	<p align="center">Title: AV8R – Travel Request Form</p>	<p>Number: BSD250</p>	<p>Revision: 1</p>	<p>Effective Date: 27-02-2025</p>
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AV8R | HOW TO...

Powered by Travelit

f | @ | v | www.twf.travel

BEYOND *Your* EXPECTATION

Generate A TRF and Quote

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9.2 View via OTP Link:..... 19

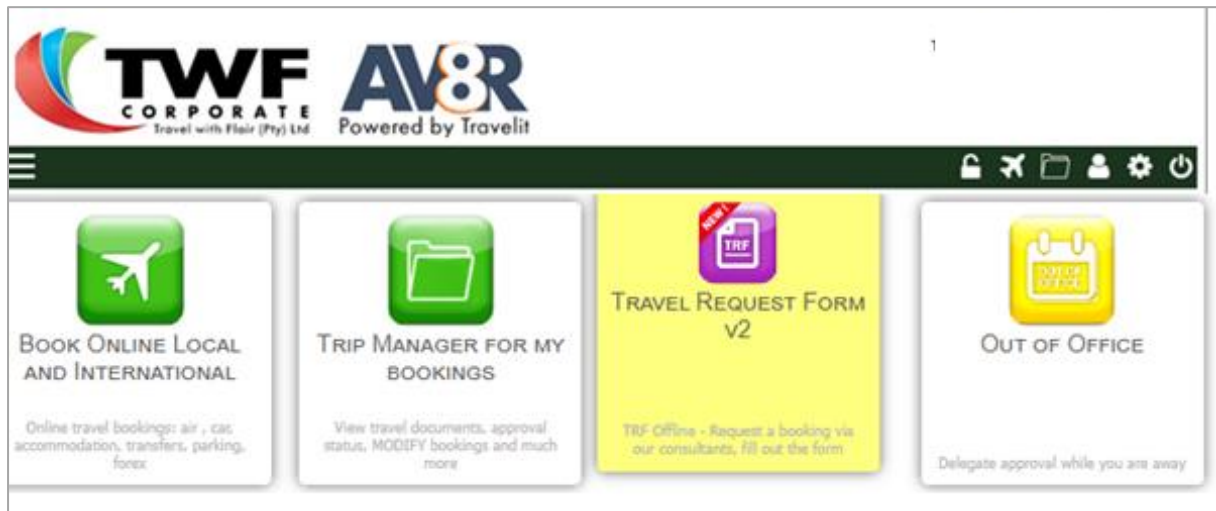
10. Approve Quotation 21

11. Reject Quotation 22

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1. Dashboard:

Select the travel request form v2 tab on the home page.



2. Create Travel Request Form

2.1 Add New TFR:

Select add new TFR to start the process

[+ Add New TRF](#)

Search for Existing Travel Request Forms:

Search by Request Form Number

Search by Traveller

Search by Status

Capture Trip dates (From / To) , Add Traveller (search for a traveller using Name, Surname, email address).

If traveller not loaded, select Create Traveller and complete.

Start New Travel Request Form


Trip Dates*

Add Traveller*

[Create Traveller](#)
[Clear Form](#)
[← Back to List](#)

Ask our team of expert consultants for assistance.
Up to 3 quotes will be provided, based on the best available rates and availability, based on your company travel policy.

- An email notification will advise once the quotation is ready. Simply login and select the best option per booking.
- Our expert consultants will process the booking and documents will be issued upon approval.
- Instant Chat Messenger** allows you to communicate simply and effectively with the consultant.
- Hint: Additions or changes can be requested any time before final quote acceptance.

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Any Future Trips linked to the Traveller this will be displayed under Future Trips.

Start New Travel Request Form

Trip Dates* Add Traveller* Create Traveller Clear Form ← Back to List

Number of Trip Days: 3

Traveller Profile

Name	Business Unit	Cost Center	Policy Name	IsPrimary	Action
Jason Classen			All Employees Level 1-13 - VIP	Yes	✎ 🗑

Future Trips

Traveller Name	TRF Number	Trip Ref	Trip Name	Status	Start Date	End Date
Jason Classen	T6880EB	09101AE	Testing	Cancellation Accepted By Vendor	Thu, 20 March 2025	Thu, 20 March 2025

Complete the Request for Quote field/s.

Request for Quote

✈️ Return Oneway Multi-City

Air

From* To*

Departure Date Return Date

Departure Time Return Time

Preferred Cabin/Class* Baggage Required*

✈️ Add Flight
🏨 Add Hotel
🚗 Add Car
🚏 Add Transfer

Add Parking
 Add Allowance


Finalise TRF

The Travel Booker may select Add Flight, Add Hotel, Add Car, Add Transfer, Add Parking and Add Allowance more than once should there be a need for additional sectors within the Trip.

