



Amadeus e-Travel Management (AeTM)

Quick Reference Guide for Approvers

Approvers in AeTM have the ability to confirm or reject each travel booking created for travellers within his or her designated portfolio.

Approvers are not required to log in to AeTM. Instead, they will simply receive an email when a booking has been made and submitted for their authorisation.

Mon 21/09/2015 12:56 p.m.
andrew.barnard@apx.co.nz
Approval needed for reservation : Vernon Bear 21 November 2015 06:50

Message notification.html (2 KB)

Trip Plan for : Vernon Bear

Trip Purpose : Business

Estimated trip price : \$16.02 NZD

Travel Name : Christchurch trip

Reservation number : 3EIJJJ

Flight Reservation Number(s)
Amadeus : 3EIJJJ
Air New Zealand : 67XV/DH

Pending approval trip plan for : Vernon Bear. It must be approved or rejected by 22 September 2015 23:00 (departure city (Auckland) time zone) or it will Approval time limit date is 22 September 2015 11:00 (GMT).

Total CO2 emissions in kg : 206 kg

Dates : 21 November 2015 to 23 November 2015

City destination : Christchurch

Ticketing / Delivery Information : Electronic Ticketing (Flight)

The email will contain a summary of the booking and will have an attachment that will give the Approver the ability to quickly approve or reject the booking.

Total Trip Price: **516.02 NZD**

*The estimated total price may not reflect fluctuations in exchange rates used at time of payment.

Total Trip CO2: 206 kg

Additional baggage charges may apply.

This trip has been sent to you for approval. Please select one of the options below then click continue button.

☐ Reject this trip

☐ Reject and cancel this trip

☐ Reassign for approval to Menon Parvathy

☒ Approve this trip

Continue

Lowest air itinerary in policy:
JQ02251HvAPLCHC0645AN0810AM
H232023HvCHCAKL0300PH0420PM

Once they have opened the attachment, the Approver can select to: Reject; Reject and Cancel; Reassign to Another Approver; or Approve the Trip.

They can also add notes to the Travel Arranger if required.

Once the trip is approved, it will be ticketed and an itinerary will be sent to the traveller. Depending on how your company's policy is set up, if the booking is not approved or rejected before the ticketing time limit, it may auto cancel. The ticketing time limit is displayed once the booking is sent for approval.

AeTM Mobile

Amadeus have developed an app for AeTM called AeTM Mobile, which enables AeTM users to manage bookings whilst away from their desk.

Approvers can authorise trips directly from this app, which is handy for those who are frequently out of the office. AeTM Mobile is available for all Apple, Android, Blackberry and Windows devices.



APX Product Support

If you require assistance with AeTM, please contact your APX Partnership Manager or the APX Product Support team who are available during business hours:

0800 500 095
support@apx.co.nz

We also have WebEx sessions and a video demo available for AeTM which can be viewed at:

www.apx.co.nz/aetm-training