

Booking multiple destinations in a single travel request

In TEM/Cytric you can book multiple flights in a single travel request. Please note that if a trip includes more than three journeys, it will often be cheaper to group the intercontinental journeys in one travel request and the other, intermediate, journeys in a separate travel request.

Create a travel request. Select 1. Title and 2. Departure date, and click 3. Create.

All travel requests Card View Hide New

Create travel request

Short trip title 1 2 Departure date

Vienna and Warsaw 01/06/2020

3 Create +

All | Draft | Submitted | Approved | Rejected | Confirmed | Cancelled

The travel request is created.

In the dark blue bar at the left of the screen, click the 'i' icon. Select a 'Reason' for the trip (1) and enter a short 'Description' of the trip (2).

Travel request Expenses Approval Cash advance Dashboard My profile Logout

Trip Information ⓘ

To be completed by the traveler ⓘ

Reason 1

Werkbezoek

Description 2

Visit embassies Vienna and Warsaw

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

Then click the aeroplane icon, and select 'Multidestination' (1).
Fill in the details of the first part of the trip: 2. Departure date
3. Departure location
4. First destination airport
5. First location of stay
Confirm the schedule by clicking the checkbox on the right (6).

The screenshot shows the 'Trip Schema' form in a web application. The form is titled 'Trip Schema' and includes a sub-header: 'Option is to skip the Trip Schema and go to online booking via 'Search & Book' under Trip Schema or below screen.' The form is divided into several sections:

- Mode Selection:** Three buttons: 'Return', 'Multidestination' (highlighted with a red circle 1), and 'One-way'.
- Departure Date:** A date input field containing '01/06/2020' (highlighted with a red circle 2) and a calendar icon.
- Flight/Train number:** An empty input field.
- From [City]:** A dropdown menu showing 'Amsterdam (Amsterdam-Schiphol) AMS' (highlighted with a red circle 3) and a country dropdown showing 'Netherlands'.
- To [City]:** A dropdown menu showing 'Vienna / Wien (Vienna Int'l) VIE' (highlighted with a red circle 4) and a country dropdown showing 'Austria'.
- Departure and Arrival:** Two dropdown menus, both set to 'Anytime'.
- By:** A dropdown menu showing 'Air'.
- Class:** A dropdown menu showing 'Economy'.
- Location:** An input field containing 'Oostenrijk-Wenen' (highlighted with a red circle 5).
- Confirmation:** A vertical bar on the right side of the form contains a red circle with the number 6, a blue checkmark icon, and a red arrow pointing upwards.

Click '+MORE...' to enter the next part of the trip.

AdIKOMIS:



+ MEER...

Repeat the first step:

2. Departure date
3. Departure location (already completed)
4. Next destination airport
5. Next location of stay
6. Confirm the itinerary by clicking the checkbox on the right.

1
Jun 2020

Departure:
To Vienna / Wien-Vienna Int'l (VIE)
Arrival:
Austria

Location
Wenen

2
03/06/2020

3
From [City]
From Vienna / Wien-Vienna Int'l (VIE)
Departure 00:00

4
To [City]
To Warsaw (Okęcie)
Arrival 00:00

5
Location
Polen-Warsaw

Air
Class
Economy

6
✕
✓

Then repeat the steps above until the final flight. But please note, as mentioned above, we do not recommend more than three trip elements in a single booking.

 MEER...

Click '+MORE...'. Select:

2. Departure date
3. Departure location (already completed)
4. Next or final destination airport
5. Next or final destination location of stay.
6. Confirm the itinerary by clicking the checkbox on the right.

	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <div style="background-color: #0070c0; color: white; padding: 2px; text-align: center;">Mon</div> <div style="text-align: center; font-weight: bold;">1</div> <div style="text-align: center;">Jun 2020</div> </div>	From Amsterdam-Amsterdam-Schiphol (AMS) 🇳🇱 NLD Departure:	By Air Class Economy	
	To Vienna / Wien-Vienna Int'l (VIE) 🇦🇹 AUT Arrival:	Location <input type="text" value="Wenen"/>		
	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <div style="background-color: #0070c0; color: white; padding: 2px; text-align: center;">Wed</div> <div style="text-align: center; font-weight: bold;">3</div> <div style="text-align: center;">Jun 2020</div> </div>	From Vienna / Wien-Vienna Int'l (VIE) 🇦🇹 AUT Departure: 00:00	By Air Class Economy	
	To Warsaw-Okecie (WAW) 🇵🇱 POL Arrival:	Location <input type="text" value="Warsaw"/>		
	Departure date <input type="text" value="05/06/2020"/> 2	From [City] <input type="text" value="Warsaw-Okecie (WAW)"/> 3 <input type="text" value="Poland"/>	By <input type="text" value="Air"/> Class <input type="text" value="Economy"/>	6
	Flight/Train number	Departure <input type="text" value="00:00"/> Arrival <input type="text" value="00:00"/>		
		To [City] <input type="text" value="Amsterdam (Amsterdam-Schiphol) AMS"/> 4 <input type="text" value="Netherlands"/>		
	Location <input type="text" value="Nederland-Amsterdam"/> 5			

When the itinerary is complete, click 'Save' at the bottom right of the screen. To launch Cytric, you can then click 'Search & book'.

