

User Guide – Club Travel

January 2024

Note:

GTP - Global Travel Platform is fully PCI compliant. Your personal profile data is secure within this platform. In addition, Club Travel complies with all GDPR requirements as per the GDPR law that became effective MAY 2018.

atriis

ATRIS.GTP
Global Travel Platform

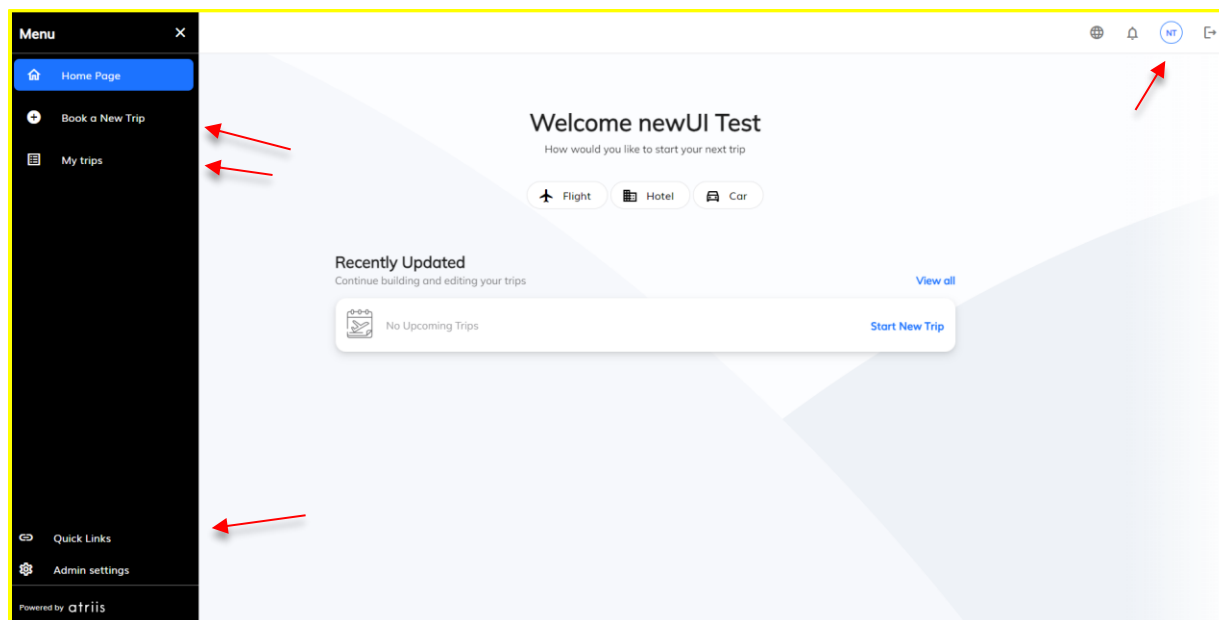


Index

• Welcome Page.....	3
• How to Book a New Trip.....	3
• Roles	5
• Booking a Flight	7
• Complete Trip.....	8
• Flight Selection.....	8
• Different Fares.....	9
• Booking GDS- Flight.....	10
• Finalize the Booking	13
• Booking Low Cost- Flight.....	14
• Finalize the Booking	20
• Booking Flights & Hotel.....	21
• Flight Booking By Schedule.....	22
• Hotel Booking	26
• Hotel availability	26
• Hotel selection.....	27
• Complete Hotel Booking	29
• Contact Details on Booking Confirmations	31
• How to Identify Negotiated Rates and Preferred Hotels	32
• OOP- Out Of Policy	32
• Approval Flow	34
• Sharing Quotes	38
• Sharing Quotes from the result pages.....	38
• Sharing Quotes from the Trip Cart.....	41
• Trip Monitor.....	43
• Booking Confirmation	44
• Cancellations.....	45
• GTP– Support Page	45

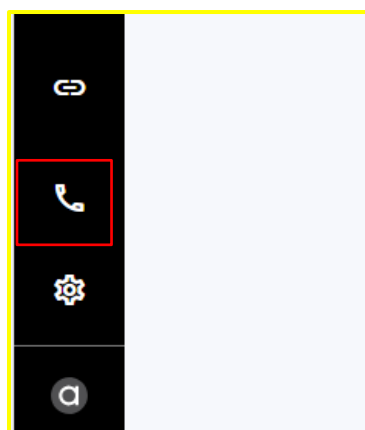
- Contact-us 46

Welcome Page



This is your Welcome Page from here you can:

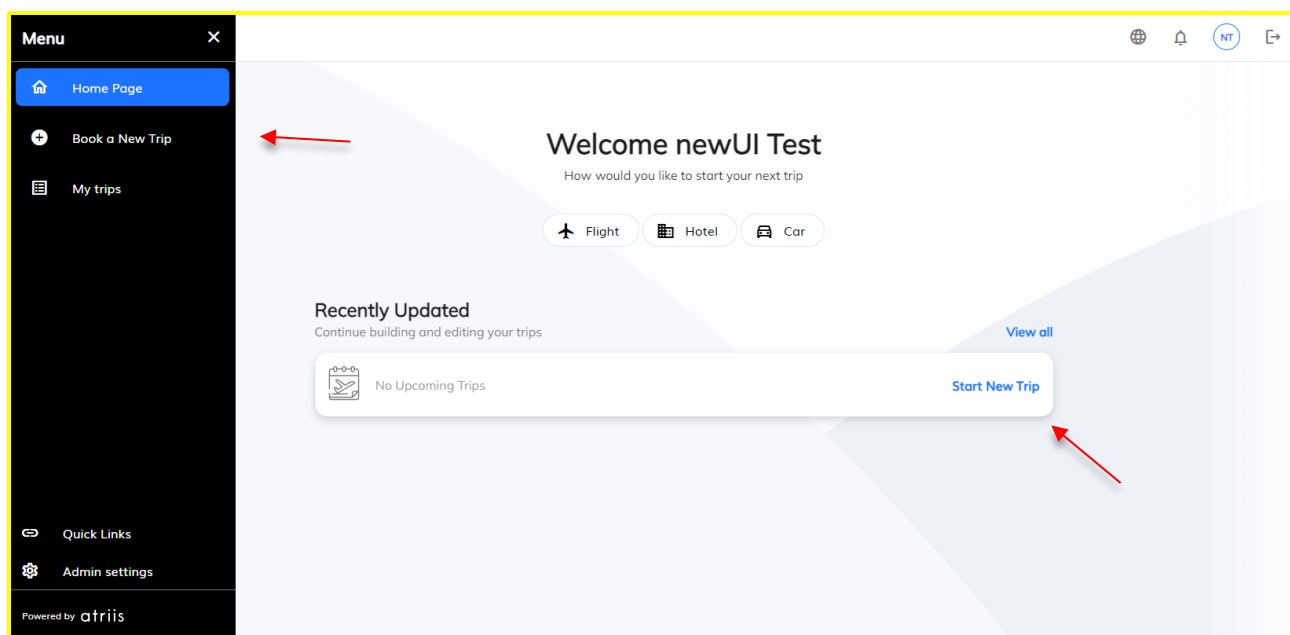
- Book a New Trip – Click to start searching
- Quick Links – Shortcut to access different URL's
- My Trips - View Existing Trips
- Contact Support - Click to see the Training page link and to see the details of your travel consultant
- Click on the icon in the top right screen to update profile at any time
- Sign out



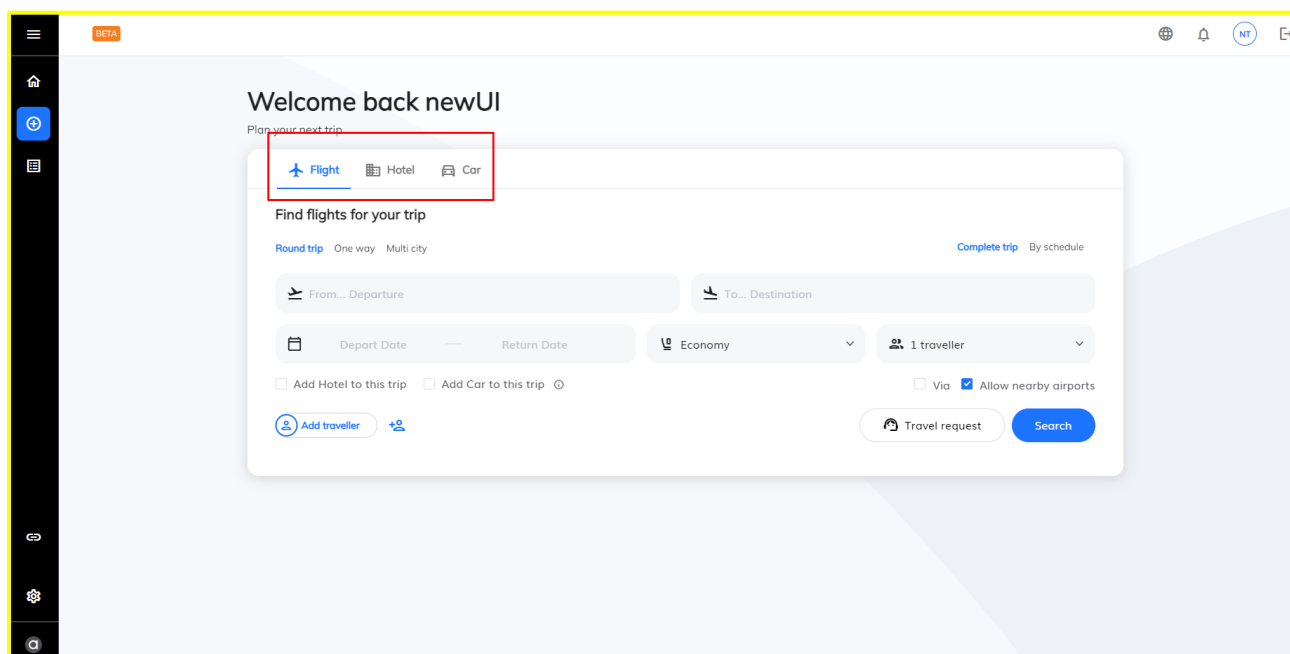
How to Book a New Trip

From here you will learn how to make bookings on GTP.

