	<p align="center"><b>Title:</b> AV8R – Approval Manual</p>	<p><b>Number:</b> BSD252</p>	<p><b>Revision:</b> 1</p>	<p><b>Effective Date:</b> 19-06-2025</p>
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# AV8R | HOW TO...

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BEYOND *Your* EXPECTATION

# Approve a Trip

## Contents


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As an approver, you are responsible for reviewing and approving travel requests in accordance with company policy. Please ensure approvals are completed within the designated time frame to prevent fare increases or loss of seat availability. Below are the available options for approving a trip.

## 1. Approval Via Email:

- An approval email will be sent to the relevant approver/s when approval is required. The email will be sent from [notifications@travelit.co.za](mailto:notifications@travelit.co.za).
- Select the hyperlink in the body of the email ([Click here to Approve or Reject booking](#)) to be directed to the Approval inbox.

 This booking must be approved before the expiry date of 20/06/2025 22:00

**Travellers:**


**Company:**

**Business Unit:**

**Trip Name:** Test


**Reason for Travel:** Client Meeting

Trip Reference  
252011F

 **Total (incl) Awaiting Approval (excludes extras and fees):** R 6545.14 / ZAR 6,545.14


**Cost Centre Percent (%) Total**

001 - TWF Test | 100.00 % | ZAR 6,650.18

 = Lowest price available

Cost Saving Hint:  
Look out for Policy  
Breaches &  
Missed Savings

Click Here to Approve or  
Reject

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- After clicking the link in the email, the approval inbox shown below will open. All relevant trip details and cost information will be displayed for your review.
- Any missed savings & policy breaches will be indicated if applicable.

Request for Authorisation

Employees: **Corne Du Plessis**  
 Request: x  
 Approval Expiry Date: **Monday, 23 June 2025 by 09:35**  
 Notice to Approver:  
 Reference Number: B155016

**Waiting Approval Details** Total Incl. 1 953.61

**JNB**

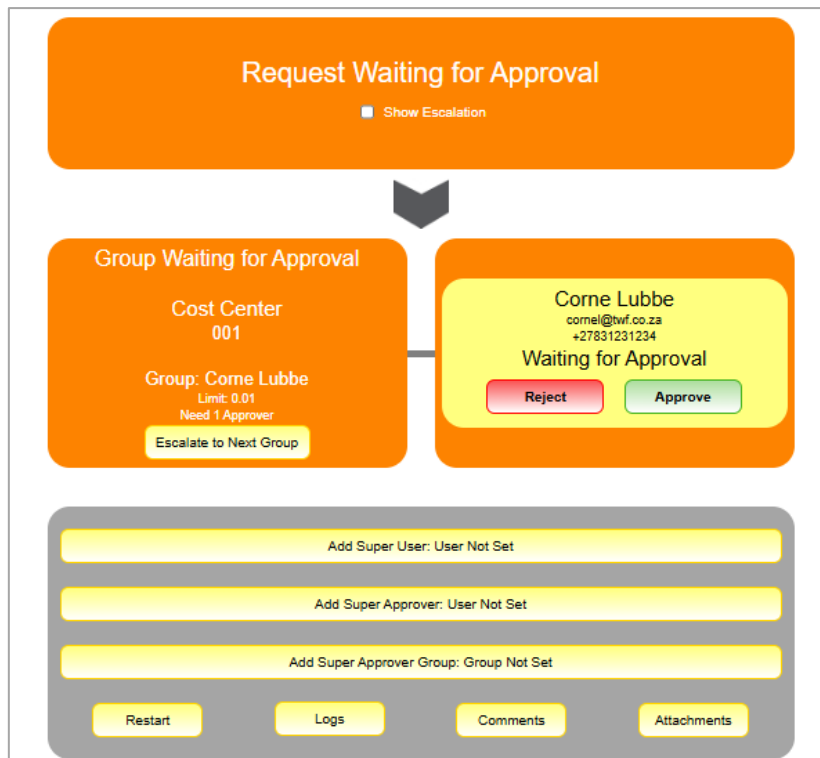
Car - Avis Car Rental South Africa  
 Car Description: Group B - Volkswagen Polo Vivo or similar  
 Pickup: Avis OR Tambo Airport  
 Drop Off: Friday 08 August 2025 at 16:00