✈️ Add Flight
🏨 Add Hotel
🚗 Add Car
🚏 Add Transfer

Add Parking
 Add Allowance

Finalise TRF

	<p align="center">Title: AV8R – Travel Request Form</p>	<p>Number: BSD250</p>	<p>Revision: 1</p>	<p>Effective Date: 27-02-2025</p>
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Once all sector requirements have been completed, select Finalise TRF.

Request for Quote

✈️ Return Oneway Multi-City

Air

From* To*

Departure Date Return Date

Departure Time Return Time

Preferred Cabin/Class* Baggage Required*

✈️ Add Flight
🏨 Add Hotel
🚗 Add Car
🚗 Add Transfer

🚗 Add Parking
📄 Add Allowance

Finalise TRF

2.2 Finalise Travel Request Form:

Complete all required fields:

- Business Unit
- Cost Centre/Responsibility number

Insert additional notes / requirements into Message to Consultant field.

Any attachments required to be sent (e.g. Purchase Orders, Confirmations etc.) select Attach Files to upload documents.

Finalise Travel Request Form [← Back to Request for Quote](#)

TRF Number: **New** Status: **New Travel Form**

Company Name: Trip Name*

Business Unit*

Cost Center*

Request Form is for:*

Quote Required*


Message to Consultant

Please upload supporting documents if applicable:

Do you have a deviation Memo: *

Attach Files

Drop files here or click to upload.

	Title: AV8R – Travel Request Form	Number: BSD250	Revision: 1	Effective Date: 27-02-2025
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2.2 If New Booking:

Request Form is for:*

New Booking
▼

Requestor will have the following two options to select from

- Quote Required, select Yes, Quote Required
- Quote is not required, select Do NOT Quote, Book Only, a consultant will book the required option/s and submit for approval.

Quote Required*

Yes, Quote Required
▼

Yes, Quote Required
▼

Do NOT Quote, Book Only
▼

2.3 If Existing Booking:


Selecting Existing Booking, allows the Requestor the ability to request additional assistance/changes on an existing trip.

- Existing trip reference to be inserted.

Request Form is for:*

Existing Booking
▼

Existing Trip Reference:*

	<p align="center">Title: AV8R – Travel Request Form</p>	<p>Number: BSD250</p>	<p>Revision: 1</p>	<p>Effective Date: 27-02-2025</p>
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Once all fields have been completed, select Send to Consultant:

Note

- Quotes are not held and are subject to the “availability and price” at the time of booking
- To avoid higher prices accept quotes as soon as possible.
- All bookings will be made within company travel policy and approval rules



A travel request form reference will display.


Success

Travel Request Form T296479 Received Successfully

3. How to search for a TRF


On the dashboard select the travel request form v2 tab.




BOOK ONLINE LOCAL AND INTERNATIONAL

Online travel bookings: air , car, accommodation, transfers, parking, forex




TRIP MANAGER FOR MY BOOKINGS

View travel documents, approval status, MODIFY bookings and much more




TRAVEL REQUEST FORM v2

TRF Offline - Request a booking via our consultants, fill out the form



OUT OF OFFICE

Delegate approval while you are away

	<p align="center">Title: AV8R – Travel Request Form</p>	<p>Number: BSD250</p>	<p>Revision: 1</p>	<p>Effective Date: 27-02-2025</p>
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Multiple search criteria are available.
Complete search criteria and select Search, alternatively scroll down to see the latest requests created.

+ Add New TRF

Search for Existing Travel Request Forms:

<p>Search by Request Form Number</p> <input type="text"/>	<p>Search by Traveller</p> <input type="text" value="Select or Type Traveller"/>	<p>Search by Status</p> <input type="text" value="Select or Type Status"/>
<p>TMC Hub</p> <input type="text" value="Select or Type TMC Hub Name"/>	<p>Company</p> <input type="text" value="Select or Type Company Name"/>	<p>Consultant</p> <input type="text" value="Select or Type Consultant Name"/>
<p>Unassigned TRFs</p> <input type="text"/>	<p>Business Unit</p> <input type="text" value="Select or Type Business Unit Name"/>	<p>Requester</p> <input type="text" value="Select or Type Requester Name"/>
<p>SLA</p> <input type="text"/>	<p>First Travel Date</p> <input type="text"/>	<p>Last Travel Date</p> <input type="text"/>

3.1 Open Travel Request Form:

Select Open TRF to View the request or Quote.

Search Results			
Request Form Number: T8BA796	Consultant: Ndina Nemahunguni	Consultant Last Unread Message: 19h 07m	Open TRF
TRF Status: Sent To Consultant	Traveller(s): Ndina Nemahunguni	Requestor Last Unread Message: None	Close TRF
Trip Name: TEST	Requestor: Ndina Nemahunguni		Print TRF
Cart Status: Cart Cancelled By Requisitioner	Company:		
First Travel Date: Tue, 06 May 2025			
Trip Ref: 963C4C1			


