

Combining booking classes

(The first part is a general set of instructions about booking a flight. If appropriate, scroll down to 'Select fare' <p7>.)

Create a travel request.

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

Travel requests
For information see [Travelpoint](#) or click on the ? in the right top corner of the screen.
Look into your old travel requests in TEM 1.0? Follow this [instruction](#).
First time on a trip? Have a look at the [steps](#) to be taken.
Travel directive Corona-virus [Corona](#) .

All travel requests Card View Hide New

🕒 Create travel request

🕒 Short trip title 1 08/06/2020 2 Create + 3

All | Draft | Submitted | Approved | Rejected | Confirmed | 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).

3W Werken voor Nederland

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

Travel request Expenses Approval Cash advance Dashboard My profile Logout

Unit travelling for and cost element

Unit/embassy travelling for: BUZA 3W-DRM **1**

Cost element/project code: BUZA 3W-DRM(BUZA 3W-DRM) **1**

Notifications for submission
Geen meldingen

Notifications for online booking
Geen meldingen

Trip Information

To be completed by the traveler

Reason: Werkbezoek **2**

Description: New York **3**

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 costs for trip and stay

Allowance estimation (EUR):

Flight/train booking costs (EUR):

Hotel booking costs (EUR):

Car rental booking costs (EUR):

Total estimated costs (EUR):

Maximum cash advance:

Desired advance:

Delete Print Save Search & book

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
5. Select a location of stay
6. Save the completed information by clicking the checkbox.

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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: 08/06/2020 (1)

From [City]: Amsterdam (Amsterdam-Schiphol) AMS (3) Netherlands

By: Air

Class: Economy

Return date: 12/06/2020 (2)

To [City]: New York NY(John F Kennedy Intl) JFK (4) USA

Location: New York-New York (5)

6

Booking Dashboard

Make yourself familiar with the travel policy and where to find all information on the travel policy and where to find it.

Online booking flight and stay via :  [Search & book](#)

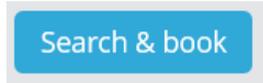
STATUS ONLINE BOOKING : No booking
Ticketing Date : Not applicable

Delete Print Save Search & book

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 results are displayed in this online booking tool. They are 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'.

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 ⇌ New York

AMS → JFK
Mon, 8 Jun

JFK → AMS
Fri, 12 Jun

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

  Klm Royal Dutch Airlines - 645	Amsterdam, NL 14:30 AMS	Nonstop Total time: 8h 00m	New York, NY, US 16:30 JFK	Recommended  	Total trip prices from € 324,69 
  Delta Air Lines - 9278 (operated by Klm Royal Dutch Airlines)	Amsterdam, NL 14:30 AMS	Nonstop Total time: 8h 00m	New York, NY, US 16:30 JFK	Recommended  	Total trip prices from € 342,09 
  Klm Royal Dutch Airlines - 643	Amsterdam, NL 17:55 AMS	Nonstop Total time: 8h 00m	New York, NY, US 19:55 JFK	Recommended  	Total trip prices from € 324,69 

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.



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

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 ⇌ New York

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Sorted by
Shortest travel time

Filter

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Time difference: -6h 00m

	Klm Royal Dutch Airlines - 645	Amsterdam, NL	Nonstop	Total time: 8h 00m	New York, NY, US	Recommended	<input checked="" type="checkbox"/>
							Total trip prices from € 324,69
	Delta Air Lines - 9278 (operated by Klm Royal Dutch Airlines)	Amsterdam, NL	Nonstop	Total time: 8h 00m	New York, NY, US	Recommended	<input type="checkbox"/>
							Total trip prices from € 342,09
	Klm Royal Dutch Airlines - 643	Amsterdam, NL	Nonstop	Total time: 8h 00m	New York, NY, US	Recommended	<input checked="" type="checkbox"/>
							Total trip prices from € 324,69

You will then see that the outbound flight has been selected, and you will be presented with the options for the return journey.