Click on Book a New Trip or Start New Trip and a new Tab will open with your trip number.



A new tab will open and You can then start you search from flight selection or selecting a different product at the top. The system will generate a Trip Number.



Roles

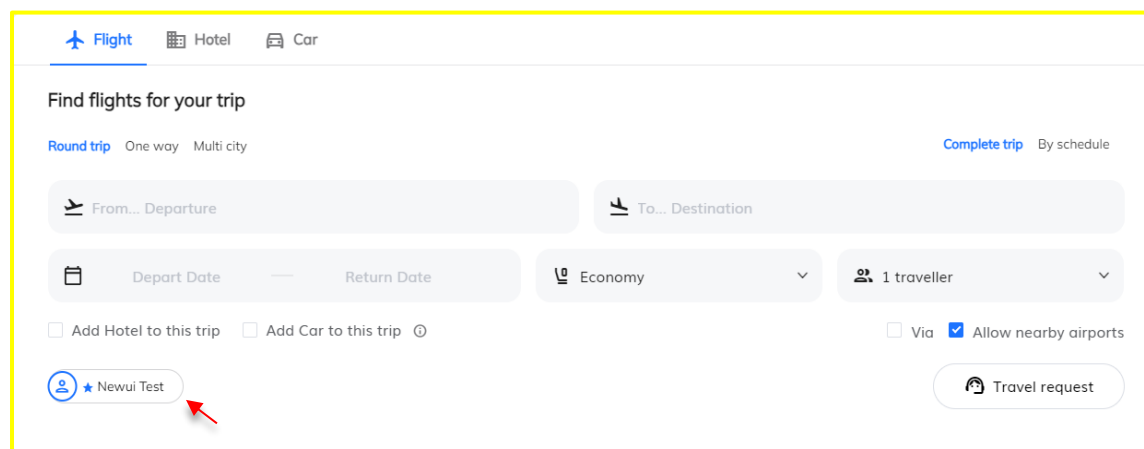
On GTP different type of roles can be created and granted different rights for the system.

These roles are created by your administrator and determined by your Employers.

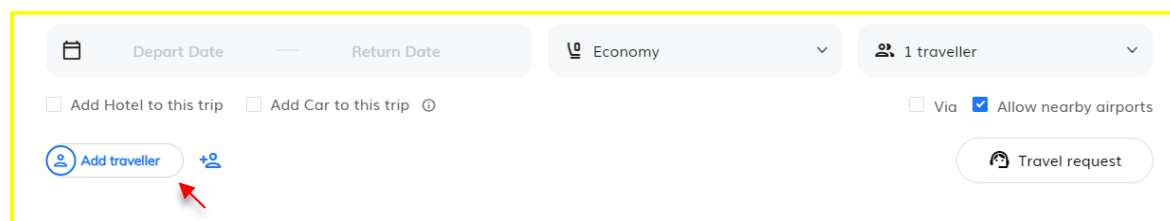
Standard Roles are as per below, however permission might be different within your company set up.

- Traveller: Can make bookings and manage profiles for themselves only.
- Booker/Travel Arranger: Can make bookings and update profiles for themselves and to assigned user group.
- Travel Manager: Can make bookings and updated profiles for all Travellers/ Can create new users/ Access To System Settings via Admin Center.

If you are a Traveler your name will be selected as default once you click to Book a New Trip.



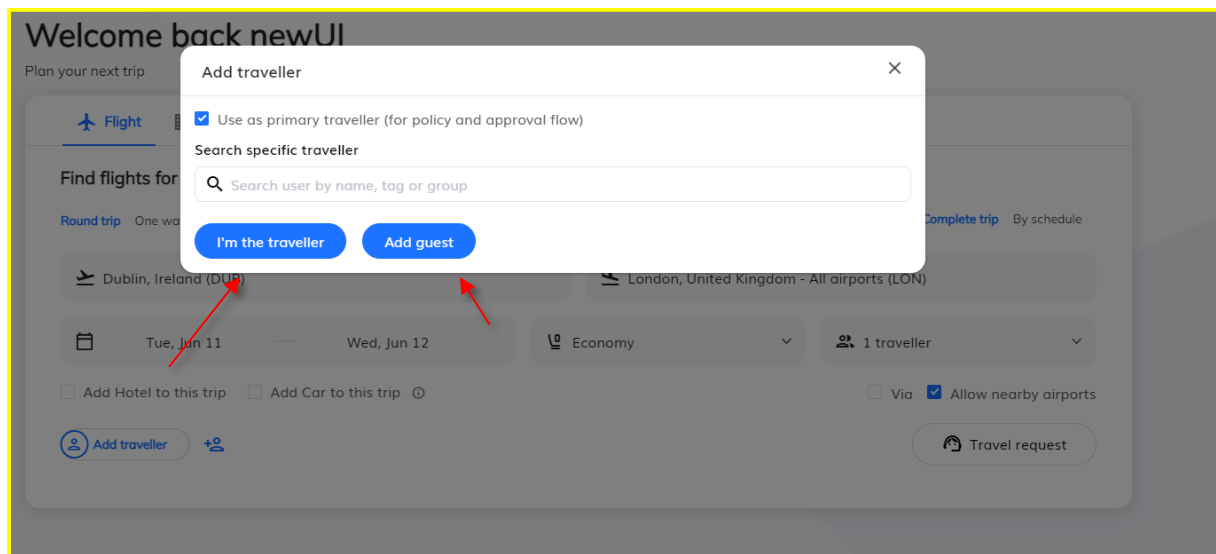
If you are a Booker/Travel Arranger, you will have to select the Traveller by clicking on the Icon.



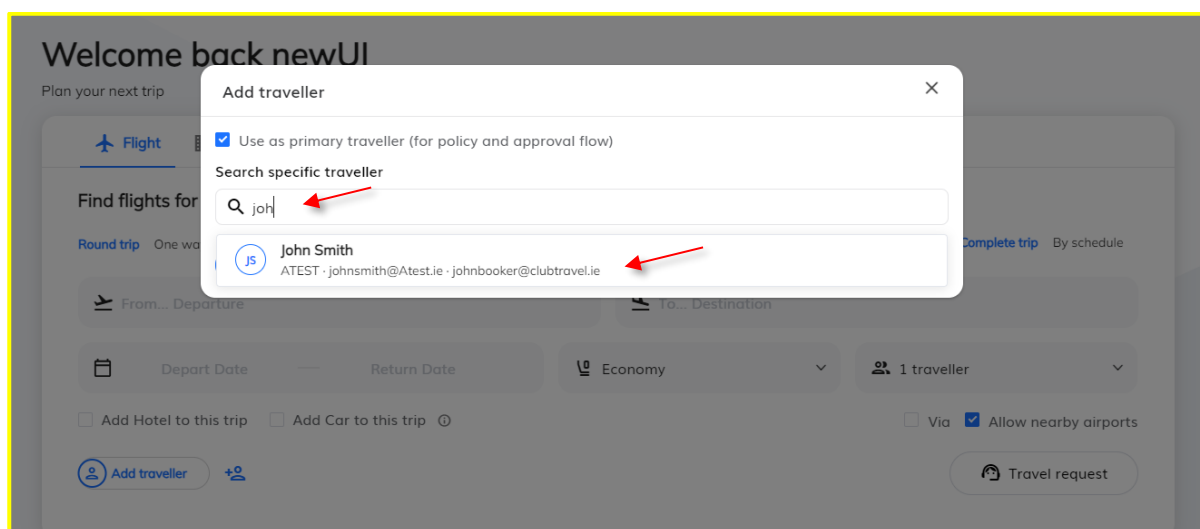
Selecting a Traveller

Once you click to add the Traveller a pop-up box will show from where you can select yourself as the Traveller, Book for a Guest or Search for a Traveller by typing the name.