Travel Request Form

Edit Form
Refresh Form
Close Form
← Back to List


Linked Trip Ref: 09101AF

Request Number: T8880EB	TRF Status (Cart Status): Sent To Consultant (Cancellation Accepted By Vendor)	Trip Name: Testing
Request Created: Wed, 26 February 2025	Consultant Name: Jason Classen	Trip Reason:
First Travel Date: Tue, 18 March 2025	Requestor Name: Jason Classen	Request Form is for: Existing Booking: 09101AF
Show Hidden Fields	Traveller(s): Jason Classen - VIP;	Quote Required: Yes, Quote Required

Message to Consultant:
Empty Request Form Created for Messages

	<p align="center">Title: AV8R – Travel Request Form</p>	<p>Number: BSD250</p>	<p>Revision: 1</p>	<p>Effective Date: 27-02-2025</p>
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Request for Quote New Message


Air

Mon, 21 July 2025
Thu, 31 July 2025
Sent To Consultant

OR Tambo International, Johannesburg
London - Heathrow (LHR),

Baggage Required

➔ Add Flight

🏨 Add Hotel

🚗 Add Car

🚗 Add Transfer

🚗 Add Parking
👤 Add Allowance

3.2 Edit Travel Request Form:

Edit Form allows the Requestor to edit sectors before the consultant processes the request.

- Change dates/ departure or arrival airport / cost centres etc.
- Add additional sectors

Travel Request Form

Edit Form

Refresh Form


Close Form

⬅ Back to List

Linked Trip Ref: **09101AF**

Request Number: T8880EB	TRF Status (Cart Status): Sent To Consultant (Cancellation Accepted By Vendor)	Trip Name: Testing
Request Created: Wed, 26 February 2025	Consultant Name: Jason Classen	Trip Reason:
First Travel Date: Tue, 18 March 2025	Requestor Name: Jason Classen	Request Form is for: Existing Booking: 09101AF
Show Hidden Fields	Traveller(s): Jason Classen - VIP;	Quote Required: Yes, Quote Required

Message to Consultant:
Empty Request Form Created for Messages

	<p align="center">Title: AV8R – Travel Request Form</p>	<p>Number: BSD250</p>	<p>Revision: 1</p>	<p>Effective Date: 27-02-2025</p>
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Select Finalise TRF once amendments have been completed.

Request for Quote

Air

Return | Oneway | Multi-City

From*
OR Tambo International, Johannesburg (Airport) - South Africa

Departure Date
2025-07-21

Departure Time
All Day

Preferred Cabin/Class*
Economy (cheapest) only

To*
London - Heathrow (LHR), (Airport) - United Kingdom

Return Date
2025-07-31

Return Time
All Day

Baggage Required*
Yes

Car

Pickup Location*
Avis London Heathrow T2 T3 T4 (Branch), London

Pickup Date*
2025-02-27

Booked as per Flight Time*
Yes

Dropoff Location*
Avis London Heathrow T2 T3 T4 (Branch), London

Dropoff Date*
2025-08-11

Notes to consultant(e.g. car type)

✈️ Add Flight

🏨 Add Hotel

🚗 Add Car

🚕 Add Transfer

🚗 Add Parking

👤 Add Allowance

Finalise TRF

4. Close Travel Request Form

Successfully actioned TRF's will automatically close once booking is awaiting approval or approved.

To ensure all TRF's are completed and require no further action there are two functions available:

- ❖ **Complete** – All messages have been actioned, no further assistance required (approved bookings)
- ❖ **Cancel** – Cancel TRF, request no longer required.

Please note once you have cancelled a TRF, it cannot be reopened.

Select Close TRF.


Search Results

<p>Request Form Number: T8BA796</p> <p>TRF Status: Sent To Consultant</p> <p>Trip Name: TEST</p> <p>Cart Status: Cart Cancelled By Requisitioner</p> <p>First Travel Date: Tue, 06 May 2025</p> <p>Trip Ref: 963C4C1</p>	<p>Consultant: Ndina Nemahunguni</p> <p>Traveller(s): Ndina Nemahunguni</p> <p>Requestor: Ndina Nemahunguni</p> <p>Company: [REDACTED]</p>	<p>Consultant Last Unread Message: 19h 07m</p> <p>Requestor Last Unread Message: None</p>
--	--	---

[Open TRF](#)

Close TRF

[Print TRF](#)

	<p align="center">Title: AV8R – Travel Request Form</p>	<p>Number: BSD250</p>	<p>Revision: 1</p>	<p>Effective Date: 27-02-2025</p>
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Select required action.

Complete or Cancel TRF ×

Do you want to Complete or Cancel this Request Form?

Complete - All queries have been actioned, no further assistance required.
Cancel - Cancel TRF, request no longer required.

Complete TRF
Cancel TRF
No

5. Print Travel Request Form

Select Print TRF to generate the request as a PDF File.


