receipt icon	Payment or guarantee	Invoice	▼
ID card icon	Type of identification	Name and booking reference	▼
Card icon	Frequent traveller number	Thalys TheCard 9648123456789123	▼
Person icon	Booker	Sebastiaan Meijndert, sebastiaan.meijndert@minbuza.nl	▼

132,00 € [Details ▼](#) **Complete Booking**
Liable for payment

Click 'Complete Booking' to finalise your booking.
Or you can add a hotel by clicking the 'Add Hotel' link at the bottom of the confirmation page.

You will receive your ticket by email.

Don't forget to submit the booking in TEM to include the journey in your expense claim.