*System always gives you pop-up tips if wish not to see the message again just tick the box “Got it, don’t show this message again”



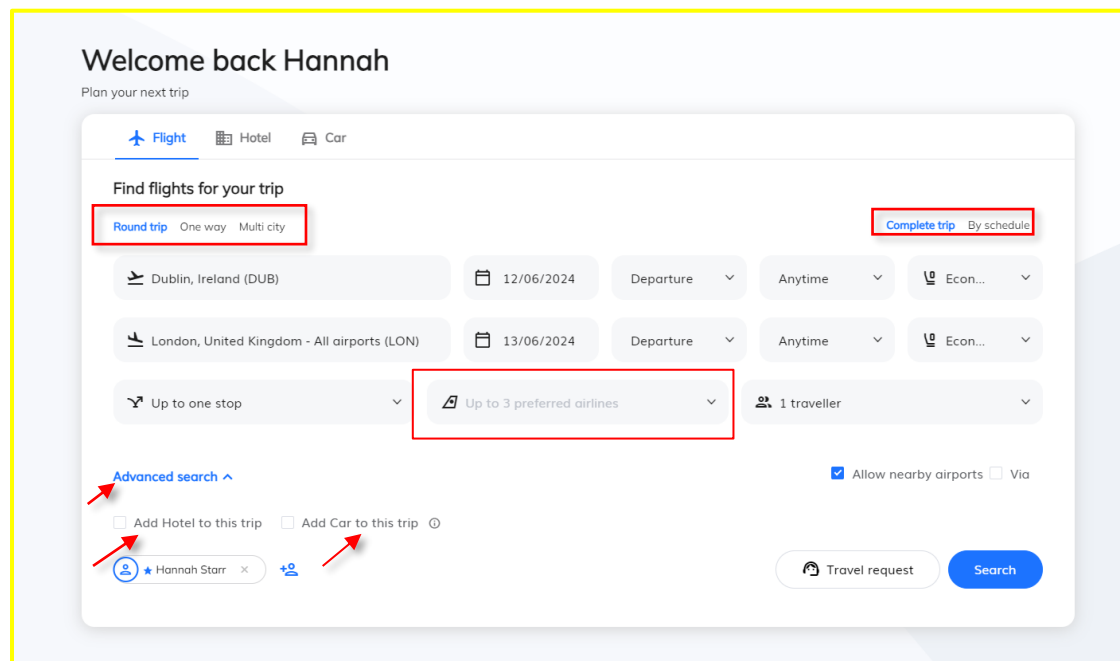
Once you start typing the system gives you a list and narrows down the options the more information you type. You can the select by clicking on the Traveller’s name.



The selected Traveller will show at the bottom of the page

*The Traveller can be added at any time of the booking but we always recommend selecting from the beginning, so Travel Policy can be applied.

Booking a Flight

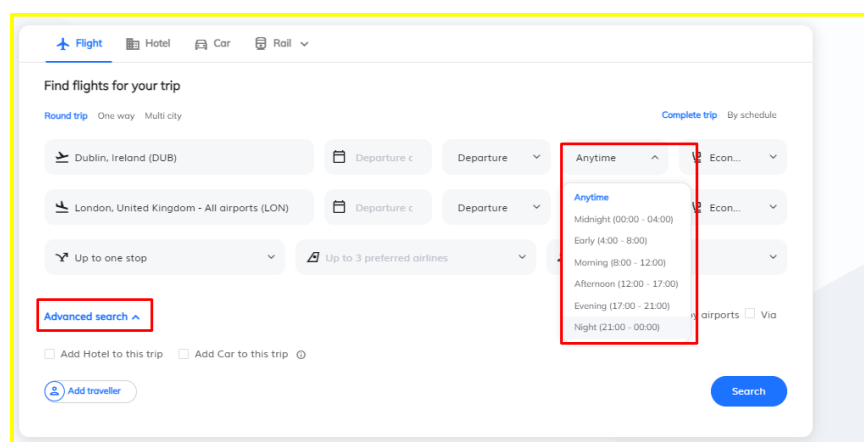


Intuitive Breadcrumb with navigation - Know where you are at all times, and easily navigate between pages

Multi-Stop: You can select Round Trip / One-way / Multi City

Select to Add Hotel/Car: Once you select your flights the system will take you straight to the Booking page , if you wish to Search/Book for flights only make sure to untick the box.

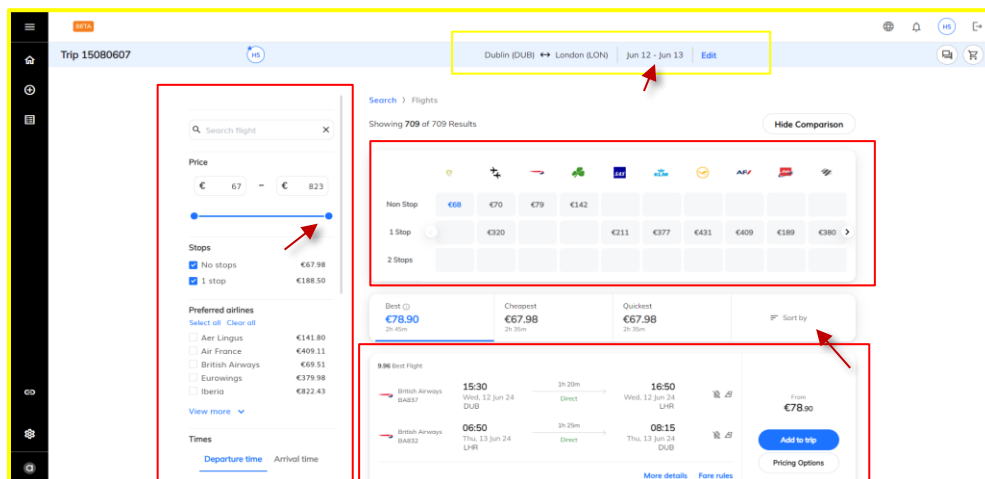
You can click on Advanced Search to expand your options such as time filters for Departure and/or Arrival



Enter your Travel details - Select Complete Trip or By Schedule and click “Search”

Complete Trip

Search for Complete Trip will run for the whole package and results will be shown as complete trips with all segments included. System will always show best results for combined flights.

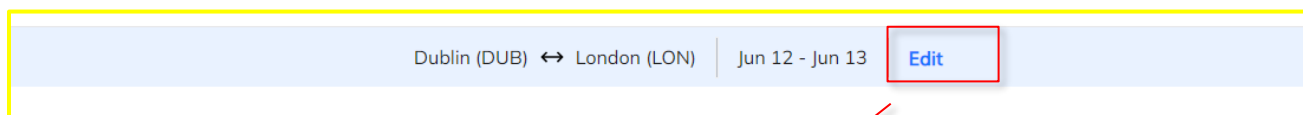
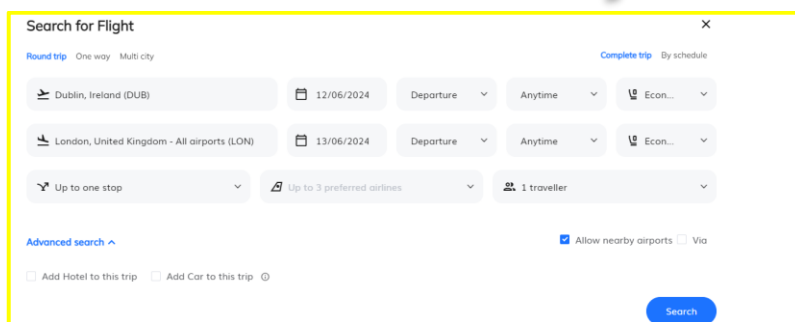


Easily identify the cheapest/ best/ quickest options from the Matrix. Click on the Airline Logo to see results of the selected one.

You can change the sort order of the display By clicking on sort by at the top.

Narrow down the results with the filters from the left.

Modify your search from the page of results without starting a new search.

Flight Selection

Click on Pricing Options you will be offered all the different fare types on that flight. You can Click to see More details for a specific flight and/or Fare Rules for each one.

British Airways BA837	15:30 Wed, 12 Jun 24 DUB	1h 20m Direct	16:50 Wed, 12 Jun 24 LHR	✈️ 📄	From €78.90 Add to trip Pricing Options
British Airways BA832	06:50 Thu, 13 Jun 24 LHR	1h 25m Direct	08:15 Thu, 13 Jun 24 DUB	✈️ 📄	
More details Fare rules					

Pricing Options

Flight To London

Select airline fare to combine additional pricing options

British Airways BA837

15:30
Wed, 12 Jun 24
DUB

1h 20m
Direct

16:50
Wed, 12 Jun 24
LHR

From
€78.90
For round trip

More details

Economy pricing

Nobag	Bag	Econsel
<div>Details</div> <div> ✈️ Cabin Economy (O) 🧳 0 PC Luggage </div> <div> From €78.90 For round trip </div> <div> Select Fare rules </div>	<div>Details</div> <div> ✈️ Cabin Economy (O) 🧳 1 PC Luggage </div> <div> From €111.90 For round trip </div> <div> Select Fare rules </div>	<div>Details</div> <div> ✈️ Cabin Economy (O) 🧳 1 PC Luggage </div> <div> From €200.90 For round trip </div> <div> Select Fare rules </div>

Total price
€0.00

Reset

Different Fares

You will be shown alternative fares for the flights you have selected. Certain airlines may have multiple fares, for example, Ryanair have Standard, Plus and Flexi Plus fares, while other airlines such as British Airways have fares that do not include baggage.