Search Results					
Request Form Number:	T296479	Consultant:	Corne Lubbe	Consultant Last Unread Message: None	Open TRF
TRF Status:	Sent To Consultant	Traveller(s):	Corne Lubbe	Requestor Last Unread Message: None	Close TRF
Trip Name:	TEST TRF 1	Requestor:	Corne Lubbe	Message: None	Print TRF
First Travel Date:	Mon, 21 July 2025	Company:			



Print Request Form

⌄

Generating Request Form PDF

Close

	<p align="center">Title: AV8R – Travel Request Form</p>	<p>Number: BSD250</p>	<p>Revision: 1</p>	<p>Effective Date: 27-02-2025</p>
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Travel Request Form


Linked Trip Ref: [B5B96A6](#)

<p>Request Number: TDE2F82</p>	<p>TRF Status (Cart Status): Booking Made (Cart Cancelled By Requisitioner)</p>	<p>Trip Name: BOOK ONLY</p>
<p>Consultant Name:</p>	<p>Trip Reason:</p>	<p>Request Created: Wed, 26 February 2025</p>
<p>Requestor Name:</p>	<p>Request Form is for: New Booking</p>	<p>First Travel Date: Fri, 16 May 2025</p>
<p>Traveller(s): Jason Classen - VIP;</p>	<p>Quote Required: Do not Quote, Book Only</p>	<p>Company Name:</p>
<p>Total Elapsed Time: 00h 04m</p>	<p>Approval Comments:</p>	<p>Business Unit: CABINET SERVICES</p>
<p>Message to Consultant: HI PLEASE BOOK SA602</p>		<p>Cost Center: 001 (AV8R Test)</p> <p>Do you have a deviation Memo: No, I did not deviate</p>

Request for Quote

6. Messages

Messaging allows the ability to record messages between the Requestor and consultant. This simplifies all communication in one platform for ease of reference.

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6.1 Before Approval:

Search for the Travel Request Form using the Request Number and select Open TRF.

Search Results			
Request Form Number:	T296479	Consultant:	Corne Lubbe
TRF Status:	Sent To Consultant	Traveller(s):	Corne Lubbe
Trip Name:	TEST TRF 1	Requestor:	Corne Lubbe
First Travel Date:	Mon, 21 July 2025	Company:	
		Consultant Last Unread	Message: None
		Requestor Last Unread	Message: None

[Open TRF](#)
[Close TRF](#)
[Print TRF](#)

Select New Message.

Request Number: T296479	TRF Status: Sent To Consultant	Trip Name: TEST TRF 1
Request Created: Thu, 27 February 2025	Consultant Name: Not Assigned	Trip Reason:
First Travel Date: Mon, 21 July 2025	Requestor Name: Corne Lubbe	Request Form is for: New Booking
Show Hidden Fields	Traveller(s): Corne Lubbe;	Quote Required: Yes, Quote Required
Message to Consultant: Please provide 3 quotes.		

[New Message](#)

	Mon, 21 July 2025 Thu, 31 July 2025 Sent To Consultant	OR Tambo International, Johannesburg London - Heathrow (LHR),	Baggage Required
--	--	--	------------------