Please note that you have a free choice.

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 out-of-policy flight, 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 aangeprefereerde opties (rood stoplicht) te boeken met onderbouwing.

Round trip Amsterdam ⇌ New York

✓ Klm Royal Dutch Airlines - 645	JUN 8	Amsterdam, NL	Nonstop	New York, NY, US	16:30 JFK	✕
Total time: 8h 00m						
	JUN 12	New York, NY, US		Amsterdam, NL	-- : --	

AMS → JFK
Mon, 8 Jun

JFK → AMS
Fri, 12 Jun

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 Economy from € 2.590,69	🔴	➔
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 Economy from € 324,69	🟢	➔
17:30 JFK		Total time: 7h 15m	06:45 +1 AMS	Recommended		
✓ Delta Air Lines - 9357 (operated by Klm Royal Dutch Airlines)	New York, NY, US	Nonstop	Amsterdam, NL	Total trip prices in Economy from € 342,09	🟢	➔
17:30 JFK		Total time: 7h 15m	06:45 +1 AMS	Recommended		
✓ Klm Royal Dutch Airlines - 646	New York, NY, US	Nonstop	Amsterdam, NL	Total trip prices in Economy	🟡	➔
18:00 JFK		Total time: 7h 00m	07:00 AMS	Recommended		



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.

First, activate the 'Show more fares' feature:

 Kim Royal Dutch Airlines - 645	JUN 8	Amsterdam, NL 14:30 AMS	Nonstop Total time: 8h 00m	New York, NY, US 16:30 JFK
 Kim Royal Dutch Airlines - 642	JUN 12	New York, NY, US 17:30 JFK	Nonstop Total time: 7h 15m	Amsterdam, NL 06:45 +1 AMS

Show more fares    Service class mix   Filter 

Additional fares will then be loaded and displayed. At that point, click 'Service class mix':



Select the combination of classes you want.

Show more fares

 Service class mix   Filter 

→	JUN 8	AMS - JFK	<input checked="" type="radio"/> ANY	<input type="radio"/> ECONOMY	<input type="radio"/> BUSINESS
←	JUN 12	JFK - AMS	<input type="radio"/> ANY	<input type="radio"/> ECONOMY	<input checked="" type="radio"/> BUSINESS

Cancel



Apply

Wait a moment while the desired combination of fares is retrieved from the airline's systems:



We are collecting some great offers, please wait...

A list of fares will appear.

Since the travel policy is weighted more heavily than personal preference, the suggested fare may not necessarily be the combination you specified. So pay attention to this when selecting your fare.

Scroll down to select the fare you want.

Show more fares

Service class mix

Filter

	Service class ECONOMY	Change € 150,00	Refund +€ 48,55 / -€ 1.094,14	Baggage 1 x	STANDARD	€ 1.142,69			Number of tickets: 1
	Service class ECONOMY	Change € 150,00	Refund No info	Baggage 1 x	FULLFLEX STANDARD	Total price € 1.403,69			Number of tickets: 1
	Service class ECONOMY	Change Changeable	Refund +€ 1.399,69 / -€ 200,00	Baggage 1 x	FLEX FULLFLEX	Total price € 1.599,69			Number of tickets: 1
	Service class ECONOMY	Change Changeable	Refund +€ 1.428,69 / -€ 200,00	Baggage 1 x	FULLFLEX FLEX	Total price € 1.628,69			Number of tickets: 1
	AMS - JFK Business • JFK - AMS Economy Service class BUSINESS	Change € 150,00	Refund No info	Baggage 1 x	BUSINESS STANDARD	Total price € 2.042,19			Number of tickets: 1
	AMS - JFK Economy • JFK - AMS Business Service class ECONOMY	Change Changeable	Refund +€ 2.038,19 / -€ 200,00	Baggage 1 x	FLEX BUSINESS	Total price € 2.238,19			Number of tickets: 1
	AMS - JFK Economy • JFK - AMS Business Service class ECONOMY	Change Changeable	Refund +€ 2.053,19 / -€ 200,00	Baggage 1 x	FLEX BUSINESS	Total price € 2.253,19			Number of tickets: 1

Select the desired combination by clicking the blue arrow to the right of that fare.