Low Cost Airlines are instant purchase Tickets and you can easily identify at the top of the fare.

GDS Tickets are issued by the consultant as normal.

You can select your preferred fare from here by selecting the box below the fare you wish to book.

Economy pricing

Nobag

Details

Cabin Economy (O)

0 PC Luggage

From **€78.90**
For round trip

Select

[Fare rules](#)

Bag

Details

Cabin Economy (O)

1 PC Luggage

From **€111.90**
For round trip

Select

[Fare rules](#)

Econsel

Details

Cabin Economy (O)

1 PC Luggage

From **€200.90**
For round trip

Select

[Fare rules](#)

Booking GDS- Flight

After Selecting the flight to add to your trip cart, system takes you to the overview page where you can see and confirm all details before completing the booking.

From here you can:

Add more services flight/ hotel/ car

see more details of the selected Flight.

Confirm and Review the details of the selected flight.

Trip to Heathrow APT, GB (LHR)

15080907

Heathrow APT, GB (LHR) | Jun 12 - Jun 13

Trip overview

Add more services

[Flight](#)
[Hotel](#)
[Car](#)

[Show cancelled items](#)

[Copy trip](#)

[Cancel trip](#)

Cart

[Flight To London](#) **€111.90**
 Original currency €111.90
 Wed, 12 Jun - Thu, 13 Jun

Total €111.90

[Proceed to Checkout](#)

Overview [Requests](#)

Wednesday, June 12

[Flight to London](#) **PENDING BOOKING**

Wed, 12 Jun

British Airways BA837
 15:30 Wed, 12 Jun 24 DUB → 16:50 Wed, 12 Jun 24 LHR
 01h 20m Direct

Thu, 13 Jun

British Airways BA832
 06:50 Thu, 13 Jun 24 LHR → 08:15 Thu, 13 Jun 24 DUB
 01h 25m Direct

To pay €111.90

[Add payment method](#)

[Hold flight](#)

[More details](#)
[Fare rules](#)
[Price Breakdown](#)

Share the quote or the Itinerary before completing the booking.

Trip overview

Add more services

✈️ Flight
🏨 Hotel
🚗 Car
🚆 Rail ▼

[Overview](#)

Share Quotes
Share Itinerary

From the Bottom of the page you can also Add a Hotel or Ground transport before completing the Booking.

+ Add a place to stay in **London,United Kingdom,(LON)**
Wed, 12 Jun - Thu, 13 Jun [Edit](#)

Search hotels

+ Add car hire in **Heathrow (LHR),London, England, UK**


Search

Seating Selection

Certain airlines only allow seat selection after the flight is booked, if you wish to book seats for a GDS flight you can request to your dedicated travel consultant from the finalize the booking page by entering Notes to Agent on the reference fields. *See Below

Select seats

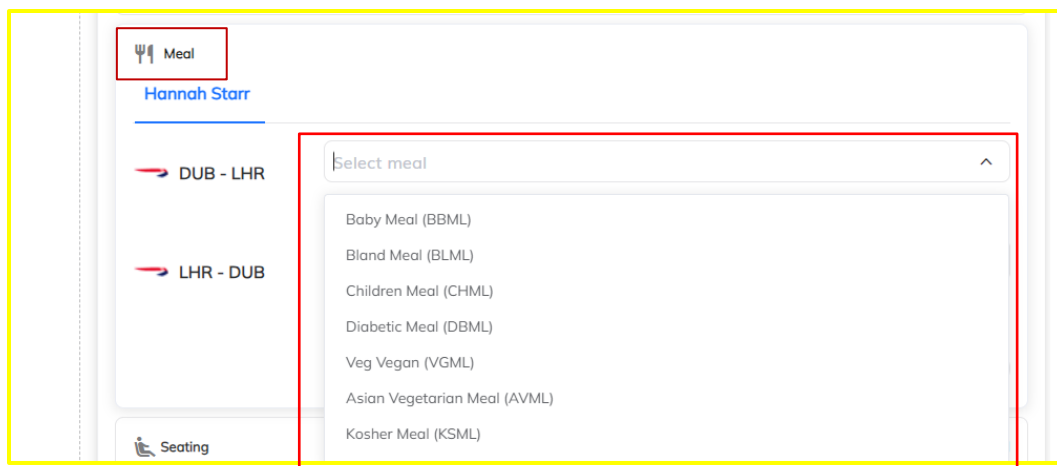
DUB - LHR



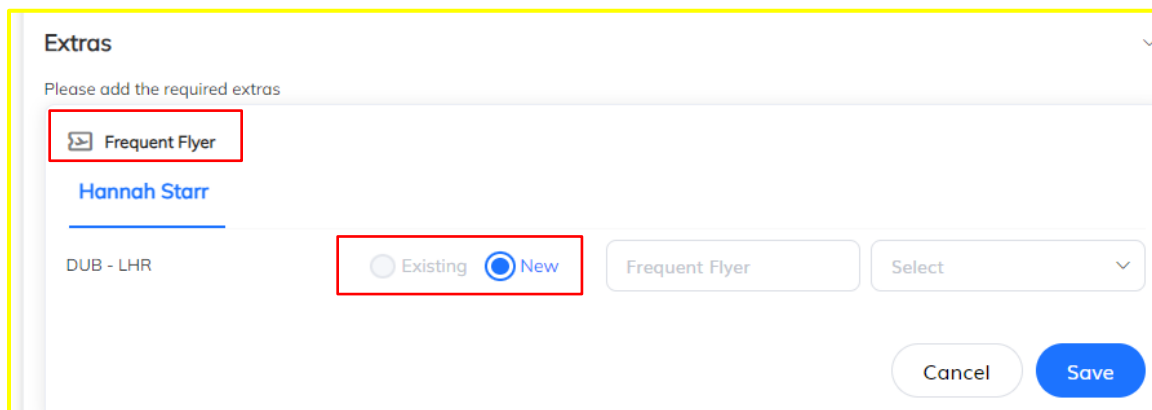
Seating map is not available
at the moment

Select special Meals from the drop-down list when available with the Airline for each flight segment.

Click Save.



Frequent Traveller Number- Frequent flyer details can be entered, or you can select an existing one if they have been stored in the traveller's profile



Form of payment for **GDS Flight bookings**, the form of payment is by invoice and no action is necessary.

If you use your own credit card you don't have to enter your credit card details during the booking flow for GDS bookings as this will be Invoiced by your consultant and pulled from your personal profile.

* All credit card information is encrypted and is PCI DSS compliant.

Once you have all the Tabs completed click on proceed to checkout

Trip overview

Add more services

Flight Hotel Car

Overview Requests

Wednesday, June 12

Flight to London PENDING BOOKING

Wed, 12 Jun

British Airways BA837
Wed, 12 Jun 24 DUB 15:30 → 01h 20m Direct → 16:50 Wed, 12 Jun 24 LHR

Thu, 13 Jun

British Airways BA832
Thu, 13 Jun 24 LHR 06:50 → 01h 25m Direct → 08:15 Thu, 13 Jun 24 DUB

[More details](#) [Fare rules](#)

To pay €92.88

☒ Paid by TMC

[Hold flight](#)

[Price Breakdown](#)

Cart

Flight To London €92.88
Original currency €92.88
Wed, 12 Jun - Thu, 13 Jun

Total €92.88

[Proceed to Checkout](#)

Finalize the Booking

****NB**** Notice once you Click on Checkout for GDS Flights a reservation number is created (PNR) from this stage if you wish to cancel the booking please contact your dedicate Travel Consultant.

Read and select to agree to the Fare Rules. Enter the mandatory Reference Fields to finalize the Booking Transaction Type for Ref.06 please Always select ONLINE option from the drop-down list. * if applicable

Trip 15197226

Booking details

Review & Select Booking details Confirmation

Travel Notification

☐ Receive notification on behalf of the traveller
(This setting will disable notifications meant for traveller, and will instead send notification to your email)

Contact Details
For updating changes and in case of emergency

☒ don't share the below information with airlines

Booker Phone Number +353 85 5432432

Traveller Phone Number +353 01 4324321

Traveller Email johnsmith@Alant.ie

Travellers Reference Questions

John Smith

*Name Of Booker

*Do You Need A Carry On Bag?

Cart

Flight To London €92.88
Original currency €92.88
Wed, 12 Jun - Thu, 13 Jun

Total €92.88

[Finalize](#)

Get Notification on Behalf of the traveller: This setting will disable notifications meant for traveller and will send notification to the booker only.

****This will disable the calendar attachment from the Travel Plan email confirmation.**

Don't share the Contact Details with airline is selected as default if you wish to share just untick the box.


Contact Details
For updating changes and in case of emergency

☒ don't share the below information with airlines ^

Booker Phone Number

+ 353 - 85 - 5432432

Traveller Phone Number

+ 353 - 01 - 4324321

Traveller Email

johnsmith@Atest.ie

Notes to Agent can be entered - Special Remarks - These notes will go through to your consultant if you have any additional requirements that cannot be booked online.