✈️ Add Flight


🏨 Add Hotel

🚗 Add Car

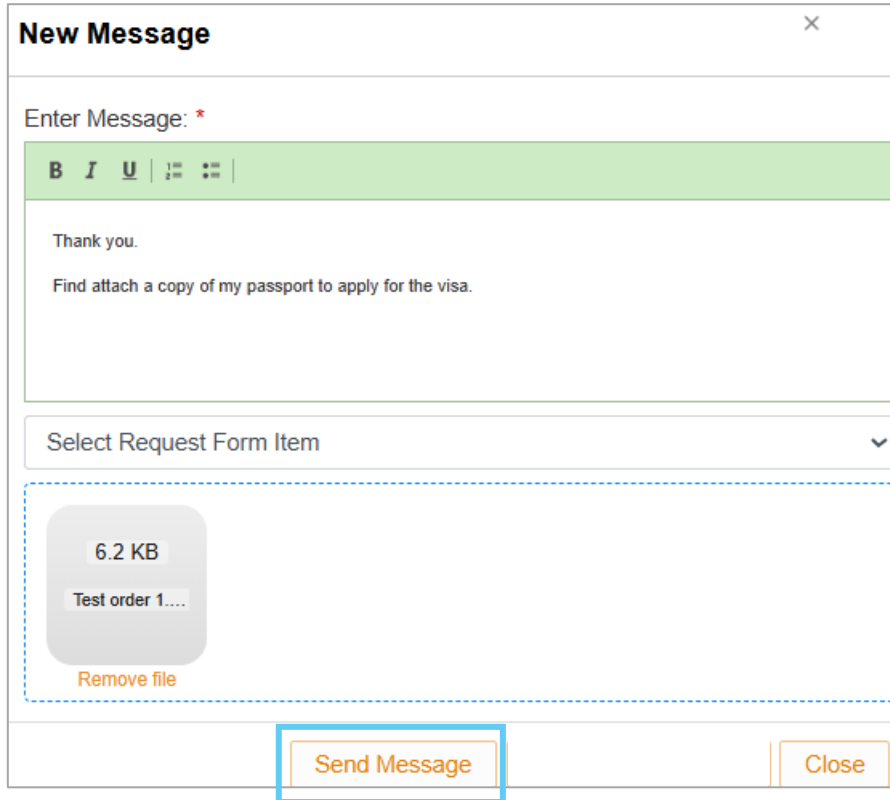
🚗 Add Transfer

Add Parking

Add Allowance

	Title: AV8R – Travel Request Form	Number: BSD250	Revision: 1	Effective Date: 27-02-2025
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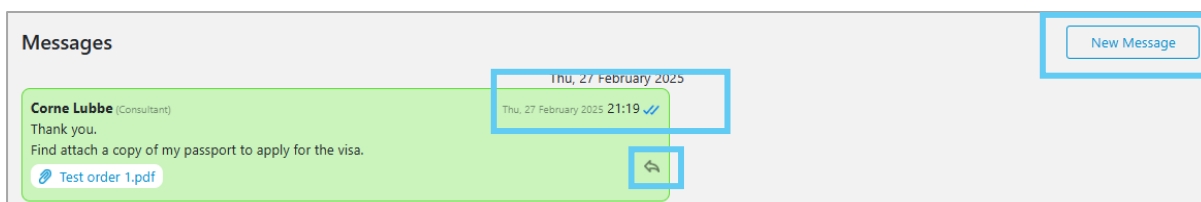
Insert message and include any attachments if applicable.
Select send message icon.




View Messages in the TRF section

- To Reply to existing message, select arrow on the Reply icon.
- Select New Message to create a new message

- Blue ticks show messages have been read.
- Hover over the blue tick, it will display date, time and who read the message.



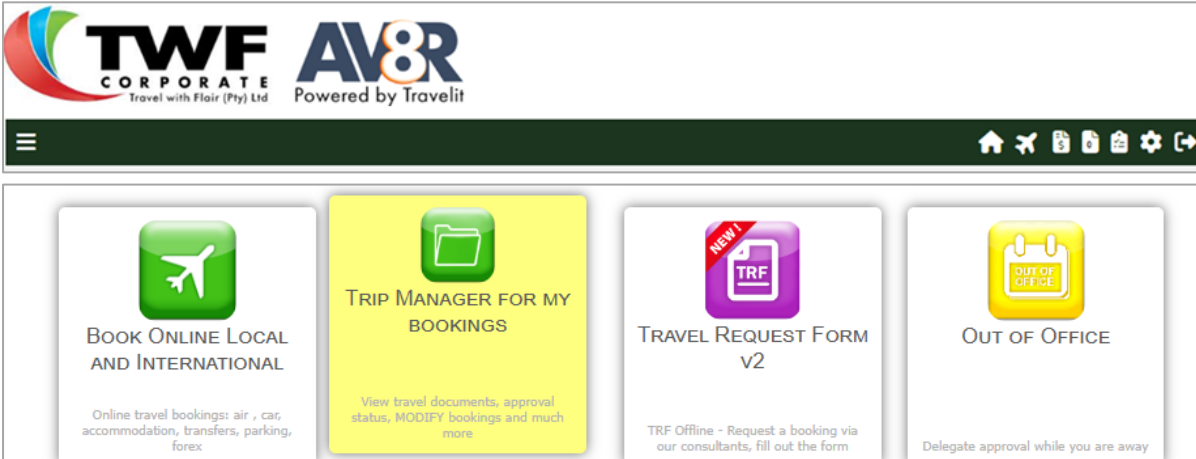
	Title: AV8R – Travel Request Form	Number: BSD250	Revision: 1	Effective Date: 27-02-2025
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To view attachment/s, select the attachment link.

Corne Lubbe (Consultant)
 Thank you.
 Find attach a copy of my passport to apply for the visa.
[Test order 1.pdf](#)

7. Approved Bookings

Select trip via trip Manager for my bookings icon.

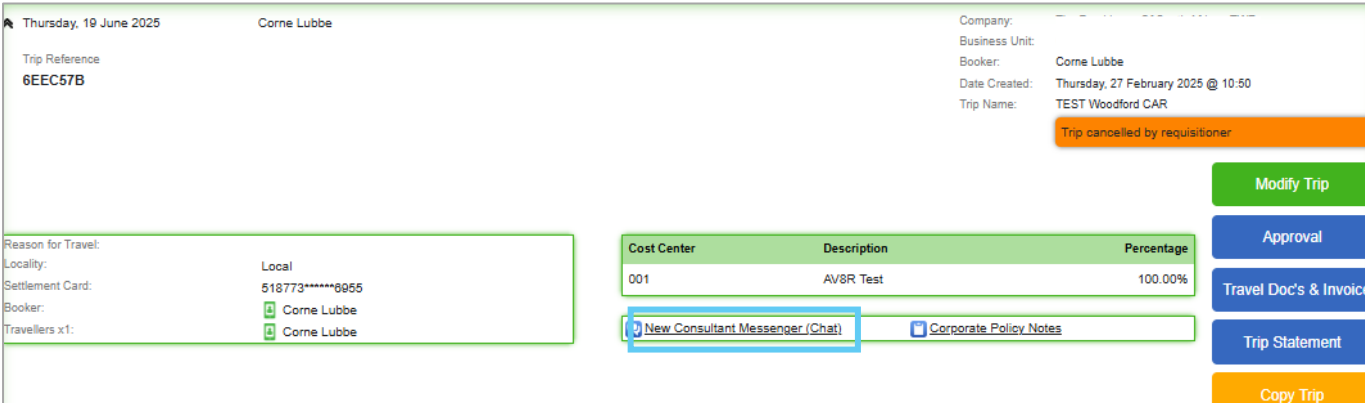


The dashboard features four main navigation tiles:

