	Title: AV8R Online Flights, hotel & Car	Number: BSD243	Revision: 1	Effective Date: 25-02-2025
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AV8R | HOW TO...
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BEYOND *Your* EXPECTATION

Book Online – Flights / Hotel / Car

Contents

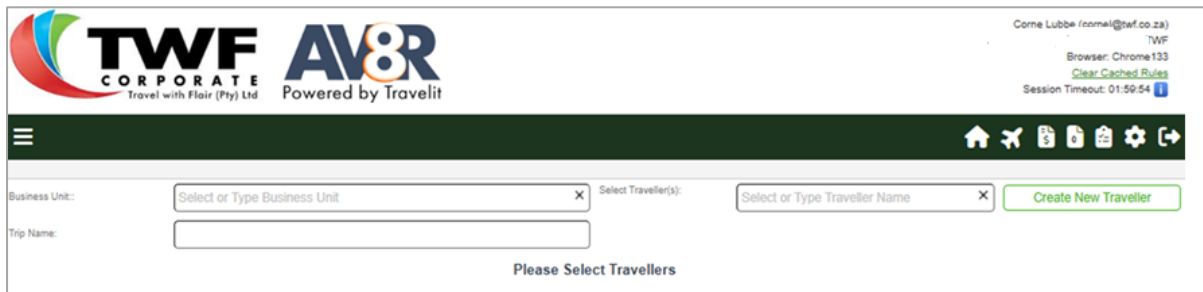
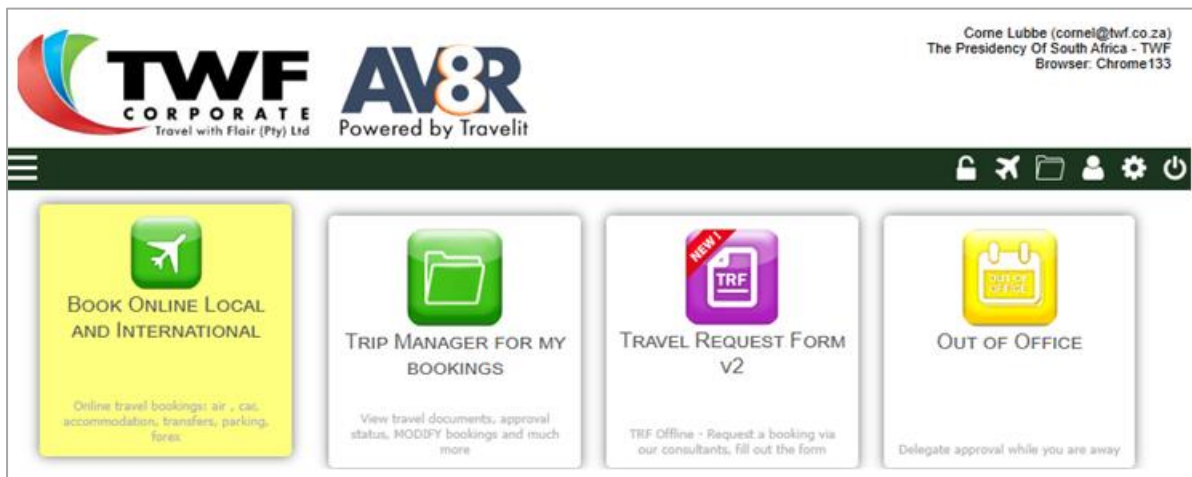
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1. Flights

1.1 Flight Search Page:

Select the book online local and international tab on the home page.



Selection Criteria	Description
Select Business Unit	This field is pre-populated with the company business units
Select Traveller	Select or type traveller name. You can type the traveller's name, surname or email address. The traveller name will only appear within the drop-down if it has been created on the system.
Insert Trip Name	This field could be pre-populated with certain project names the company is working on / free text could be used to type in a name for the trip.
Policy Group Applied	This will auto populate as it is linked to the traveller profile.
Create New Traveller	Click here to create a new traveller that has not already been loaded on the system.

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Book Flights Based On:	
Cheapest available flight within travel policy across multiple airlines.	Fare rules displayed and made easy to understand.
Mixed carriers can be booked, to maximise choice and availability.	