Notes To Agent ⓘ

And it will look like this on the preparing itinerary notification

Internal Reference

NOTES TO AGENT: pls book extra 25 kg bag and also book seat 1 A thaks Adrienne

Click on Finalize to complete the Booking.

Once the booking is completed you will receive email confirmations with all the details.

Booking Low Cost- Flight

Low Cost Airlines are instant purchase Tickets so the process to complete the booking is slightly different from a GDS Booking, you can find how to do it on the steps below.

Book a New Trip – Enter your details and click on search as normal.

From the page of results, you can easily distinguish the Low-Cost Flights, they will be highlighted as “Instant Purchase”. Select the flight you wish to book by adding to your trip cart.

3.1 Best Flight

Instant Purchase

189 Kg CO₂ AVERAGE

Ryanair

FR657

06:15

Sat, 22 Feb 25

DUB

1h 40m

Direct

08:55

Sat, 22 Feb 25

BRU

Ryanair

FR658

08:50

Sun, 23 Feb 25

BRU

1h 45m

Direct

09:35

Sun, 23 Feb 25

DUB

From

€93.98

Add to trip

Pricing Options

[Flight details](#)
[Fare rules](#)

2.79 Best Flight

Instant Purchase

189 Kg CO₂ AVERAGE

Ryanair

FR657

06:15

Sat, 22 Feb 25

DUB

1h 40m

Direct

08:55

Sat, 22 Feb 25

BRU

Ryanair

FR1453

18:05

Sun, 23 Feb 25

BRU

1h 45m

Direct

18:50

Sun, 23 Feb 25

DUB

From

€136.98

Add to trip

Pricing Options

[Flight details](#)
[Fare rules](#)

Tabs Highlighted with red star are mandatory information and must be completed.

Extras

Please add the required extras

Baggage

✓

Edit

Frequent Flyer

1/1

Add

* Birth Date

✓

Edit

Seating

Add

☒

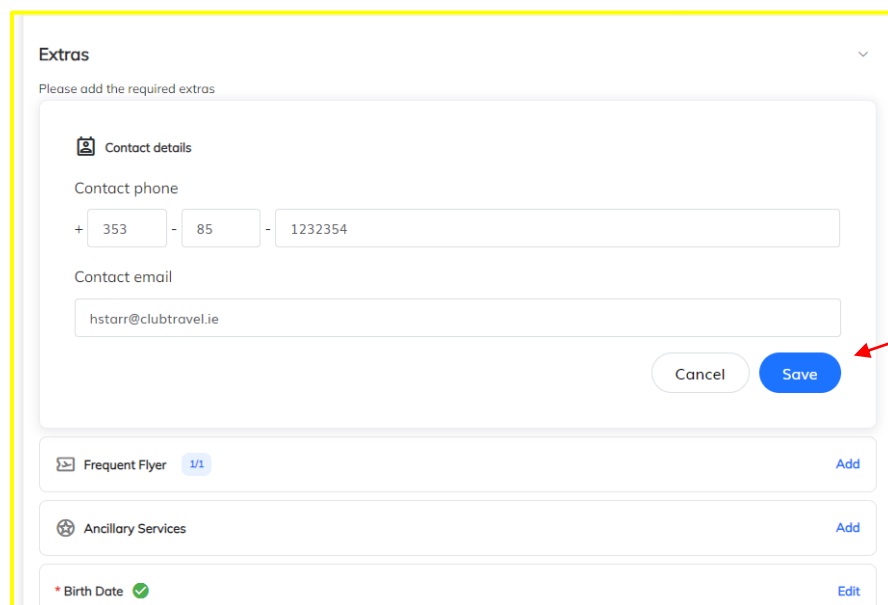
* I accept the [Terms & Conditions](#)

Contact Details:

Here you must enter the details of who needs to receive the confirmation from the Airline, this email address will be used to make the booking and to manage the booking directly with the Airline.

NB***If you select to get notification on behalf of traveller the booking will be made with the email address on your profile.

The system pre-populates the field with the booker or the selected traveller details, from here you can change and update for any other of you choose. Click Save and Close.



Extras

Please add the required extras

Contact details

Contact phone
+ 353 - 85 - 1232354

Contact email
hstarr@clubtravel.ie

Cancel Save

Frequent Flyer 1/1 Add

Ancillary Services Add

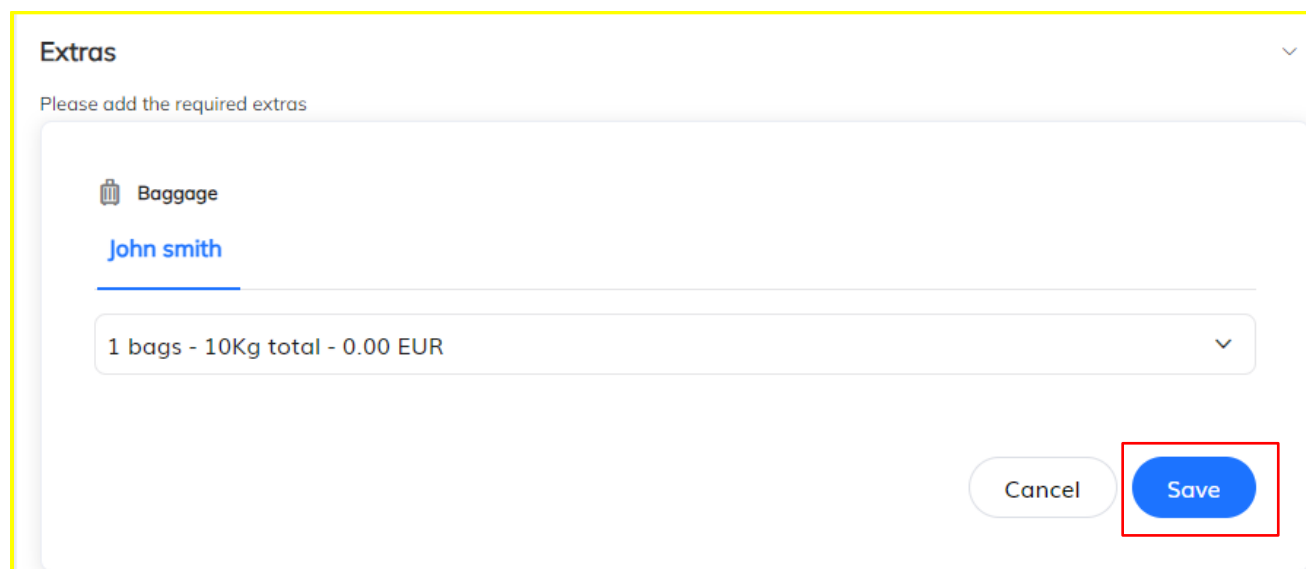
* Birth Date ✓ Edit

Ancillary Services:

From here you can add to your flight ancillary services as Priority Boarding, Cabin and Checked-in Baggage **When available with the Airline.**

Select from the drop-down list and Click Save and Close.

****NB**** If the option is not showing on the list it means is not available for this flight with the Airline.



Extras

Please add the required extras

Baggage

John smith

1 bags - 10Kg total - 0.00 EUR

Cancel Save

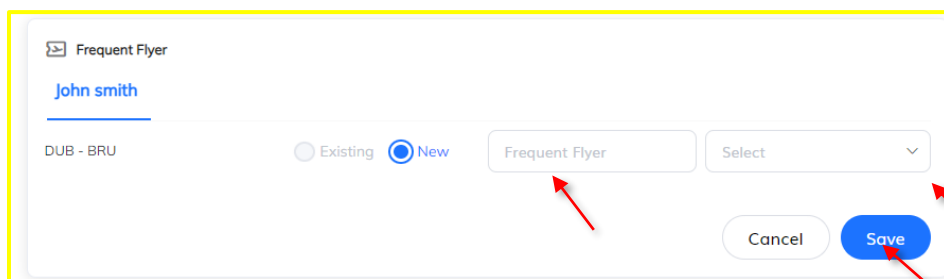
Seating:

Book Seats when available with the Airline. Select Seating and click on add



Frequent Traveller Number:

Frequent flyer details can be manually entered at the time of the booking for Low Cost Flights.



If you have a frequent flyer number stored on your personal profile, you can add this to your booking by selecting the 'Existing' option and selecting it from the drop-down list.

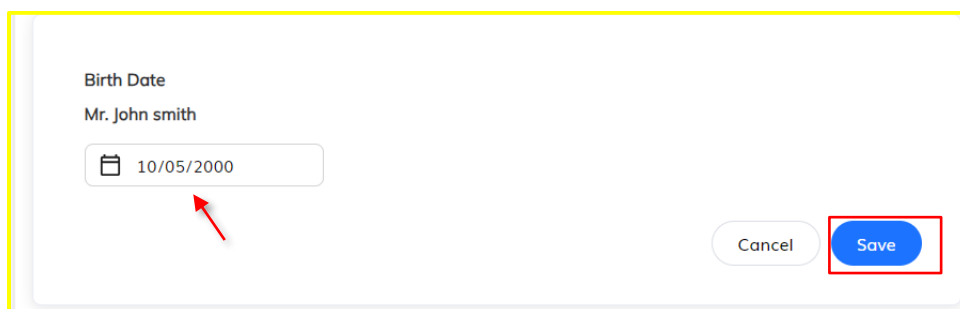
Click Save and Close or Save and Next.