- BOOK ONLINE LOCAL AND INTERNATIONAL:** Online travel bookings: air, car, accommodation, transfers, parking, forex.
- TRIP MANAGER FOR MY BOOKINGS:** View travel documents, approval status, MODIFY bookings and much more.
- TRAVEL REQUEST FORM v2:** TRF Offline - Request a booking via our consultants, fill out the form.
- OUT OF OFFICE:** Delegate approval while you are away.

Select Trip reference

- Select New Consultant Messenger and Requestor can send and view messages
- A new TRF will be created linked to existing trip.



Thursday, 19 June 2025 Corne Lubbe

Company: [Redacted]
 Business Unit: [Redacted]
 Booker: Corne Lubbe
 Date Created: Thursday, 27 February 2025 @ 10:50
 Trip Name: TEST Woodford CAR


Trip Reference: **6EEC57B**

Reason for Travel:
 Locality: Local
 Settlement Card: 518773*****0955
 Booker: Corne Lubbe
 Travellers x1: Corne Lubbe

Cost Center	Description	Percentage
001	AV8R Test	100.00%



Buttons: [New Consultant Messenger \(Chat\)](#), [Corporate Policy Notes](#), [Modify Trip](#), [Approval](#), [Travel Doc's & Invoice](#), [Trip Statement](#), [Copy Trip](#)

Alert: Trip cancelled by requisitioner

	<p align="center">Title: AV8R – Travel Request Form</p>	<p>Number: BSD250</p>	<p>Revision: 1</p>	<p>Effective Date: 27-02-2025</p>
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New Message

Enter Message:*

B I U |  |  |

Please assist with a halaal meal.



Drop files here or click to upload.

7.1 Sector Messages:

Requestors have the ability to create a message for a specific sector.

New Message ×

Enter Message: *

B I U |  |  |


Select Request Form Item ▼

Select Request Form Item

Air - CPT LHR

Hotel - Church Street East, Woking GU21 6HR, United Kingdom

Send Message Close

	<p align="center">Title: AV8R – Travel Request Form</p>	<p>Number: BSD250</p>	<p>Revision: 1</p>	<p>Effective Date: 27-02-2025</p>
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8. Email Notification

Requestor will receive email notifications when a new message has been added.


<p>From: notifications@travellit.co.za To: Master Class Cc: Subject: Travel Request Form Notes T8A7B54</p>
<p>CAUTION: This email originated from outside of the organisation. Please do not click links or open attachments unless you recognise the sender and know the content is safe.</p>
<p>Dear User,</p> <p>Travel Request Form Notes Update</p> <p>Request Number: T8A7B54 Status: Quote Approved, Booking in Progress Trip Name: Training Start Date: 2024-01-22</p> <p>Company: Tourvest Training Company Business Unit: Training Requester: Don John Traveller: Don John Consultant: [REDACTED]</p> <p>Please login to check the notes/comments.</p> <p>Regards The TravellIT Team.</p>

9. View Quotation

Requestor has the ability to access and view the quotation once the email notification has been received.

9.1 View via AV8R:

- Log into AV8R
- Access TRF icon
- Search using TRF reference and select Open TRF

	<p align="center">Title: AV8R – Travel Request Form</p>	<p>Number: BSD250</p>	<p>Revision: 1</p>	<p>Effective Date: 27-02-2025</p>
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9.2 View via OTP Link:

An OTP verification code will be generated if the requestor selects [Click Here to View](#) via the email notification.

Travel Request Form New Message Received - T296479 - 2025-07-21

N

notifications@travelit.co.za

To ✔ Corne Lubbe

PDF

Test order 1.pdf

6 KB

Dear Corne Lubbe,

A new message has been received 2025-02-27 21:19

[Click Here to View/Reply](#)

Request Number: T296479


Trip Name: TEST TRF 1
Start Date: 2025-07-21
Traveller: Corne Lubbe
Consultant: Corne Lubbe
Message:

From: Corne Lubbe (Consultant) **Sent on:** 2025-02-27 21:19

To: Corne Lubbe (Requestor) Unread

Thank you.

Find attach a copy of my passport to apply for the visa.