In Policy

Waiting for Approval	85.00
Fee - Domestic PNR Fee - PNR Fee (Du Plessis Corne Mr)	85.00
Waiting for Approval	10.01
Fee - Domestic Car per Sector Fee (Du Plessis Corne Mr) Offline Single Sector 1/0	10.01
Waiting for Approval	10.01
<b>Total Cost Incl. ZAR 2 028.63</b>	

<p><b>Request Details</b></p> <p>Reason for Request: Site Visit          Request Date: Thursday, 19 June 2025 at 15:51          Business Unit:          Policy Group:          Start Date:          End Date:          Number of Days:          Number of Nights: 2 Nights</p>	<p><b>Requester Details</b></p> <p>Requester: <b>Corne Lubbe</b>          +27 863 1231234          cornel@twf.co.za</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Cost Centre Allocation</th> <th>Percentage</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>001 (TWF Test)</td> <td align="center">100.00%</td> <td align="right">1 639.59</td> </tr> </tbody> </table>	Cost Centre Allocation	Percentage	Amount	001 (TWF Test)	100.00%	1 639.59
Cost Centre Allocation	Percentage	Amount					
001 (TWF Test)	100.00%	1 639.59					

- The approver can select the approve or reject icon to approve or reject the trip.



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- The approver can access any attached documents by selecting the attachments icon at the bottom of the page.

**View Attachments** ×

Attachment Name	Type	View
Itinerary	.pdf	<a href="#">View</a>
Travel Approval Authorisation Form F55FB53	.pdf	<a href="#">View</a>
Availability Quote 37abae66	.pdf	<a href="#">View</a>

Back

- If the trip is rejected, the system will prompt you to provide a reason before proceeding.

**Reject Reason** ×


Reject Reason\*

Reject and Add New Sector
Reject Only
Close

- The below confirmation message will display after approval or rejection of the trip.

Request Reference F55FB53 (TEST) for Corne Du Plessis has been Super Approved.

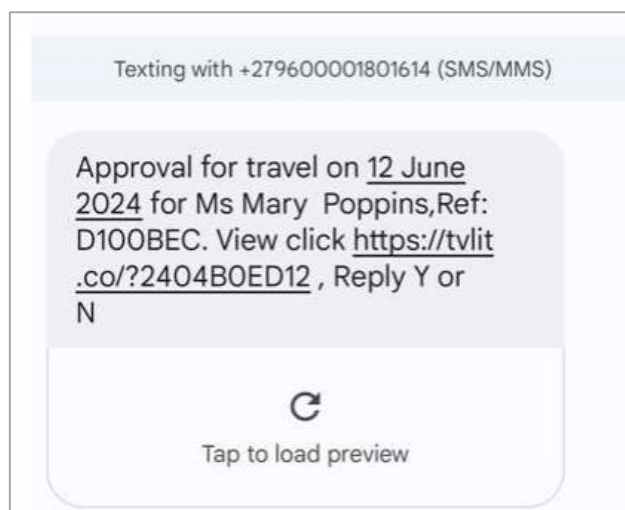
View in Trip Manager

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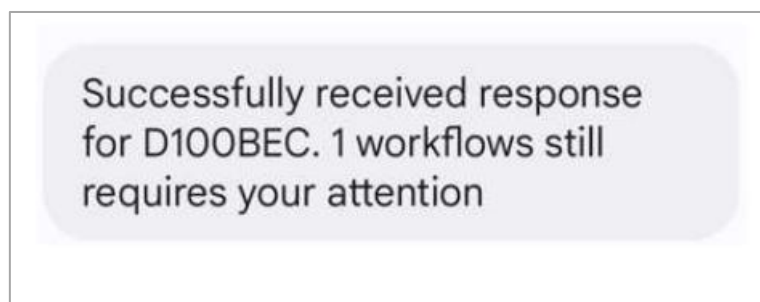
Travel documents will issue automatically after approval to both the booker and the traveller. If the trip is rejected, the requestor will be notified via email.


## 2. Approval via SMS

- SMS approval requests will be sent only to the relevant approver(s) when action is required.
- Each SMS is unique and linked to a specific trip and can be used **only once**.
- The SMS will contain a link to view the reservation awaiting approval.
- To respond, simply reply with Y (to approve) or N (to reject).
- Standard SMS and data rates apply.
- **Note:** Do not include any comments or reasons in your reply, as this will cause the SMS to fail.