Date Of Birth:

If you have entered the information on “My Profile” it will be pre-populated.

Date of birth is a mandatory field when booking Low Cost flights.

****If you update Date of Birth after entering the form of payment the page will be refreshed and you will have to enter the Form of payment again****



Form of Payment for Low Cost bookings is credit card.

The Club Travel HRG credit card is embedded into the system if you use the TMC card and no action is necessary.

If you use your **OWN** credit card it will either pull from your personal profile or you can manually enter your card member on the booking page. **For web bookings you have to enter the CVV** as these are instant purchase tickets.

Card details

Card type *

MasterCard

**** * 2121

Change

Card holder *

Club Card 555

Expiration date *

05

2028

Address

Country *

IRELAND

City *

DUBLIN

Zip code *

D01 YE97

Street *

30 LOWER ABBEY STREET



Save



Flight to Brussels

PENDING BOOKING

05:26

Wed, 12 Jun



Aer Lingus
EI630

06:50

Wed, 12 Jun 24
DUB

01h 50m

Direct

09:40

Wed, 12 Jun 24
BRU

Thu, 13 Jun



Aer Lingus
EI639

21:20

Thu, 13 Jun 24
BRU

01h 35m

Direct

21:55

Thu, 13 Jun 24
DUB

Instant Purchase

More details

Fare rules

Price Breakdown

To pay
€70.83

Paid by Traveller



cvv

cvv required

After you completed all information and added your extras, Read the Fare Rules and select “I accept the terms and conditions” to agree with terms and Conditions.

click proceed to checkout

Trip overview

Add more services

✈ Flight
🏨 Hotel
🚗 Car
🚆 Rail

[Overview](#)

Wednesday, June 12

✈ Flight to Brussels
PENDING BOOKING
🕒 14:30

Wed, 12 Jun

Aer Lingus
EIG30

06:50

Wed, 12 Jun 24

DUB

01h 50m

Direct

09:40

Wed, 12 Jun 24

BRU

To pay
€70.83

Thu, 13 Jun

Aer Lingus
EIG31

10:20

Thu, 13 Jun 24

BRU

01h 45m

Direct

11:05

Thu, 13 Jun 24

DUB

Instant Purchase

[More details](#) [Fare rules](#) [Price Breakdown](#)

Extras

Cart

✈ Flight To Brussels
€70.83

Original currency - €70.83
Wed, 12 Jun-Thu, 13 Jun

Total **€70.83**

[Proceed to Checkout](#)

Finalize the Booking

Enter the mandatory Reference Fields to finalize the Booking if applicable.

Notes to Agent can be entered - Special Remarks - These notes will go through to your consultant if you have any additional requirements that cannot be booked online.

Booking details

1 Review & Select — 2 Booking details — 3 Confirmation



Contact Details

For updating changes and in case of emergency

☒ don't share the below information with airlines ^

Traveller Phone Number

+ 353 - 85 - 1232354

Traveller Email

hstarr@clubtravel.ie

Cart

4 Flight To Brussels

€70.83

Original currency €70.83

Wed, 12 Jun - Thu, 13 Jun

Total

€70.83

Book and Finalize



General Reference Questions

NOTES TO AGENT @



Travellers Reference Questions

Tech Test

*REASON FOR TRAVEL @

Select

*APPROVER NAME @

*BOOKER NAME @

Debtor @

Clerk Code @

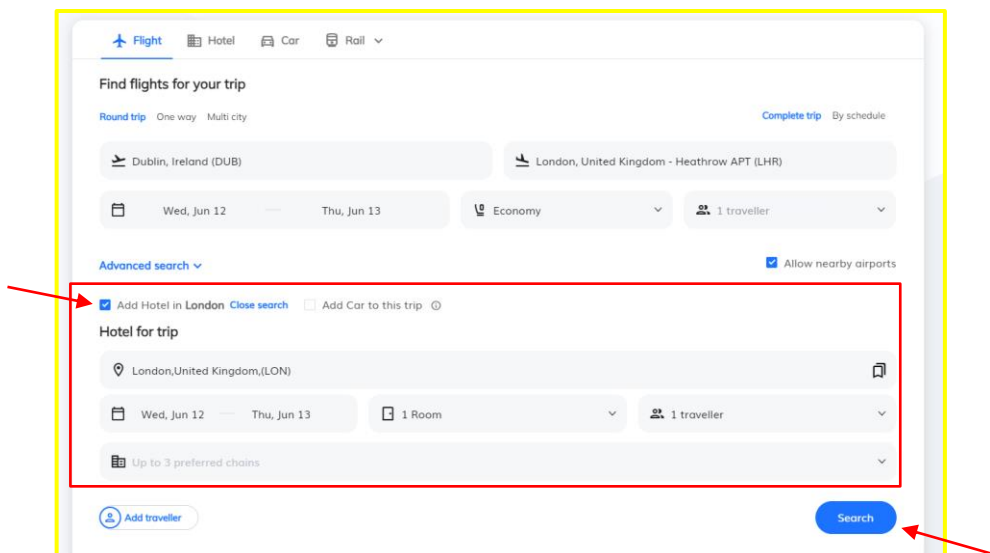
Don't share the Contact Details with airline is selected as default if you wish to share just untick the box.

Click on Book and Finalize to complete the Booking. A pop-up will show advising the booking is made click on Close.

Once the booking is completed you will receive email confirmations with all the details.

Booking Flights & Hotel

If you wish to book a flight and a hotel all together select the option "Add Hotels to this trip" at the beginning of your search.



Find flights for your trip

Round trip One way Multi city Complete trip By schedule

Dublin, Ireland (DUB) London, United Kingdom - Heathrow APT (LHR)

Wed, Jun 12 Thu, Jun 13 Economy 1 traveller

Advanced search ☒ Add Hotel in London [Close search](#) ☐ Add Car to this trip

Hotel for trip

London, United Kingdom, (LON)

Wed, Jun 12 Thu, Jun 13 1 Room 1 traveller

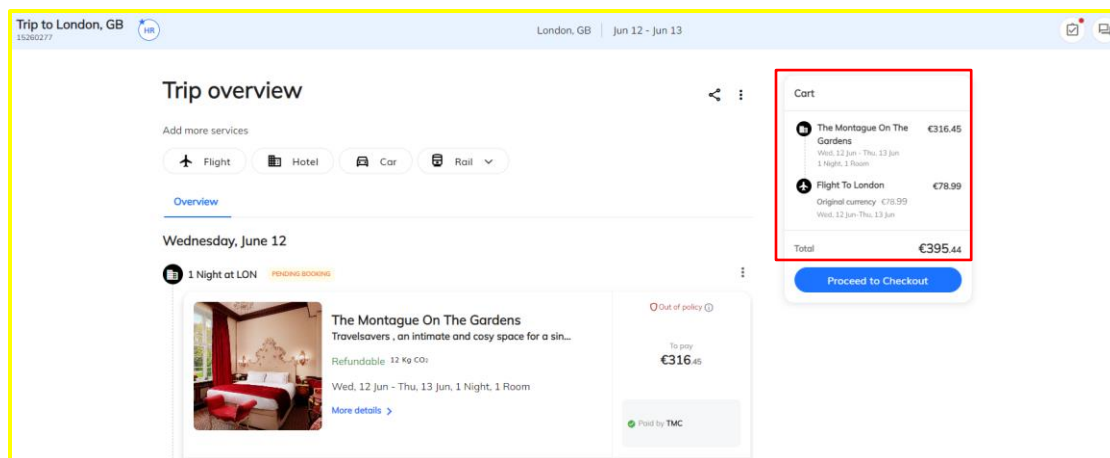
Up to 3 preferred chains

[Add traveller](#) [Search](#)

Once you enter the flight details the hotel fields will be pre-populated with the same information, where you can manually change if necessary. Click Search

First system gives you Flight results, once you select your flights adding to your trip cart system takes you directly to the Hotel results page where you can choose and select to add to the trip cart.

After selecting a hotel room option, you will be taken to the trip cart to review the selected products and complete the booking as normal.



