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BEYOND *Your* EXPECTATION

Book A Hotel Online & Manual

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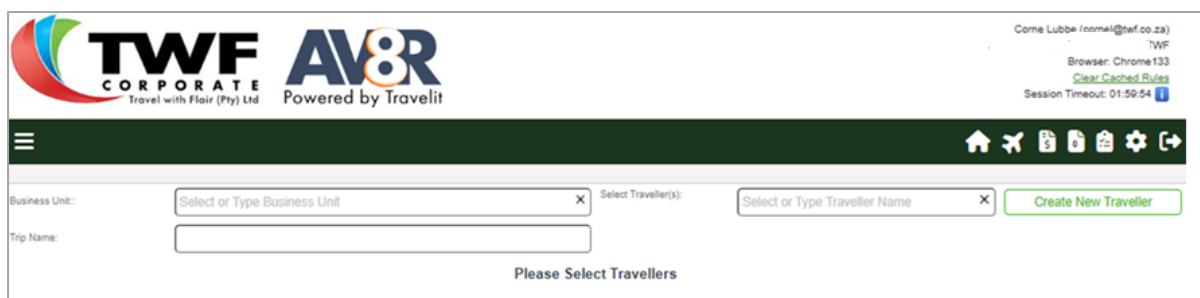
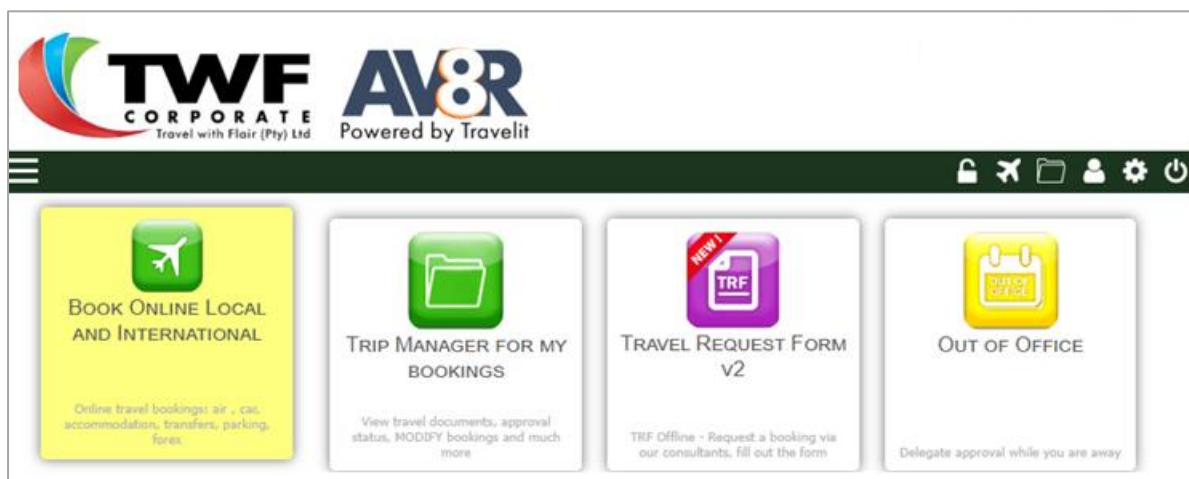
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1. Hotel Online Booking

1.1 Dashboard:

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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1.2 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? 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.

1.3 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

Offering views of Table Mountain and the city, Sunsquare Cape Town is located 2 km from the Company Gardens. It features an outdoor swimming pool, fitness centre and bar. The modern rooms at... [More](#)

 **Southern Sun Cape Sun** ★★★★★
Southern Sun Hotels
Strand Street, Cape Town
3 030.00
Distance: 0.44km

This hotel is located in the centre of Cape Town, just over 500m from the Table Mountain Aerial Cableway and around 7km from Clifton Beach. It also features a fitness centre and a splash pool. All of... [More](#)

	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

[Back to room list](#)