- Ensure that you receive an acknowledgment SMS that your response has been received.



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- If you prefer, you can tap the link in the SMS to open the approval inbox on your phone. The trip details, including relevant costs, will be displayed. Simply select the Approve or Reject icon to action.

**Request for Authorisation**

Employee/s: **Jason Classen**  
Request: x  
Approval Expiry Date: **Sunday, 22 June 2025 by 16:53**  
Notes to Approver:  
Reference Number: 7C06692

Waiting Approval Details	Total Incl.
<b>JNB</b>	<b>594.00</b>
<b>Car - Bluu Car Rental</b>	
Car Description: Group B - Toyota Starlet or Similar Pickup: Bluu Car Rental O.R.Tambo Int. Airport Pickup: Tuesday, 22 July 2025 at 08:00 Drop Off: Thursday, 24 July 2025 at 16:00	
<input checked="" type="checkbox"/> In Policy	
Waiting for Approval <span style="float: right;">🕒</span>	
Fee - Domestic Car per Sector Fee (Classen Jason Mr) Offline Single Sector 1/0	10.01
Waiting for Approval <span style="float: right;">🕒</span>	
Fee - Domestic PNR Fee - PNR Fee (Classen Jason Mr)	65.00
Waiting for Approval <span style="float: right;">🕒</span>	
<b>Total Cost Incl: ZAR 669.01</b>	

Reject
Approve

**Request Details**

Reason for Request: Site Visit  
Request Date: Thursday, 19 June 2025 at 16:53  
Business Unit:  
Policy Group: Standard Policy  
Start Date: Tuesday, 22 July 2025  
End Date: Thursday, 24 July 2025  
Number of Days: 3 Days  
Number of Nights: 2 Nights

---

**Requester Details**

Requester: **Corne Lubbe**  
+27 083 2767735  
cornel@twf.co.za

---

Cost Centre Allocation	Percentage	Amount
001 (TWF Test)	100.00%	669.01

Request Waiting for Approval

Show Escalation

Group Waiting for Approval

Cost Center  
001


Group: Corne Lubbe  
Limit: 0.01  
Need 1 Approver

Escalate to Next Group

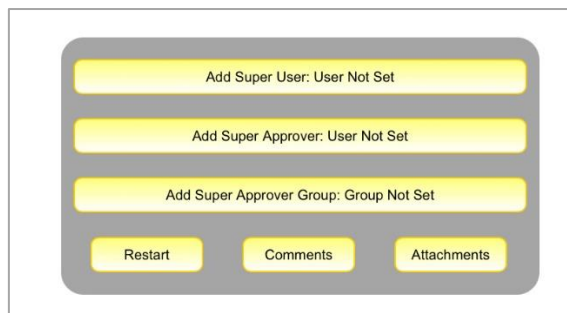
Corne Lubbe  
cornel@twf.co.za  
+27832767735

Waiting for Approval

Reject
Approve

	<p align="center"><b>Title:</b> AV8R – Approval Manual</p>	<p><b>Number:</b> BSD252</p>	<p><b>Revision:</b> 1</p>	<p><b>Effective Date:</b> 19-06-2025</p>
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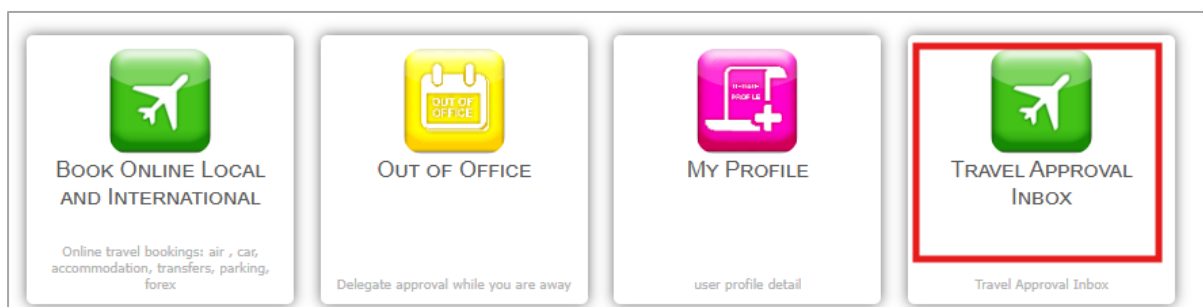
- The approver can access any attached documents by selecting the attachments icon at the bottom of the page.