Delete

Print

Save 1

Search & book 2

The Cytric pop-up then displays the flight options.

If necessary, change the sorting criterion for the displayed options to 'Departure time' or 'Shortest travel time'.

Select the desired flight for each journey by clicking the blue arrow on the right.

The screenshot shows the Cytric flight booking interface. At the top, there is a header with the Cytric logo and navigation options. Below the header, there is a progress bar with five steps: 1 Start, 2 Select flights, 3 Select fare, 4 Complete booking, and 5 Confirmation. A notification box indicates that preferred options (green light) are shown first, and non-preferred options (red light) require a deposit. The main heading is "Amsterdam → Vienna → Warsaw → Amsterdam". Below this, there are three segments: "AMS → VIE Mon, 1 Jun", "VIE → WAW Wed, 3 Jun", and "WAW → AMS Fri, 5 Jun". A red arrow points to the "Sorted by" dropdown menu, which is currently set to "Earliest departure". To the right of the dropdown is a "Filter" button. Below the sorting options, there is a table of flight options. The table has columns for the airline, flight number, departure time from Amsterdam, total travel time, arrival time in Vienna, and a status indicator (light) and a blue arrow button. The first row is KLM Royal Dutch Airlines - 1839, departing at 06:50 AMS, with a total time of 1h 45m, arriving at 08:35 VIE. The second row is Austrian - 378, departing at 07:00 AMS, with a total time of 1h 55m, arriving at 08:55 VIE, and is marked as "Recommended". The third row is Swiss International Air Lines - 725, 1578, departing at 09:45 AMS, with a total time of 4h 20m, arriving at 14:05 VIE. The fourth row is Austrian - 372, departing at 10:00 AMS, with a total time of 1h 55m, arriving at 11:55 VIE, and is marked as "Recommended". The fifth row is LOT Polish Airlines - 266, 225, departing at 10:25 AMS, with a total time of 6h 20m, arriving at 18:45 VIE. A red arrow points to the blue arrow button for the Austrian - 378 flight. The total trip prices are shown for each row: € 986,50 for KLM, € 401,37 for Austrian - 378, € 662,92 for Swiss, and € 401,37 for Austrian - 372. A note at the bottom left states: "Prices do not include any payment fee that may apply to your form of payment." The time difference is 0h 00m.

Airline	Flight	AMS	Total Time	VIE	Status	Price
KLM	1839	06:50 AMS	1h 45m	08:35 VIE	Light	€ 986,50
Austrian	378	07:00 AMS	1h 55m	08:55 VIE	Recommended	€ 401,37
Swiss	725, 1578	09:45 AMS	4h 20m	14:05 VIE	Light	€ 662,92
Austrian	372	10:00 AMS	1h 55m	11:55 VIE	Recommended	€ 401,37
LOT	266, 225	10:25 AMS	6h 20m	18:45 VIE	Light	

The fares for the selected flights will then be loaded. The system calculates the cheapest options based on one-way fares or (partial) round trip fares. This may take a while.



Please wait...

Cancel

At the top of the screen, you will see the selected itinerary, and at the bottom of the screen you will see the fares. Select the desired fare.

Pay attention to whether it includes or excludes baggage.

If necessary, load more fares by moving the 'Show more fares' slider.

Select your desired fare by clicking the blue arrow to its right.



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

You are booking for:

E Doodkorte, Erik (You)

Controleer op EC(Y) of BC (C) bij de aangeboden heen- en terugreis. Controleer wiuziginskosten, restitutie bij annulering en bagage.

Amsterdam → Vienna → Warsaw → Amsterdam

✓ Austrian - 378	JUN 1	Amsterdam, NL	07:00 AMS	Nonstop	Vienna, AT	08:55 VIE
Total time: 1h 55m						
Austrian - 8501 (operated by LOT Polish Airlines)	JUN 3	Vienna, AT	09:25 VIE	Nonstop	Warsaw, PL	10:40 WAW
Total time: 1h 15m						
Austrian - 624, 375	JUN 5	Warsaw, PL	15:00 WAW	1 Stop	Amsterdam, NL	19:15 AMS
Total time: 4h 15m						

the selected flights

Show more fares

Service class mix

Filter

Prices do not include any travel agency service fee that may apply or any payment fee that may apply to your form of payment.