Trip to London, GB 15260277 London, GB Jun 12 - Jun 13

Trip overview

Add more services

Flight Hotel Car Rail

Overview

Wednesday, June 12

1 Night at LON **PENDING BOOKING**

The Montague On The Gardens
Travellers, an intimate and cosy space for a sin...
Refundable 12 Kg CO₂
Wed, 12 Jun - Thu, 13 Jun, 1 Night, 1 Room
[More details](#)

Flight To London
Original currency: €78.99
Wed, 12 Jun - Thu, 13 Jun

Cart

The Montague On The Gardens Wed, 12 Jun - Thu, 13 Jun 1 Night, 1 Room	€316.45
Flight To London Original currency: €78.99 Wed, 12 Jun - Thu, 13 Jun	€78.99
Total	€395.44

[Proceed to Checkout](#)

Flight Booking By Schedule

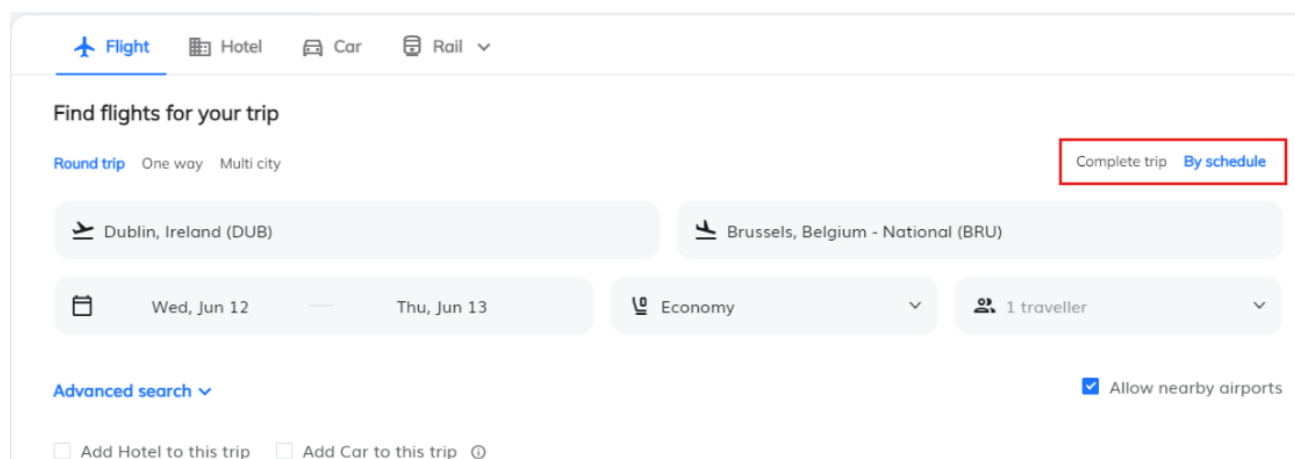
Booking By Schedule allows you to select and mix two different Airlines for example Booking with 2 different airlines on low Cost, Aer Lingus from Dublin to London and Ryanair from London to Dublin, However, please note that:

You will get 3 Confirmations one from GTP to confirm you booking and one from each airline, one for Outbound and one for Inbound, so please ensure you have them both when travelling.

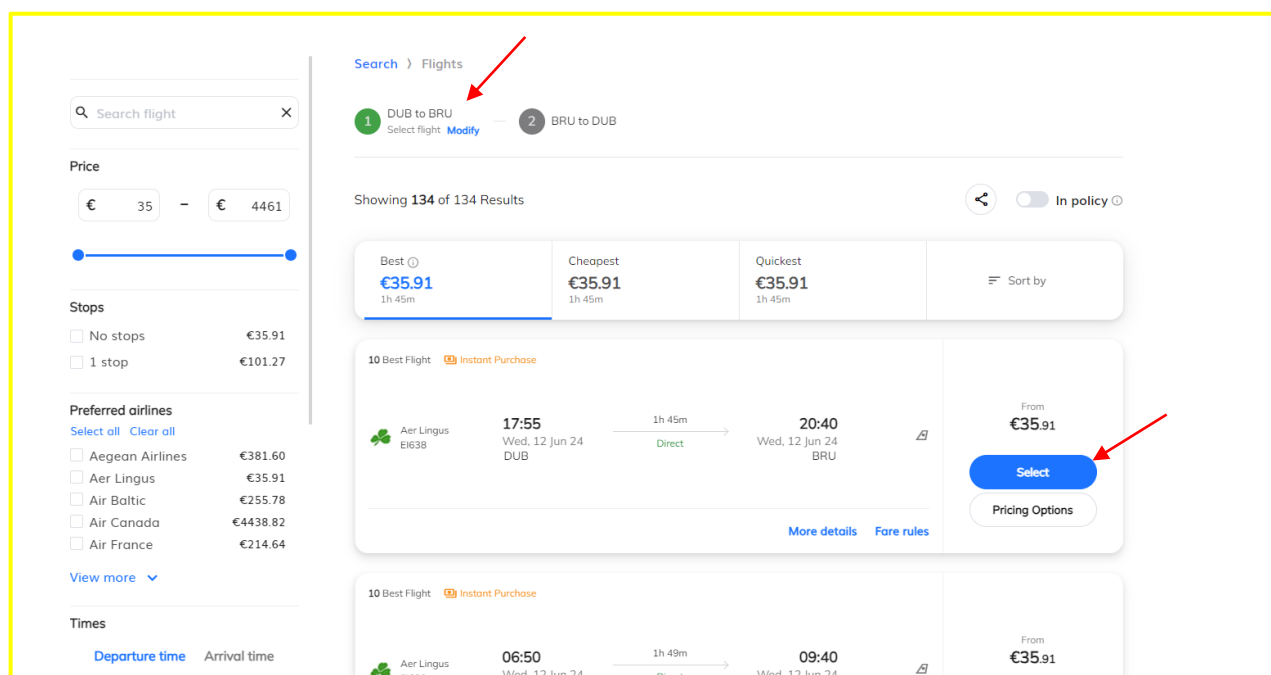
This means then that you will need to 2 sets of Check in, one for each airline.

If one of the journeys originates in a Non-Euro (for Euro Accounts) and / or Non-GBP (for GBP Accounts), then Rates of Exchange will be applied to the Invoices to cover currency fluctuation.

When you click to Book a New Trip, please select to do the search By Schedule and the Click on Search.

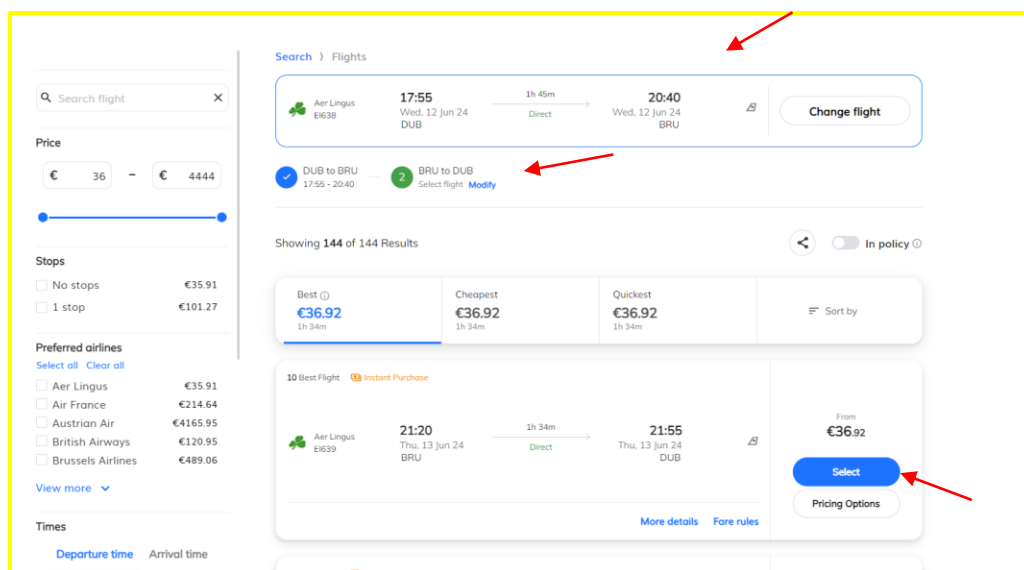


First you will be given options for the Outbound Flight, Select the one you wish to book.

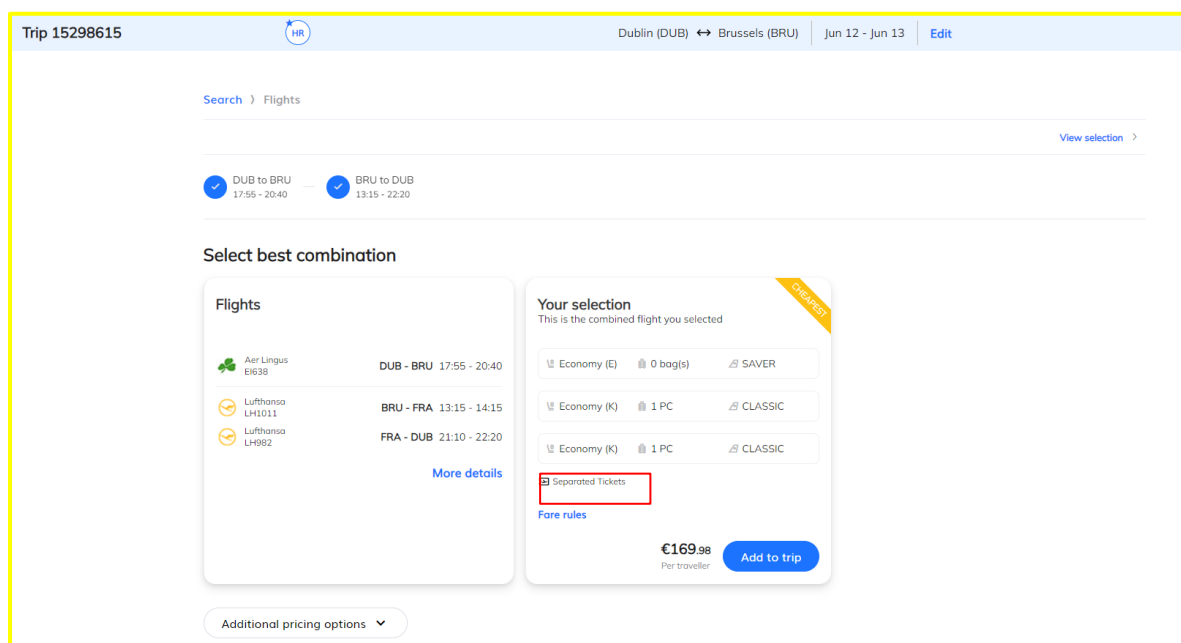


Once you select your Outbound Flight system will give you the options for the return Flight.