Travel documents will issue automatically after approval to both the booker and the traveller. If the trip is rejected, the requestor will be notified via email.

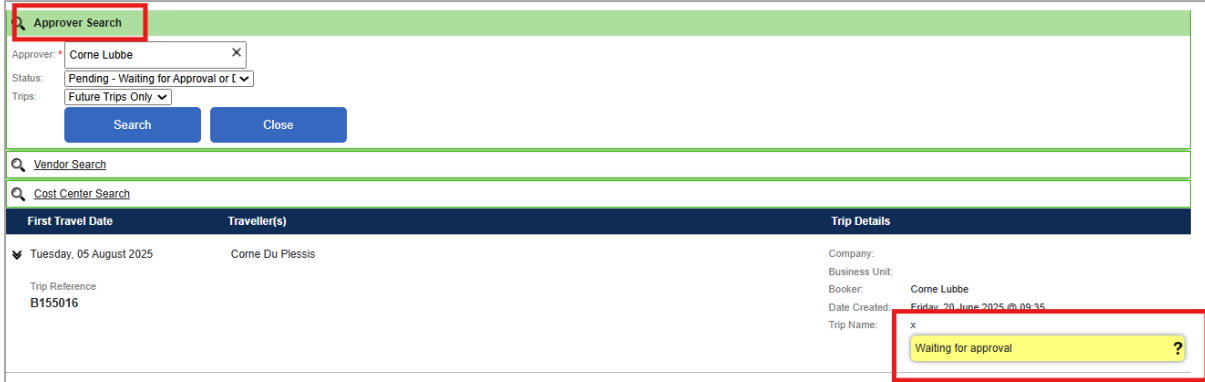
### 3. Online AV8R Approval

- Log into AV8R.
- On the home page select the Travel Approval Inbox icon to view any pending approvals.



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- The list of trips awaiting approval from the approver signed into AV8R will display.
- Open the trip by selecting the Waiting for approval icon.



**Approver Search**

Approver:

Status:

Trips:

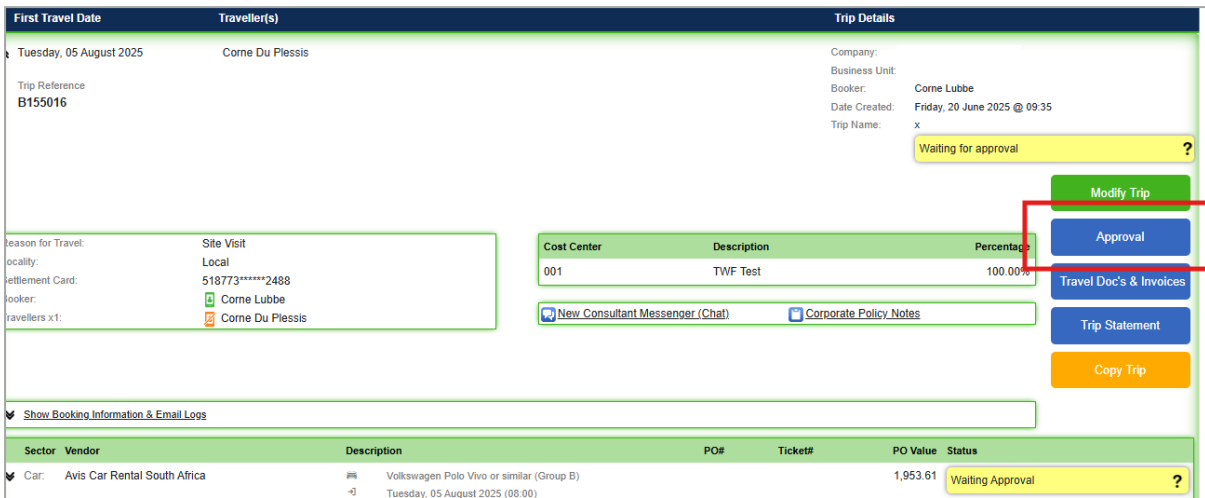
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**Vendor Search**

**Cost Center Search**

First Travel Date	Traveller(s)	Trip Details
▼ Tuesday, 05 August 2025	Corne Du Plessis	Company: Business Unit: Booker: Corne Lubbe Date Created: Friday, 20 June 2025 @ 09:35 Trip Name: x <span style="background-color: yellow; border: 1px solid red; padding: 2px;">Waiting for approval ?</span>

- Select the Approval icon to open the approval inbox.