	<p align="center">Title: AV8R – Travel Request Form</p>	<p>Number: BSD250</p>	<p>Revision: 1</p>	<p>Effective Date: 27-02-2025</p>
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- Only the intended requestor will be able to view the quotation.
- The requestor will need to complete the prompts as per below.
- Select Sign in with Password or Request OTP.
- If Request OTP Selected an OTP (One Time Pin) will be generated to the requestor email.
- Insert OTP to view quotation.



Some quotations may include an attachment for further information.

Request for Quote [New Message](#)

Mon, 21 July 2025
Thu, 31 July 2025
Waiting for Quote Approval

OR Tambo International, Johannesburg -> London - Heathrow (LHR),
London - Heathrow (LHR), -> OR Tambo International, Johannesburg

Baggage Required

Remove Segment

Date	Airline	Route	Class	Checked Bags	Depart/Arrival	Price (ZAR)	
Quote 1	21 Jul '25	Virgin Atlantic Airways Ltd	JNB -> LHR	ECONOMY LIGHT (O)	1 Bag	20h40 - 06h45 +1	19 185.75 Collapse
	31 Jul '25	Virgin Atlantic Airways Ltd	LHR -> JNB	ECONOMY LIGHT (O)	1 Bag	22h15 - 10h20 +1	

Quote 1

Airline: Virgin Atlantic Airways Ltd - VS450
Depart: OR Tambo International, Johannesburg, South Africa **20:40**
Arrive: Heathrow, London, United Kingdom **06:45**
Ticket is refundable is 4420.0 less admin fees. Change requires upgrade to same or higher fare. Estimated Change fee of ZAR1110.0 will be charged.
Free Changes Allowed · Refund Allowed
Base Fare: 490.00 · Airport Taxes: 30.77 · Vat Amount: 0.00 · Total Incl: 19185.75

JUL
21
Mon

Quote Waiting Acceptance
ECONOMY LIGHT (O)
1 Bag
Terminal: A
Flight Duration: 11h 05m

Accept Quote

Airline: Virgin Atlantic Airways Ltd - VS449
Depart: Heathrow, London, United Kingdom **22:15**
Arrive: OR Tambo International, Johannesburg, South Africa **10:20**
Ticket is refundable is 4420.0 less admin fees. Change requires upgrade to same or higher fare. Estimated Change fee of ZAR1110.0 will be charged.
Free Changes Allowed · Refund Allowed

JUL
31
Thu

Quote Waiting Acceptance
ECONOMY LIGHT (O)
1 Bag
Terminal: 3
Flight Duration: 11h 05m

Quote 2	21 Jul '25	Egyptair	JNB -> CAI	ECONOMY LIGHT (W)	2 Bags	21h45 - 07h05 +1	18 132.75 Expand
---------	------------	----------	------------	-------------------	--------	------------------	----------------------------------

Quote 3

Airline: Executive Airlines
Depart: Cape Town International,Cape Town (Airport), Cape Town, South Africa **17:00**
Arrive: London - Heathrow (LHR), (Airport), London, United Kingdom **03:45**
[_Offer.pdf](#)

JAN
22
Mon


Quote Waiting Acceptance
Offer Reference: ABC123

Accept Quote

Airline: Executive Airlines
Depart: London - Heathrow (LHR), (Airport), London, United Kingdom **19:00**
Arrive: Cape Town International,Cape Town (Airport), Cape Town, South Africa **08:45**
[_Offer.pdf](#)

JAN
31
Wed

Quote Waiting Acceptance
Offer Reference: ABC123

	Title:	Number:	Revision:	Effective Date:
	AV8R – Travel Request Form	BSD250	1	27-02-2025

10. Approve Quotation


Select the accept quote icon.

Quote	Date	Airline	Route	Class	Checked Bags	Depart/Arrival	Price (ZAR)	
Quote 1	21 Jul '25	Virgin Atlantic Airways Ltd	JNB -> LHR	ECONOMY LIGHT (O)	1 Bag	20h40 - 06h45 +1	19 185.75	Collapse
	31 Jul '25	Virgin Atlantic Airways Ltd	LHR -> JNB	ECONOMY LIGHT (O)	1 Bag	22h15 - 10h20 +1		
Quote 1								
		Airline: Virgin Atlantic Airways Ltd · VS450					19 185.75	
		Depart: OR Tambo International, Johannesburg, South Africa 20:40						<input type="button" value="Accept Quote"/>
		Arrive: Heathrow, London, United Kingdom 06:45						
		<small>Ticket is refundable is 4420.0 less admin fees. Change requires upgrade to same or higher fare. Estimated Change fee of ZAR1110.0 will be charged.</small>						
		<small>Free Changes Allowed · Refund Allowed</small>						
		<small>Base Fare: 490.00 · Airport Taxes: 30.77 · Vat Amount: 0.00 · Total Inc: 19185.75</small>						
		Airline: Virgin Atlantic Airways Ltd · VS449						
		Depart: Heathrow, London, United Kingdom 22:15						
		Arrive: OR Tambo International, Johannesburg, South Africa 10:20						
		<small>Ticket is refundable is 4420.0 less admin fees. Change requires upgrade to same or higher fare. Estimated Change fee of ZAR1110.0 will be charged.</small>						
		<small>Free Changes Allowed · Refund Allowed</small>						
Quote 2	21 Jul '25	Egyptair	JNB -> CAI	ECONOMY LIGHT (W)	2 Bags	21h45 - 07h05 +1	18 132.75	Collapse
	22 Jul '25	Egyptair	CAI -> LHR	ECONOMY LIGHT (W)	2 Bags	10h20 - 13h35		
	31 Jul '25	Egyptair	LHR -> CAI	ECONOMY LIGHT (Q)	2 Bags	15h00 - 21h55		
	31 Jul '25	Egyptair	CAI -> JNB	ECONOMY LIGHT (Q)	2 Bags	23h45 - 07h10 +1		
Quote 2								
		Airline: Egyptair · MS840					18 132.75	
		Depart: OR Tambo International, Johannesburg, South Africa 21:45						<input type="button" value="Accept Quote"/>
		Arrive: Cairo International, Cairo, Egypt 07:05						
		<small>Ticket is refundable is 1380.0 less admin fees. Change requires upgrade to same or higher fare. Estimated Change fee of ZAR920.00 will be charged.</small>						
		<small>Free Changes Allowed · Refund Allowed</small>						
		<small>Base Fare: 373.00 · Airport Taxes: 30.77 · Vat Amount: 0.00 · Total Inc: 18132.75</small>						