Suggested fare

Service class	Change	Refund	Baggage	CLASSIC	Total price	→
ECONOMY	€ 70,00	+€ 99,37 / -€ 302,00	1 x		€ 401,37	
						Number of tickets: 1

Other fares


AMS - VIE Business • VIE - WAW Economy • WAW - VIE Economy • VIE - AMS Economy

Service class	Change	Refund	Baggage	SAVER CLASSIC	Total price	→
ECONOMY	€ 70,00	+€ 99,37 / -€ 304,00	1 x		€ 403,37	
						Number of tickets: 1



The system will now display some alternative options. You can select them if they make a big difference to the fares. If you still want to book the selected flights, click the blue arrow.

☰ **cyrric**
My Trips
E Erik Doodkorte ▾



1 Start 2 **Select flights** 3 Select fare 4 Complete booking 5 Confirmation
You are booking for:
E Doodkorte, Erik (You)

Amsterdam → Vienna → Warsaw → Amsterdam

✓	Austrian - 378	JUN 1	Amsterdam, NL 07:00 AMS	Nonstop Total time: 1h 55m	Vienna, AT 08:55 VIE
	Austrian - 8501 <small>(operated by LOT Polish Airlines)</small>	JUN 3	Vienna, AT 09:25 VIE	Nonstop Total time: 1h 15m	Warsaw, PL 10:40 WAW
	Austrian - 624, 375	JUN 5	Warsaw, PL 15:00 WAW	1 Stop Total time: 4h 15m	Amsterdam, NL 19:15 AMS

↔ Service class
Change
Refund
Baggage
CLASSIC

Total price
€ 401,37
Number tickets: 1

➔

← Back

➔ **Alternative options**

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

✓	Austrian - 374	JUN 1	Amsterdam, NL 17:45 AMS	Nonstop Total time: 1h 50m	Vienna, AT 19:35 VIE
	Austrian - 625	JUN 3	Vienna, AT 07:15 VIE	Nonstop Total time: 1h 15m	Warsaw, PL 08:30 WAW
	Lufthansa - 1613 <small>(operated by Lufthansa Cityline), 2308 (operated by GermanWings)</small>	JUN 5	Warsaw, PL 13:15 WAW	1 Stop Total time: 7h 20m	Amsterdam, NL 20:35 AMS


↔ Service class
Change
Refund
Baggage
Q03CLSE0
L03CLSE2

Total price
€ 398,01
Save € 3,36

➔

Once your booking is complete, check whether everything is correct. For example, have you booked a fare that includes baggage?

☰ **cyrric**
My Trips E Erik Doodkorte ▾



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

You are booking for:
E Doodkorte, Erik (You)

	Austrian - 378	JUN	Amsterdam, NL	Nonstop	Vienna, AT
		1	07:00 AMS	Total time: 1h 55m	08:55 VIE
	Austrian - 8501 <small>(operated by LOT Polish Airlines)</small>	JUN	Vienna, AT	Nonstop	Warsaw, PL
		3	09:25 VIE	Total time: 1h 15m	10:40 WAW
	Austrian - 624, 375	JUN	Warsaw, PL	1 Stop	Amsterdam, NL
		5	15:00 WAW	Total time: 4h 15m	19:15 AMS

Service class
ECONOMY

Change
€ 70,00

Refund
+€ 99,37 / -€ 302,00

Baggage
1 x

CLASSIC

Total price
€ 401,37

Number of tickets: 1

Select seats € 0,00

Add baggage € 0,00

Add ancillaries € 0,00

Ticketing date
Tue, 7 Apr 2020
▾

E **Doodkorte, Erik**

Traveller data
Mr. Erik Doodkorte, erik.doodkorte@minbuza.nl, +31642492560, Netherlands
▾

Ticket
e-Ticket, ID for electronic ticket: Use unstored Government Issued PID
▾

Payment or guarantee
Invoice
▾

Frequent traveller number
No card used
▾

At the bottom right of the screen, click 'Complete Booking'.

€ 401,37
Details ▼

Complete Booking
Liabie for payment

The final screen displays the booking confirmation.

3W *Werken voor Nederland WereldWijd*

← ↑ ↓ **Confirmation for Erik Doodkorte**

Approval:

The trip request is waiting for approval.