First Travel Date	Traveller(s)	Trip Details
▼ Tuesday, 05 August 2025	Corne Du Plessis	Company: Business Unit: Booker: Corne Lubbe Date Created: Friday, 20 June 2025 @ 09:35 Trip Name: x <span style="background-color: yellow; border: 1px solid red; padding: 2px;">Waiting for approval ?</span>

Reason for Travel: Site Visit

Locality: Local



Settlement Card: 518773\*\*\*\*\*2488


Booker:  Corne Lubbe

Travellers x1:  Corne Du Plessis

Cost Center	Description	Percentage
001	TWF Test	100.00%

Show Booking Information & Email Logs

Sector	Vendor	Description	PO#	Ticket#	PO Value	Status
▼ Car:	Avis Car Rental South Africa	 Volkswagen Polo Vivo or similar (Group B)			1,953.61	<span style="background-color: yellow; border: 1px solid red; padding: 2px;">Waiting Approval ?</span>
		 Tuesday, 05 August 2025 (08:00)				

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- Inside the approval inbox the trip details with all relevant services & cost will display
- Missed savings & out of policy services will be indicated if applicable.
- Select the approve or reject icon to approve or reject the trip.

Request for Authorisation

Employee's: **Corne Du Plessis**  
 Request: **Test**  
 Approval Expiry Date: **Monday, 23 June 2025 by 11:29**  
 Notes to Approver:  
 Reference Number: **F56A34F**

**Waiting Approval Details** Total Incl. 2 046.74

**JNB**  
 Car - Avis Car Rental South Africa  
 Car Description: Group D - Polo Vivo Auto or Similar  
 Pickup: **Avis OR Tambo Airport**  
 PickUp: **Wednesday, 20 August 2025 at 09:00**  
 Drop Off: **Friday, 22 August 2025 at 16:00**  
 ✖ **Out of Policy - Policy Breach Reason: Automatic Vehicle Required**

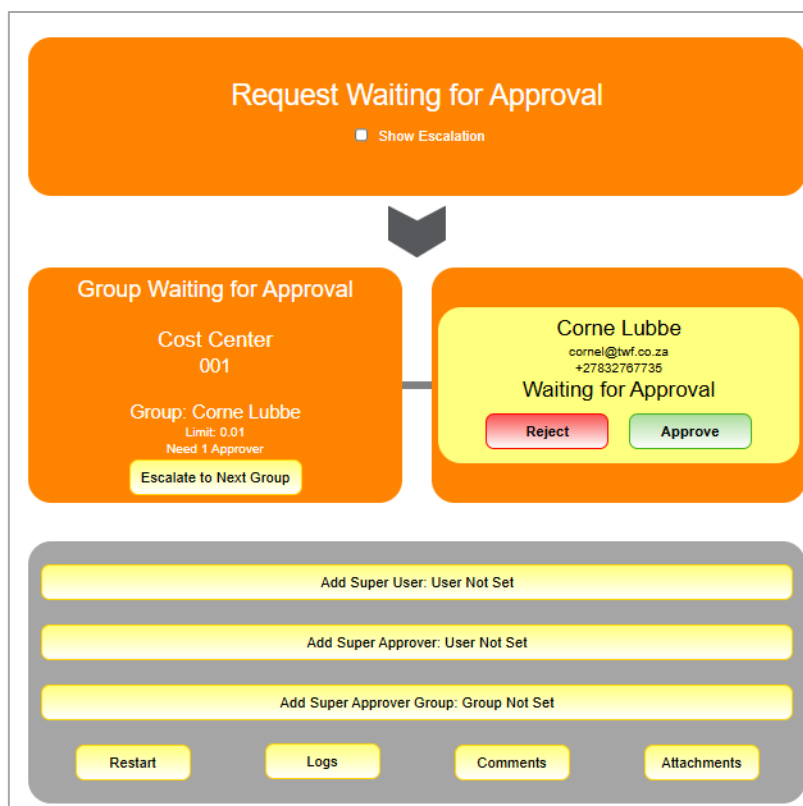
*Waiting for Approval*

Fee - Domestic PNR Fee - PNR Fee (Du Plessis Corne Mr)	65.00
<i>Waiting for Approval</i>	😊
Fee - Domestic Car per Sector Fee (Du Plessis Corne Mr) Offline Single Sector 1/0	10.01
<i>Waiting for Approval</i>	😊