Once all options have been approved, the system will automatically notify the Consultant to proceed with confirming the reservation.

Success

Approver Acceptance Completed

	Title:	Number:	Revision:	Effective Date:
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The request status will change to Quote Approved, Booking in Progress.

Search Results				
Request Form Number:	T8A7B54	Consultant:		Consultant Last Unread:
Trip Name:	Training	Traveller(s):	Don John	Message: None
Status:	Quote Approved, Booking in Progress	Requestor:	Don John	Requestor Last Unread:
First Travel Date:	Mon, 22 January 2024	Company:	Tourvest Training Company	Message: None
				Open TRF
				Close TRF
				Print TRF


On quotation approval, the trip will be created and sent for approval.

First Travel Date	Traveller(s)	Trip Details
Monday, 22 January 2024	Don John	Company: Tourvest Training Company Business Unit: Training Booker: Don John Date Created: Tuesday, 26 September 2023 @ 04:52 Trip Name: Training Waiting for approval ?
Trip Reference:	745EB8C	
Request Form Number:	T8A7B54	

11. Reject Quotation

Select Remove Segment, and follow screen prompts.

Request for Quote							New Message
✈️ Air	Mon, 21 July 2025	OR Tambo International, Johannesburg -> London - Heathrow (LHR),					Baggage Required
	Thu, 31 July 2025	London - Heathrow (LHR), -> OR Tambo International, Johannesburg					Remove Segment
Waiting for Quote Approval							
Date	Airline	Route	Class	Checked Bags	Depart/Arrival	Price (ZAR)	
Quote 1	21 Jul '25	Virgin Atlantic Airways Ltd	JNB -> LHR	ECONOMY LIGHT (O)	1 Bag	20h40 - 06h45 +1	19 185.75 Expand
	31 Jul '25	Virgin Atlantic Airways Ltd	LHR -> JNB	ECONOMY LIGHT (O)	1 Bag	22h15 - 10h20 +1	
Quote 2	21 Jul '25	Egyptair	JNB -> CAI	ECONOMY LIGHT (W)	2 Bags	21h45 - 07h05 +1	18 132.75 Expand
	22 Jul '25	Egyptair	CAI -> LHR	ECONOMY LIGHT (W)	2 Bags	10h20 - 13h35	
	31 Jul '25	Egyptair	LHR -> CAI	ECONOMY LIGHT (Q)	2 Bags	15h00 - 21h55	
	31 Jul '25	Egyptair	CAI -> JNB	ECONOMY LIGHT (Q)	2 Bags	23h45 - 07h10 +1	
Quote 3	21 Jul '25	Qatar Airways	JNB -> DOH	ECONOMY LIGHT (N)	2 Bags	13h55 - 23h15	21 845.75 Expand
	22 Jul '25	Qatar Airways	DOH -> LHR	ECONOMY LIGHT (N)	2 Bags	01h10 - 06h25	
	31 Jul '25	Qatar Airways	LHR -> DOH	ECONOMY LIGHT (V)	2 Bags	16h00 - 00h50 +1	
	01 Aug '25	Qatar Airways	DOH -> JNB	ECONOMY LIGHT (V)	2 Bags	02h35 - 10h00	

 TWF TRAVEL Travel with Flair (Pty) Ltd	Title: AV8R – Travel Request Form	Number: BSD250	Revision: 1	Effective Date: 27-02-2025
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Requestors have the ability to either :

- Reject and Add New Sector to request an alternative option.
- Reject Only to remove the sector

Reject Reason ×

Reject Reason*

Reject and Add New SectorReject OnlyClose