Show more fares

Service class mix Filter

 Service class ECONOMY	Change Changeable	Refund +€ 1.399,69 / -€ 200,00	Baggage 1 x 	FLEX FULLFLEX	Total price € 1.599,69  	Number of tickets: 1
 Service class ECONOMY	Change Changeable	Refund +€ 1.428,69 / -€ 200,00	Baggage 1 x 	FULLFLEX FLEX	Total price € 1.628,69  	Number of tickets: 1
 AMS - JFK Business • JFK - AMS Economy Service class BUSINESS	Change € 150,00	Refund No info	Baggage 1 x 	BUSINESS STANDARD	Total price € 2.042,19  	Number of tickets: 1
 AMS - JFK Economy • JFK - AMS Business Service class ECONOMY	Change Changeable	Refund +€ 2.038,19 / -€ 200,00	Baggage 1 x 	FLEX BUSINESS	Total price € 2.238,19  	Number of tickets: 1
 AMS - JFK Economy • JFK - AMS Business Service class ECONOMY	Change Changeable	Refund +€ 2.053,19 / -€ 200,00	Baggage 1 x 	FLEX BUSINESS	Total price € 2.253,19  	Number of tickets: 1
 AMS - JFK Business • JFK - AMS Economy Service class BUSINESS	Change Changeable	Refund +€ 2.067,19 / -€ 200,00	Baggage 1 x 	BUSINESS FLEX	Total price € 2.267,19  	Number of tickets: 1

< 1 of 2 >

For information about the airline's baggage policies click the link shown above the baggage information for a ticket. Change information may not be available here. Refund information shows the amount you keep followed by the amount you lose, in case of

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

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.

The next screen takes you through all the details. Pay attention in the itinerary to whether the economy/business combination is correct.

If not, go back to 'Select fare' to select the correct fare.



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

You are booking for:

E Doodkorte, Erik (You)

These are the chosen flights

Klm Royal Dutch Airlines - 645	JUN 8	Amsterdam, NL	14:30 AMS	Nonstop	Total time: 8h 00m	New York, NY, US	16:30 JFK
Klm Royal Dutch Airlines - 642	JUN 12	New York, NY, US	17:30 JFK	Nonstop	Total time: 7h 15m	Amsterdam, NL	06:45 +1 AMS

AMS - JFK Economy • JFK - AMS Business

Service class: **ECONOMY** Changeable Refund: +€ 2.038,19 / -€ 200,00 **Baggage** 1 x FLEX BUSINESS

Total price: **€ 2.238,19** Number of tickets: 1

Select seats € 0,00 Add baggage € 0,00 Add ancillaries € 0,00

Ticketing date: Fri, 10 Apr 2020

Policy

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

 Ticketing date	Fri, 10 Apr 2020	▼
 Policy		▲
<div style="border: 1px solid orange; padding: 5px; margin-bottom: 5px;"> In this system is defined that bookings should be made price-cautiously. The fare you have selected is too high.</div> <div style="border: 1px solid orange; padding: 5px; margin-bottom: 5px;"> Please select the Jusification Code for selecting the out of policy option</div> <div style="border: 1px solid gray; padding: 5px;"><p>Out-of-Policy Reason Code</p><div style="background-color: blue; color: white; padding: 2px;">No cheaper alternative available on direct flight</div>▼</div>		
 Doodkorte, Erik 		
 Traveller data	Mr. Erik Doodkorte, erik.doodkorte@minbuza.nl, +31642492560, Netherlands	▼
 APIS and TSA		▲

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

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 13 / 12 / 1966 3
Gender Male 4	Nationality (optional)

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

Visa data

Document number / ID	Date of birth / ID
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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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€ 2.238,19
Details ▼

Complete Booking
Liable for payment



The final screen displays the booking confirmation. Check whether the combination of classes is correct. If necessary, book a seat by clicking the seat icon.