RETURN:	Flight to destination and return
ONE WAY:	One way flight only

Once the mandatory fields above have been populated, click on the relevant sub icon (explained below).	
Flying From: Departure Airport	Type in the first few letters of the departure airport, city or airport code. The system will provide a drop down to select the preferred airport.
Flying To: Arrival Airport	Type in the first few letters of the arrival airport, city or airport code. The system will provide a drop down to select the preferred airport.
Depart & Return Date	Select the calendar to choose the departure date. Then select departure date, drag your mouse across the dates the passenger will be away and select the return date.

✈ Flight ✈ + 🏨 + 🚗 🏨 Hotel 🚗 Car 🚗 Transfer ⚡ Fastbook 📄 Other sectors

Flight ◀ 🗑

Return One-way Multi-city Smart Routes


Departure date: Return date:

Departure time: All day Return time: All Day

Economy (cheapest) ▾

Search View Timetable Clear fields

Hotel	Click to Book Hotel ▾ 🗑
Car	Click to Book Car ▾ 🗑

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Depart & Return Time:	Select the preferred time of travel. The system will search all flights around the selected time. The all-day function will show the booker all the scheduled flights for the specific day / routing. Note: Depart and return is defaulted to 08:00 and 17:00 respectively.
Preferred Cabin	Select the applicable class from the drop-down list. Not all domestic airlines cater for all cabins. E.g: Economy, Flexible Economy, Business Class. If a specific cabin is not loaded it is likely the company policy is in effect and does not permit certain classes of travel. Note: Cabin type is always defaulted to Economy as Travelit is a cost saving solution

Flight

Return One-way Multi-city Smart Routes

Flying from: OR Tambo International, Johannesburg (Airport) - South Africa

Flying to: Cape Town International, Cape Town (Airport) - South Africa

Departure date: 24-03-2025

Return date: 27-03-2025

Return time: 17:00 All Day

Selected: 24-03-2025 to 27-03-2025 (4 Days)


March 2025					April 2025								
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1	1	2	3	4	5		
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

Shortcuts: Today Clear Dates

Click to Book Hotel











Preferred cabin/class

Economy (cheapest) ▼









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1.2 Flight results page:

Once the results page displays, select the  icon to open the options.








 JNB	Flight  OR Tambo International, Johannesburg (Airport) - South Africa  Cape Town International, Cape Town (Airport) - South Africa	MAR 24 Mon	Flights Returned for Selection Click here - 29 Flights from ZAR 1361.44	 
 CPT	Flight  Cape Town International, Cape Town (Airport) - South Africa  OR Tambo International, Johannesburg (Airport) - South Africa	MAR 27 Thu	Flights Returned for Selection Click here - 38 Flights from ZAR 1664.69	 

Our top picks displayed from the search results are defined by the most recommended options based on searched criteria.

Flight							
Departure date:		Monday, 24 March 2025					
Departure airport:		OR Tambo International, Johannesburg (Airport) - South Africa					
Arrival airport:		Cape Town International, Cape Town (Airport) - South Africa					
		Our "Top Picks" using A.I.					Total price (ZAR) for 1 Traveller
	Safair FA200	05:55 JNB	—	08:15 CPT	2h 20m	Non-stop	1 361.44 
	Safair FA604	06:30 JNB	—	08:50 CPT	2h 20m	Non-stop	1 361.44 
	Safair FA298	07:15 JNB	—	09:40 CPT	2h 25m	Non-stop	1 361.44 
Sort: Departure Time		Cheapest from 1 361.44		Fastest from 1 420.00		 Sort / Filter	

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More Options displayed from the search results are defined by all available options based on searched criteria and company policy.


 More Options Total price (ZAR) for 1 Traveller					
	Safair FA200	05:55 JNB	— 08:15 CPT	2h 20m	Non-stop 1 361.44 >
	Hahn Airways (Operated by Safair) H16757	05:55 JNB	— 08:15 CPT	2h 20m	Non-stop 2 169.69 >
	South African Airways SA303	06:05 JNB	— 08:15 CPT	2h 10m	Non-stop 1 469.19 >
	AIRLINK 4Z921	06:15 JNB	— 08:30 CPT	2h 15m	Non-stop 2 073.19 >
	Safair FA604	06:30 JNB	— 08:50 CPT	2h 20m	Non-stop 1 361.44 >
	Lift GE101	06:30 JNB	— 08:40 CPT	02h 10m	Non-stop 1 420.00 >


1.3 Flight Selection:


Choose the preferred flight by selecting the expand arrow > to view and select the required available fare.