Online bookings

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) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	220.00
Breakfast including 1 beverage <input type="checkbox"/> 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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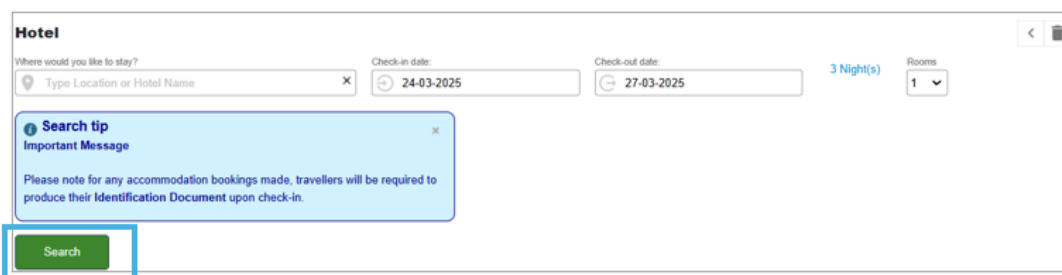
2. Hotel Booking Manual

2.1 Hotel Search Page:

Search for required accommodation based on the following criteria:

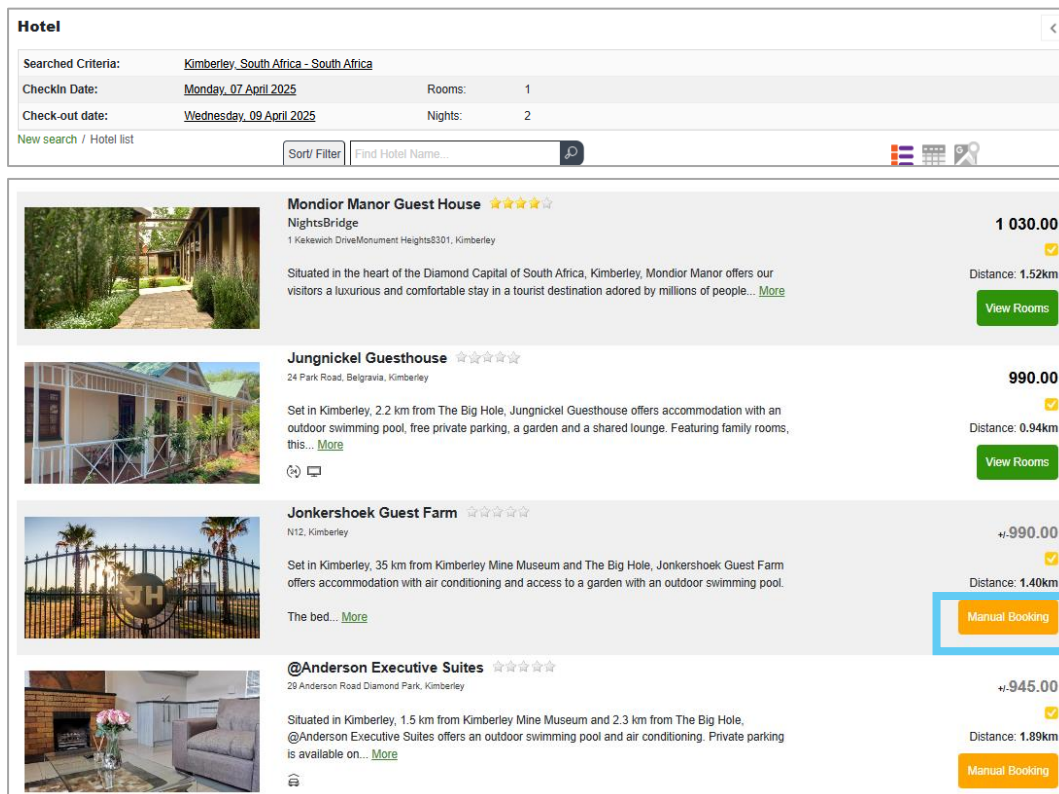
- Specific Property Name
- If property unknown, search via point of interest, address or city

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




2.2 Hotel Results Page:

Select the preferred property based on search criteria. Select Manual Booking.