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.

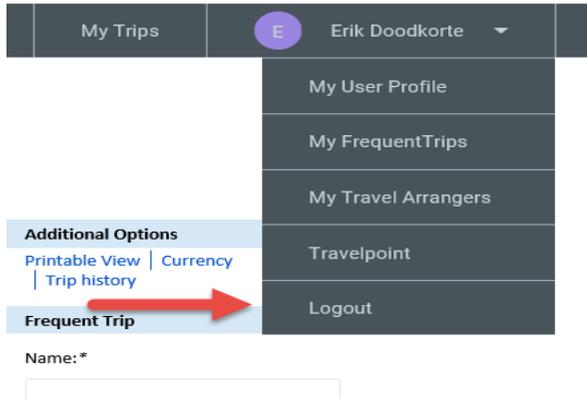
We thank you for this booking!

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.

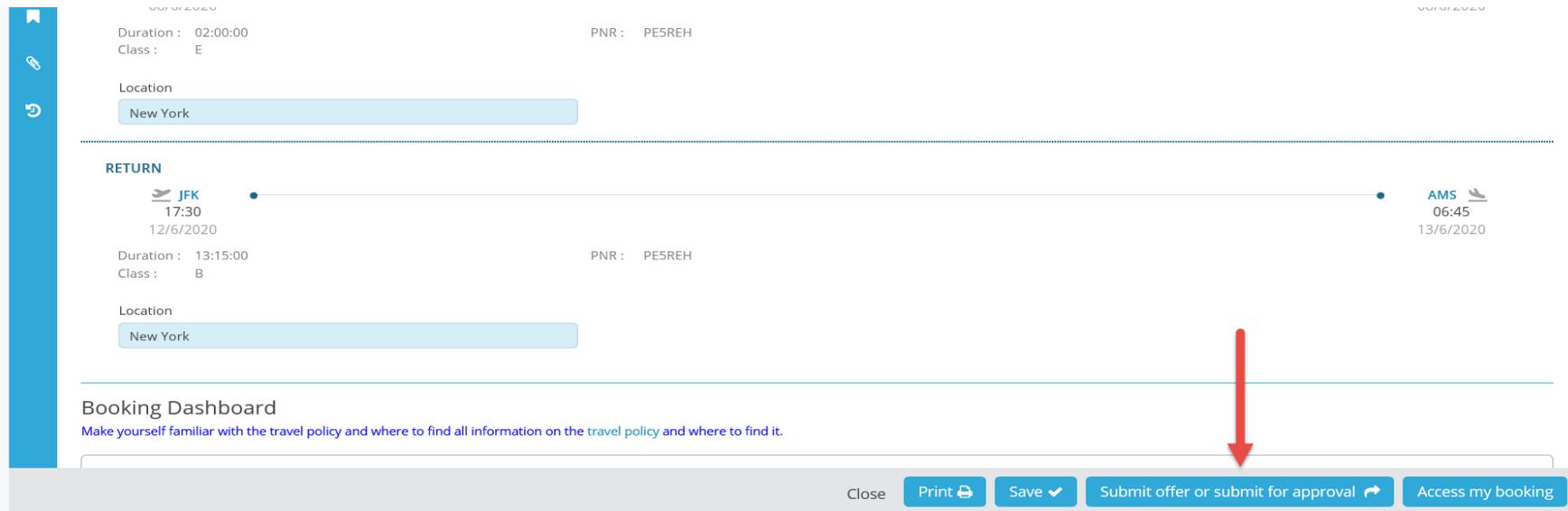
[Continue to Active Bookings](#) | [Add Train Booking](#) | [Add Hotel](#) | [Add Car Booking](#) | [Cancel Entire Booking](#)

[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.



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