Flight <


 **Departure date:** Monday, 24 March 2025

 **Departure airport:** OR Tambo International, Johannesburg (Airport) - South Africa

 **Arrival airport:** Cape Town International, Cape Town (Airport) - South Africa

 **Our "Top Picks" using A.I.** Total price (ZAR) for 1 Traveller

	Safair FA200	05:55 JNB	— 08:15 CPT	2h 20m	Non-stop 1 361.44 >
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	Title:	Number:	Revision:	Effective Date:
	AV8R Online Flights, hotel & Car	BSD243	1	25-02-2025

Click on the [select flight](#) tab to make your selection.

Flight

Safair - FA200 - Equipment: 738

05:55 - OR Tambo International (JNB) - Monday, 24 March 2025 - Terminal: B

Flight duration: 2h 20m

08:15 - Cape Town International (CPT) - Monday, 24 March 2025

Route	Fare name	Cabin	Bags	Refund	Change	Policy	Total price (ZAR) for 1 Traveller		
JNB - CPT	Economy Lite No Bag	Economy (U)	No	No	Penalty		1 361.44	Add to Quote	Select Flight
JNB - CPT	Economy Standard	Economy (U)	1	Yes	Penalty		1 561.44	Add to Quote	Select Flight
JNB - CPT	Economy	SAVER (U)	1	No	Free		1 849.19	Add to Quote	Select Flight

Hover over Fare / Class / Bags / Refund / Change Descriptions to view the rules of the fare selected.

Select Book Flight, complete any Policy Breach Reasons and acknowledge any warnings if applicable.

Flight

Safair - FA200 - Equipment: 738

05:55 - OR Tambo International (JNB) - Monday, 24 March 2025 - Terminal: B

Flight duration: 2h 20m

08:15 - Cape Town International (CPT) - Monday, 24 March 2025

Route	Fare name	Cabin	Bags	Refund	Change	Policy	Total price (ZAR) for 1 Traveller		
JNB - CPT	Economy Lite No Bag	Economy (U)	No	No	Penalty		1 361.44	Add to Quote	Close


You are AMAZING and saved your organisation lots of money by selecting this flight!

Booking rules


- Estimated airline change fee of R300 will be charged. Ticket is non-refundable. 100% penalty will be applied.
- WARNING: You have selected a fare that does not include any checked baggage. Please confirm this is correct.

Everyday low fare non-refundable. Hand Luggage. Checked luggage sold separately. Estimated airline change fee of R300 will be charged. Ticket is non-refundable. 100% penalty will be applied.

[Book flight](#)


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Your flight has now been selected.

 Flight JNB	Flight Depart: OR Tambo International, Johannesburg, South Africa Arrive: Cape Town International, Cape Town, South Africa Depart: 05:55 Arrive: 08:15 Settlement mode: Credit Card Change Sector Remove Sector	MAR 24 Mon	Safair · FA200 Economy (U) · No bags · Terminal: B	1 361.44 Ticket 1 <input checked="" type="checkbox"/>
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Repeat steps above to book the return flight (For domestic flights only).

	Hotel	Click to Book Hotel	<input type="checkbox"/> <input type="checkbox"/>	
	Car	Click to Book Car	<input type="checkbox"/> <input type="checkbox"/>	
 Flight JNB	Flight Depart: OR Tambo International, Johannesburg, South Africa Arrive: Cape Town International, Cape Town, South Africa Depart: 05:55 Arrive: 08:15 Settlement mode: Credit Card Change Sector Remove Sector	MAR 24 Mon	Safair · FA200 Economy (U) · No bags · Terminal: B	1 361.44 Ticket 1 <input checked="" type="checkbox"/>
 Flight CPT	Flight Depart: Cape Town International, Cape Town, South Africa Arrive: OR Tambo International, Johannesburg, South Africa Depart: 19:30 Arrive: 21:30 Settlement mode: Credit Card Change Sector Remove Sector	MAR 27 Thu	South African Airways · SA366 SAVER (L) · 1 Bag	1 664.69 Ticket 2 <input checked="" type="checkbox"/>

	Title: AV8R Online Flights, hotel & Car	Number: BSD243	Revision: 1	Effective Date: 25-02-2025
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2. Hotels

2.1 Hotel search page:

Search for required accommodation based on the following criteria:

- Specific Property Name
- If property unknown, search via point of interest, address or city

Dates will pre-populate according to flights selected, however can be amended according to requirement, then select Search.