Approval Deadline: **Tuesday, 07APR20 15:23 (CEST)**
No Approver selected

Segment #	Type	Travel Date	Destination	Time Periods	Requested Service	Status	Total
1		01JUN20	Amsterdam(AMS) - Vienna(VIE)	07:00 - 08:55	OS 378 Economy	Confirmed	401,37
2		03JUN20	Vienna(VIE) - Warsaw (WAW)	09:25 - 10:40	OS 8501 Economy	Confirmed	Included in segment #1
3		05JUN20	Warsaw(WAW) - Vienna(VIE)	15:00 - 16:20	OS 624 Economy	Confirmed	Included in segment #1
4		05JUN20	Vienna(VIE) - Amsterdam(AMS)	17:20 - 19:15	OS 375 Economy	Confirmed	Included in segment #1
Total Cost of the complete Trip in EUR:							401,37

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.

1 OS 378 Economy CLASSIC
OS 8501 Economy CLASSIC
OS 624 Economy CLASSIC
OS 375 Economy CLASSIC

Changes allowed with 70,00 EUR payment and possible surcharges for higher booking classes. If cancelled, the refundable amount is 99,37 EUR.

Fare per traveller in EUR: 401,37 Fare for all travellers in EUR: 401,37


Total fare for all travellers for all Air segments in EUR: 401,37

Total Cost of the complete Trip in EUR: 401,37

Traveller: Erik Doodkorte

Payment:
OS 378, OS 8501, OS 624, OS 375: Payment by Invoice

Ticket Information

 **Ticketing Date:**
OS 378, OS 8501, OS 624, OS 375: Ticket(s) will be issued on Tuesday, 07April2020 23:59

Ticket Options:
OS 378, OS 8501, OS 624, OS 375: e-Ticket, Not ticketed.

For Check-in for Flight:

General Information

Ordered by:
Erik Doodkorte, eMail: erik.doodkorte@minbuza.nl

Contacts:
Travel Agency: VCK Travel - 3W- 1A - AMSNO3801, Address: Postbus 58417, 1040 HK, Amsterdam, Netherlands,
Telephone: +31 70 3705575, eMail: tem@vcktravel.nl

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!

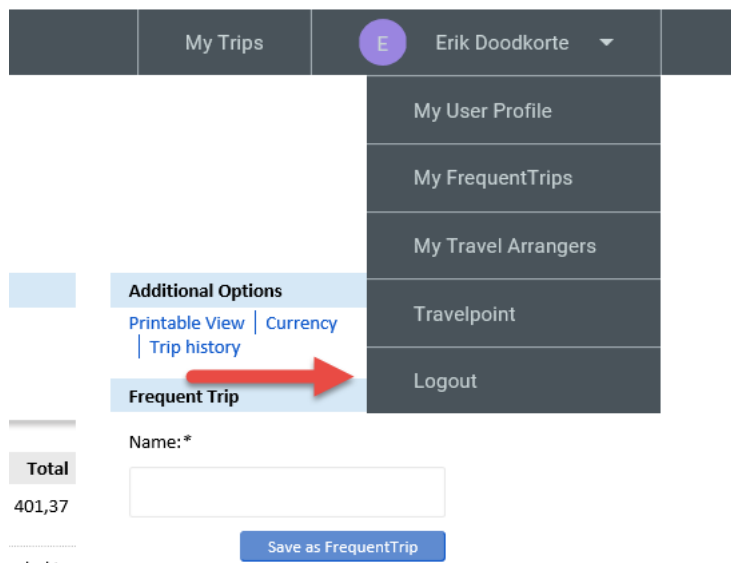
Important: The information enclosed here may change without notice. All times are local times. Please observe the visa and immigration regulations of your destination and/or transit country as well as information on health and vaccination rules. Only you are responsible for compliance. If your travel 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 Werken voor Nederland

Travel request | Expenses | Approval | Cash advance | Dashboard | My profile | Logout

MXF3S | TEM 3W Cytric | EUR | Erik Doodkorte (TEM) | User

Trip Schema

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

AMSTERDAM → AMSTERDAM
Amsterdam-Amsterdam-Schiphol (AMS) | Price: 401.37 EUR

Stops: VIENNA / WIEN • WARSAW

AMSTERDAM - VIENNA / WIEN

AMS 07:00 01/6/2020 → VIE 08:55 01/6/2020
Duration: 01:55:00 | PNR: T5ZUAD
Class: E
Location: Wenen

VIENNA / WIEN - WARSAW

VIE 09:25 03/6/2020 → WAW 10:40 03/6/2020
Duration: 01:15:00 | PNR: T5ZUAD
Class: E
Location: Warsaw

Close | Print | Save | **Submit offer or submit for approval** | Access my booking

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