**Total Cost Incl: ZAR 2 121.75**

**Reject** **Approve**

<p><b>Request Details</b>        Reason for Request: <b>Site Visit</b>        Request Date: <b>Friday, 20 June 2025 at 11:29</b>        Business Unit:        Policy Group:        Start Date: <b>Wednesday, 20 August 2025</b>        End Date: <b>Friday, 22 August 2025</b>        Number of Days: <b>3 Days</b>        Number of Nights: <b>2 Nights</b></p>	<p><b>Requester Details</b>        Requester: <b>Corne Lubbe</b>        +27 083 2767735        cornel@twf.co.za</p> <table border="1"> <thead> <tr> <th>Cost Centre Allocation</th> <th>Percentage</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>001 (TWF Test)</td> <td align="center">100.00%</td> <td align="right">2 121.75</td> </tr> </tbody> </table>	Cost Centre Allocation	Percentage	Amount	001 (TWF Test)	100.00%	2 121.75
Cost Centre Allocation	Percentage	Amount					
001 (TWF Test)	100.00%	2 121.75					



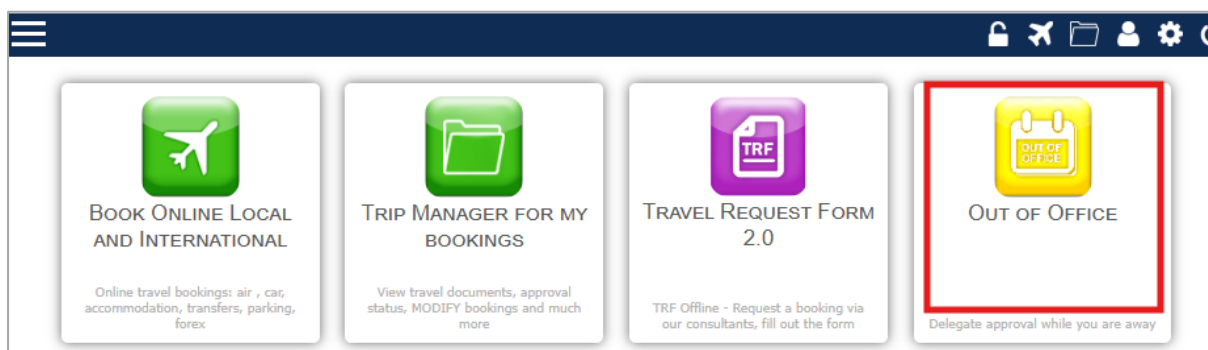
Travel documents will issue automatically after approval to both the booker and the traveller. If the trip is rejected, the requestor will be notified via email.

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## 4. Set Up Out of Office

- As an approver, please ensure you delegate your approval rights while you are away or on leave.
- To do this, log in to AV8R and select the Out of Office icon on the landing page.

**Note:** The Out of Office icon is only visible to users with approver access.



- Search for the applicable substitute approve by typing their name and select from the dropdown list.

**Note:** Only users with approval rights will display.

Home
Logout

Out of Office On / Off

Substitute Approver:


darryl ✖

Darryl Christian Fredrich Desmarais (darryld@twf.co.za)

First Day:  ✖

Last Day:  ✖

Update

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- Select the dates for first & last day from the calendar.

Out of Office On / Off

Substitute Approver:

First Day:

Last Day:

Jun 2025 July 2025

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

Today Close

- Ensure to select the out of office on/off box at the top.
- Select the update icon to activate.

Out of Office On / Off

Substitute Approver:

First Day:

Last Day:

All trips will be escalated to the Substitute Approver during the dates specified. The approval will auto reroute to you after the dates have expired.