Hotel

Where would you like to stay?

Type Location or Hotel Name

Check-in date:

Check-out date:

3 Night(s)

Rooms

Search tip

Important Message

Please note for any accommodation bookings made, travellers will be required to produce their **Identification Document** upon check-in.

2.2 Hotel Results page:

Select most the preferred property based on search criteria, select View Rooms.

Hotel

Searched Criteria: Cape Town, South Africa - South Africa


CheckIn Date: Monday, 24 March 2025 Rooms: 1

Check-out date: Thursday, 27 March 2025 Nights: 3

New search / Hotel list

Sort/ Filter Find Hotel Name...


Searching:

 **Sunsquare Cape Town Gardens** ★★★★★

Southern Sun Hotels
Mill Street Gardens, Cape Town

1 461.67


Distance: 0.00km

 **Southern Sun Cape Sun** ★★★★★

Southern Sun Hotels
Strand Street, Cape Town

3 030.00

Distance: 0.44km

	Title:	Number:	Revision:	Effective Date:
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Select preferred Room type / rate and Select Room.

Important: Ensure you are selecting the correct room type AND Meal plan.

Online bookings Add to Favourite Add Company Rules

Select Room Type

- Room Only From (0)
- Room Including Breakfast From (3690)
- Room Including Breakfast and Dinner From (4320)

Filters

- Non-smoking only
- In-policy only
- Corp rates only
- Refundable Only
- Corp room first

Total rooms: (10) Reset

Garden Court Nelson Mandela Boulevard	Average room rate	Rate for stay
	⇅ (ZAR)	⇅ (ZAR)
Government Departments Garden Court Nelson Mandela Boulevard Standard Room 1 Dbl Bed Smoking (2 Max Pax) Government W01 - Earn Sunrands Breakfast included	1 230.00	3 690.00
Rate includes: Breakfast <small>eRes</small>		
1 Rooms Available		Select Room
Government Departments Garden Court Nelson Mandela Boulevard Standard Room 1 Dbl Bed Non Smoking (2 Max Pax) Government W02 - Dinner Inclusive - Earn Sunrands Dinner and Breakfast incl. (Kids pay for dinner)	1 440.00	4 320.00
Rate includes: Breakfast Dinner <small>eRes</small>		
2 Rooms Available		Select Room

Review Room type selected and then select View Terms And Conditions, if favourable then acknowledge with the check box and select Proceed.

Garden Court Nelson Mandela Boulevard
 ★★★★★
 Southern Sun Hotels
 Corner Melbourne and Coronation Road, Woodstock, Cape Town

Online bookings Back to room list

Room	Description	Traveller	Average room rate	Total
1	Government Departments Garden Court Nelson Mandela Boulevard Standard Room 1 Dbl Bed Smoking (2 Max Pax) Government W01 - Earn Sunrands Breakfast included Rate includes: Breakfast <small>eRes</small>	Corne Lubbe	1 230.00	3 690.00
Approximate total				3 690.00

Voucher summary

Full Rate x 3 nights x 1 Traveller(s) at 1 230.00/day inc 3 690.00


Traveller can charge extras to Property Yes No 660.00

Expense	Daily amount
Dinner incl 2 Soft Drinks only (No alcohol/energy drinks) Yes No	220.00
Breakfast including 1 beverage Included in room rate	0.00
Total voucher value	4350.00

Confirm property t&cs

I accept all terms and conditions of the property.
[View terms and conditions.](#)

Proceed

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3. Car Rental

3.1 Car Search Page:

After the property has been selected and booked, select the car tab where it states Click to Book Car.



The location for car hire will default to an airport rental based on flight selection and flight dates and times, alternatively this can be amended and searched for by an alternative location, based on requirement. Once all details have been completed, select Search.

Car

Branch pick-up location Deliver vehicle To Branch drop-off location Collect Vehicle From

Cape Town International, Cape Town (Airport) - South Afr. Cape Town International, Cape Town (Airport) - South Afr.

Pick-up date: 24-03-2025 Drop-off date: 27-03-2025 (4 Days)


Pick-up time: 08:00 Drop-off time: 19:00

Book a van

Search

Select Click to view availability on approved vendors.