Hotel Name	Rating	Address	Price	Distance	Action
Mondior Manor Guest House	★★★★☆	1 Kekewich Drive/Monument Heights 8301, Kimberley	1 030.00	1.52km	View Rooms
Jungnickel Guesthouse	★★★★☆	24 Park Road, Belgravia, Kimberley	990.00	0.94km	View Rooms
Jonkershoek Guest Farm	★★★★☆	N12, Kimberley	+990.00	1.40km	Manual Booking
@Anderson Executive Suites	★★★★☆	29 Anderson Road Diamond Park, Kimberley	+945.00	1.89km	Manual Booking

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Complete all the required fields - Property Contact details are provided under contact info to confirm reservation and receive confirmation number, acknowledge the declaration to proceed further.

Room 1

Travellers
Corne Lubbe

Property and Room Info

Property: Anderson Executive Suites	Contact Info: mhlauli@ncutvet.edu.za	Travel dates: Monday, 07 April 2025 - Wednesday, 09 April 2025 (2 nights)
Room type: Standard	Smoking: Yes No	Currency: ZAR

Obtain confirmation number from property:

I hereby confirm that I have both checked the room availability and reserved the room with the vendor. I further confirm that the reservation confirmation number obtained from the property is valid for the period of stay. Checking availability without getting a valid confirmation number from the vendor does not mean I have a confirmed booking and can result in severe travel disruptions.

Insert the rate as provided by the Property (Daily rate or Full rate).

- Select what the rate includes as indicated by the property.
- Select Reason for Manual Booking.

Room rate and inclusions

Average Cost per night:	<input style="width: 90%;" type="text" value="945.00"/>	* Average daily rate incl. taxes
Full cost for all nights:	<input style="width: 90%;" type="text" value="1 890.00"/>	* Full rate for stay including taxes

Rate includes breakfast: *Select if Included in room rate*

Rate includes lunch:

Rate includes dinner:


Rate includes parking:

Room comments:

Manual Booking

Reason For Manual Booking: *

Additional reason For manual booking:

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Confirm with the Property on payment method, If Prepayment required, see further below for steps to complete.

- Should the travel policy allow extras to be billed, the extras can only be selected at this point and not after selecting proceed.
- Confirm Property Terms and Conditions (Provided by property telephonically or via email) and select Proceed.

Manual Booking

Reason For Manual Booking: No Online Availability *

Additional reason For manual booking: Additional Reason/Trip Reference for Booking Error

Payment info

TMC Name: Travel with Flair PTA CU5

Property requires a prepayment? Yes No * (Pre-payment Rule: Allowed)

Traveller can charge extras to Property Yes No (5 000.00/ X 2 Nights X 1 Travellers)

Expense	Daily amount
Dinner incl 2 Soft Drinks only (No alcohol/energy drinks)	0.00
Breakfast including 1 beverage	0.00

Confirm property t&cs

I accept all terms and conditions of the property.
These terms are only available directly with the property.

Proceed

Select Confirm Booking.

Searched criteria: Kimberley, South Africa - South Africa

Check-in date: Monday, 07 April 2025 No. Rooms: 1

Check-out date: Wednesday, 09 April 2025 No. Nights: 2


[New search](#) / [Hotel list](#) / [Room list](#) / [Confirm](#)