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3.2 Car Results Page:

Select the most suitable vehicle type and vendor, based on your company travel policy and select Book Now.

Car <

	Location	Date	Time	No of Days
Pickup:	Cape Town International, Cape Town (Airport) - South Africa	Monday, 24 March 2025	08:00	4
Dropoff:	Cape Town International, Cape Town (Airport) - South Africa	Thursday, 27 March 2025	19:00	

Filter Cars By
Show Car Filters



Volkswagen Polo Vivo or similar
Group B (EDMR)
Avis Cape Town Airport

5 seats, 5 doors, A/C


Free Km/Day: 100km
 Per Km: 3.13
 Manual transmission
 Airbags
 CO2: 178g/km

[Add to Quote](#)
[Phone Vendor](#)

1 624.00

Rate Based On:
0 Km/Day
Incl 4 Days

Book Now



TOYOTA STARLET OR SIMILAR
Group B (EDMR)
Woodford Cape Town International Airport

5 seats, 4 doors, A/C

Free Km/Day: 200km
 Per Km: 4.03
 Manual transmission
 Power steering
 Airbags

[Add to Quote](#)
[Phone Vendor](#)

1 502.00

Rate Based On:
0 Km/Day
Incl 4 Days

Book Now

Search Again

Review reservation details and select Confirm.

Select Car Fields

Reservation Details

Pickup location:	Avis Cape Town Airport
Pickup date:	Monday, 24 March 2025
Pickup time:	08:00
Drop-off date:	Thursday, 27 March 2025
Drop-off time:	19:00
Number Of Days:	4
Vehicle Type & Code:	Volkswagen Polo Vivo or similar - Group B
Rental Amount:	1624.00

Actual: Booking Rental Amount

Booking Rental Amount:	1624.00	<small>(Free Km/Day: 100km; Per Km: 3.13)</small>
Admin and Extra Fees:	375.57	
Total price Incl Selected Extras:	1999.57	<small>(Actual Kms driven will be added after rental)</small>

Select Primary Driver


Come Lubbe

Inclusions

Confirm





ONLINE FLIGHTS, HOTEL & CAR

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4. Travel Summary

Once Flights, Hotel and Car bookings have been selected, the screen will display all booked sectors in chronological order of travel.

 JNB	Flight Depart: OR Tambo International, Johannesburg, South Africa Arrive: Cape Town International, Cape Town, South Africa Depart: 05:55 Arrive: 08:15 Settlement mode: Credit Card Change Sector Remove Sector	MAR 24 Mon	Safair - FA200 Economy (L) - No bags - Terminal: B	1 361.44 Ticket 1 <input checked="" type="checkbox"/>
	Hotel Check-in: Monday, 24 March 2025 Check-out: Thursday, 27 March 2025 Room: 1x Room 3x Nights Missed savings (0.00) Total amount excludes extras Room 1: Corne Lubbe (Total Allowances: 660.00) Change Sector Remove Sector	MAR 24 Mon	Garden Court Nelson Mandela Boulevard	3 690.00
 CPT	Car Pickup: Avis Cape Town Airport 08:00 Monday, 24 March 2025 Drop-off: Avis Cape Town Airport 19:00 Thursday, 27 March 2025 (4 Days) Type: Group B - Volkswagen Polo Vivo or similar Settlement Mode: Bill back To Agent Primary driver: Corne Lubbe Included: Rate incl 100 KMS fee per day @ ZAR3.13 per km Extra: Estimated Administration Fee 375.57 Change Sector Remove Sector	MAR 24 Mon	Avis Car Rental South Africa Avis Cape Town Airport	1624.00 <input checked="" type="checkbox"/>
 CPT	Flight Depart: Cape Town International, Cape Town, South Africa Arrive: OR Tambo International, Johannesburg, South Africa Depart: 19:30 Arrive: 21:30 Settlement mode: Credit Card Change Sector Remove Sector	MAR 27 Thu	South African Airways - SA366 SAVER (L) - 1 Bag	1 664.69 Ticket 2 <input checked="" type="checkbox"/>

Select the relevant Cost Centre and select Submit for Approval.

Trip Cost Excl. Fees - ZAR 1 662.69	v
Client Account Number:	v
Payment Method: Mr A Other - 444433*****1111 Expiry: 12-2025	v
Select Cost Center	v
Download Availability	Submit for Approval