@Anderson Executive Suites ★★★★★

29 Anderson Road Diamond Park, Kimberley

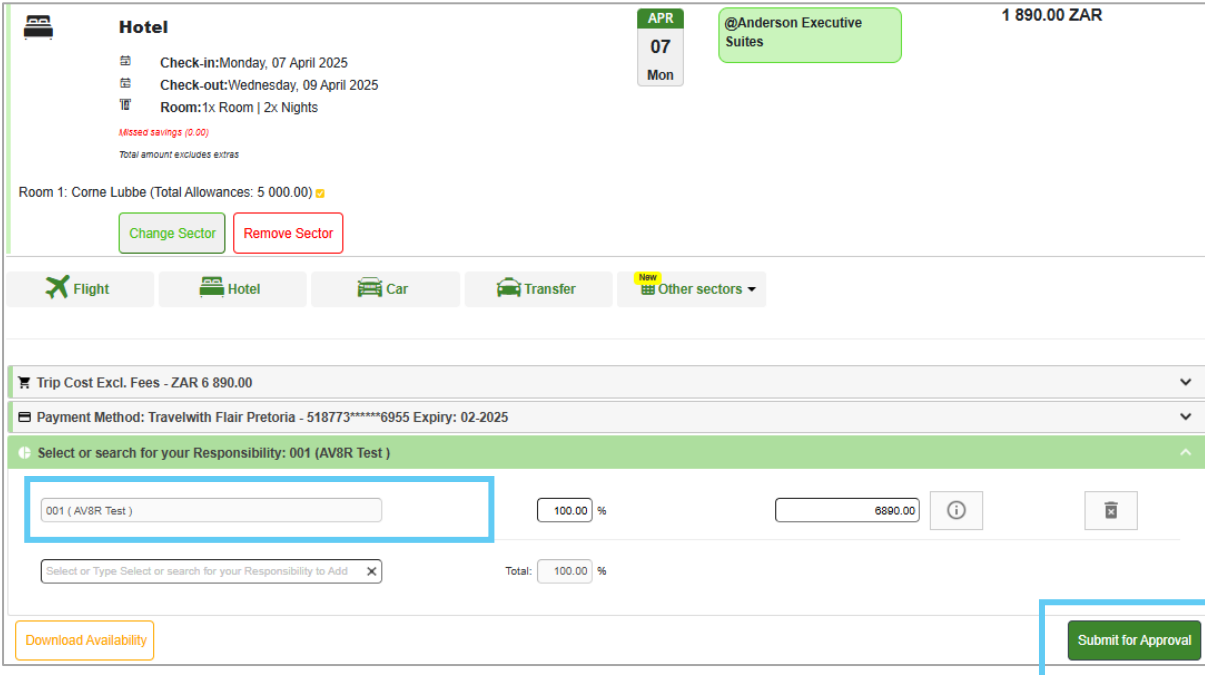
Room	Description	Traveller	Average room rate	Total
1	Standard <small>Non Smoking</small> Rate includes: Breakfast Dinner	Corne Lubbe	945.00	1 890.00
Approximate total				1 890.00

Confirm Booking

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The accommodation is now selected.

Select the relevant cost centre and submit for approval. Complete any further applicable details if prompted by the system.

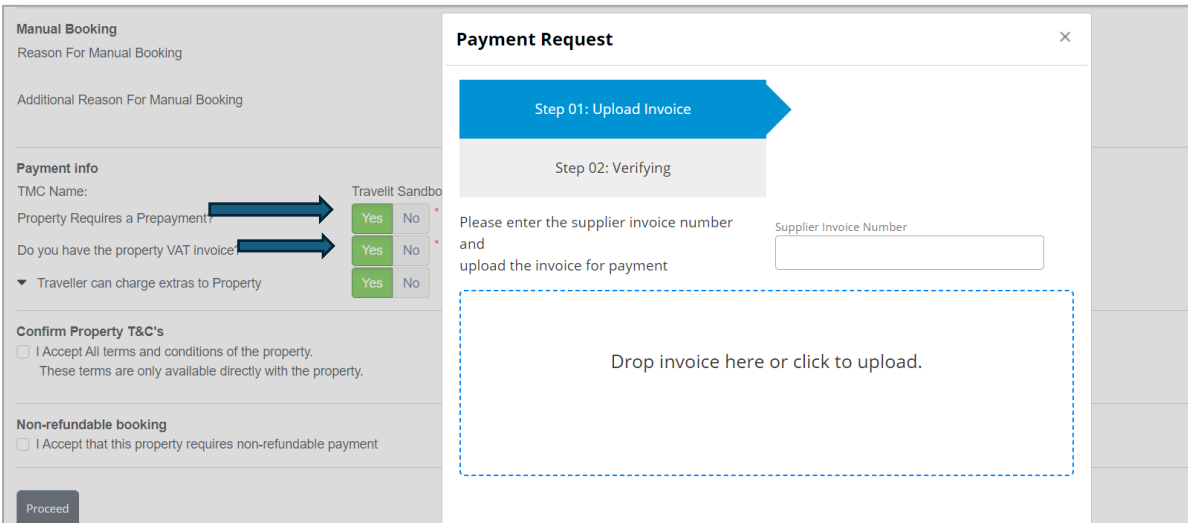


The screenshot shows a hotel booking interface. At the top, it displays 'Hotel' with details: Check-in: Monday, 07 April 2025; Check-out: Wednesday, 09 April 2025; Room: 1x Room | 2x Nights. A green box highlights '@Anderson Executive Suites' with a price of 1 890.00 ZAR. Below this, there are buttons for 'Change Sector' and 'Remove Sector'. A navigation bar includes 'Flight', 'Hotel', 'Car', 'Transfer', and 'Other sectors'. A summary section shows 'Trip Cost Excl. Fees - ZAR 6 890.00' and 'Payment Method: Travelwith Flair Pretoria - 518773****6955 Expiry: 02-2025'. A green bar prompts to 'Select or search for your Responsibility: 001 (AV8R Test)'. Below this, a search box contains '001 (AV8R Test)' and a '100.00 %' dropdown. A 'Submit for Approval' button is highlighted with a blue box at the bottom right.


2.3 If Prepayment Is Required:

Check with the Property, whether a prepayment is required.

- Should Pre-payment be required, select Yes.
- If you do have the Property Vat Invoice (Invoice to be made out to Travel with Flair Pretoria), select Yes.
- Enter invoice number from the property under Supplier Invoice Number and then upload the invoice.



The screenshot shows a 'Payment Request' dialog box. It has a progress bar with 'Step 01: Upload Invoice' highlighted in blue and 'Step 02: Verifying' in grey. Below the progress bar, it asks to 'Please enter the supplier invoice number and upload the invoice for payment'. There is a 'Supplier Invoice Number' input field. Below this is a dashed blue box with the text 'Drop invoice here or click to upload.'. On the left side of the dialog, there is a 'Manual Booking' section with 'Reason For Manual Booking' and 'Additional Reason For Manual Booking' fields. Below that is 'Payment info' with 'TMC Name: Travellit Sandb...' and three questions: 'Property Requires a Prepayment?' (Yes/No), 'Do you have the property VAT invoice?' (Yes/No), and 'Traveller can charge extras to Property' (Yes/No). There are blue arrows pointing from the 'Yes' buttons to the 'Payment Request' dialog. At the bottom left of the dialog is a 'Proceed' button.

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Once uploaded, select Save Payment Request.

Payment Request ✕

Step 01: Upload Invoice

Step 02: Verifying

VERIFY INFORMATION ON TAX INVOICE

<p>TMC VAT Number <small>(Travelit Sandbox - JNBT23112 (ONLY FOR DEV))</small></p> <input type="text" value="NONE"/>	<p>Supplier VAT Number</p> <input type="text" value="4830250546"/>	<p>Supplier Invoice Number</p> <input type="text" value="1598"/>
<p>OCR mismatch OCR: not found</p>		
<p>Invoice Date</p> <input type="text" value="2022-11-21"/>	<p>Invoice VAT</p> <input type="text" value="0.00"/>	<p>Invoice Total</p> <input type="text" value="650.00"/>
<p>OCR mismatch OCR Value: 5800</p>		

▲ Kindly note that additional administration fees may apply if the Invoice uploaded for Payment is not a Valid Tax Invoice.

- If you do not have the Property Vat Invoice, select No.
- A request for the Invoice will be sent to the property.

Room Comments:

Manual Booking

Reason For Manual Booking

Additional Reason For Manual Booking

Payment info

TMC Name:

Property Requires a Prepayment?

Do you have the property VAT invoice?

▼ Traveller can charge extras to Property

Request Email to Vendor ✕

A request for invoice will be sent to TravelIT Test Bed and Breakfast once your request has been approved.

✉ testbnb@travelit.co.za

Travelit Sandbox - JNBT23112 (ONLY FOR DEV)

Yes No * (Pre-payment Rule: Allowed)

Yes No * (500.00/ X 1 Nights X 1 Travellers)