You will see at the top the flight you have selected for the outbound.



After selecting the return Flight system shows a summary of the selected flights, and highlights that you are booking Two separated tickets. Click add to trip.



From here you will complete the booking as normal, however as you are booking with two different airlines you will have to complete the additional information for each flight.

After you entered all the information and confirmed all details Click on Checkout

To complete the booking Click to accept the terms and conditions.

Enter the reference Fields if applicable, Click on Book and Finalize.

Overview

Wednesday, June 12

✈️

Flight to Brussels

PENDING BOOKING

🕒 14:32

Wed, 12 Jun

Aer Lingus

EI638

17:55

Wed, 12 Jun 24

DUB

01h 45m

Direct

20:40

Wed, 12 Jun 24

BRU

To pay

€35.91

✓ Paid by TMC

Instant Purchase

More details

Fare rules

Price Breakdown

Extras

Please add the required extras

Contact details

✓

Edit

Frequent Flyer

1/1

Add

Ancillary Services

Add

Birth Date

✓

Edit

Seating

Add

☐

* I accept the [Terms & Conditions](#)

Thursday, June 13

✈️

Flight to Frankfurt

PENDING BOOKING

Thu, 13 Jun

Lufthansa

LH1011

Operated by Lufthansa CityLine

13:15

Thu, 13 Jun 24

BRU

10h 05m

1 stop FRA 06h55m

22:20

Thu, 13 Jun 24

DUB

To pay

€134.07

✓ Paid by TMC

More details

Fare rules

Price Breakdown

Extras

Please add the required extras

Frequent Flyer

1/1

Add

Meal

Add

Seating

Add

☐

* I accept the [Terms & Conditions](#)

📞

Contact Details

For updating changes and in case of emergency

☒

don't share the below information with airlines ^

Traveller Phone Number

+ 353 - 85 - 1232354

Traveller Email

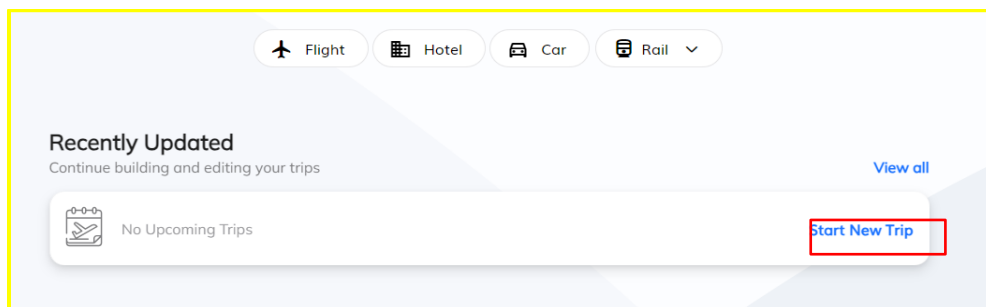
hstarr@clubtravel.ie

Don't share the Contact Details with airline is selected as default if you wish to share just untick the box.

25

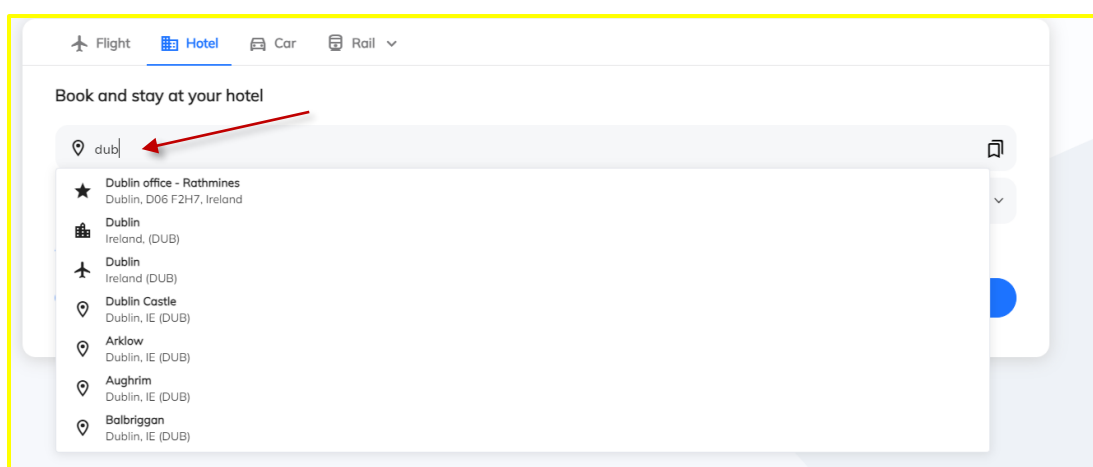
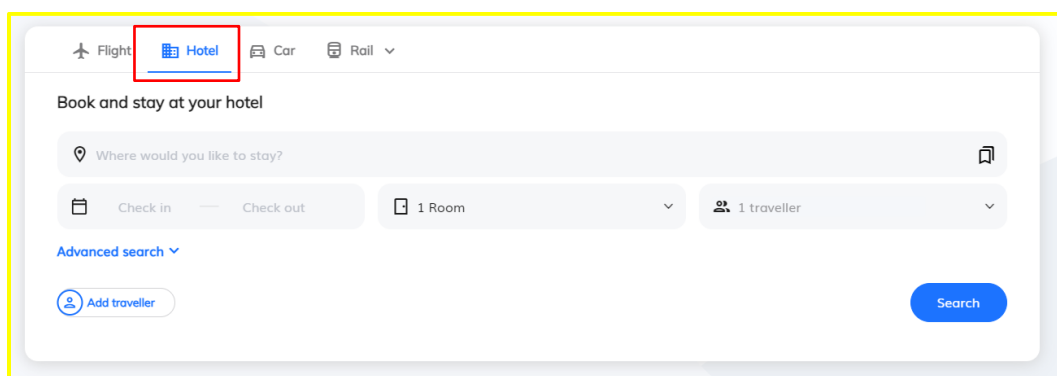
Hotel Booking

From the GTP Main page Click on any of the Start New Trip options



Select the Hotel tab and enter the details.

Destinations and Preferred Hotels can be selected from a drop-down list if determined by your Employers.



****If you make the hotel booking in conjunction with the air reservation, destination, dates and trip purpose information are prepopulated****

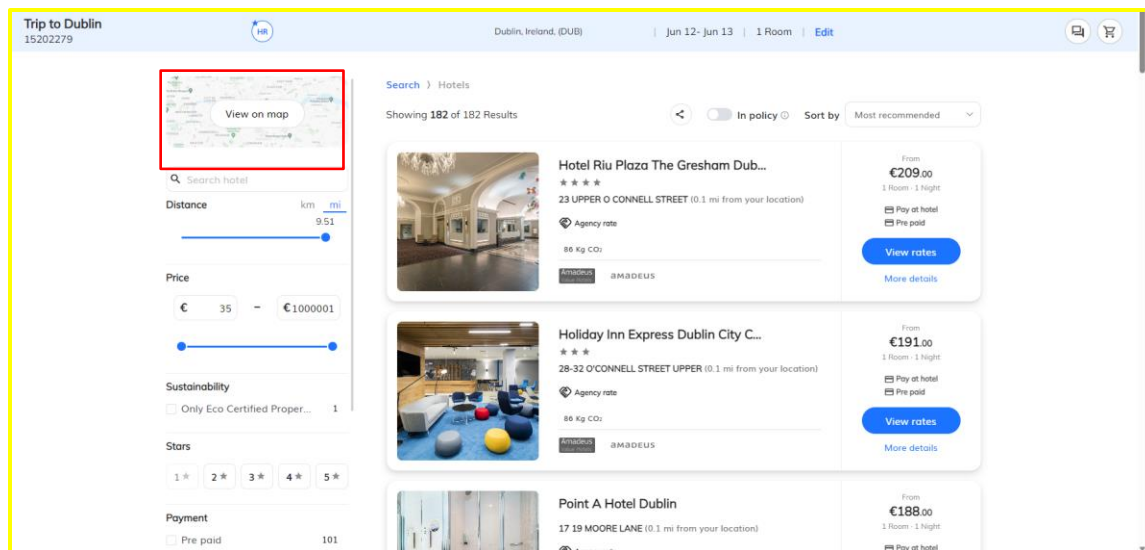
Hotel availability

Display of Hotel Results - From here you can:

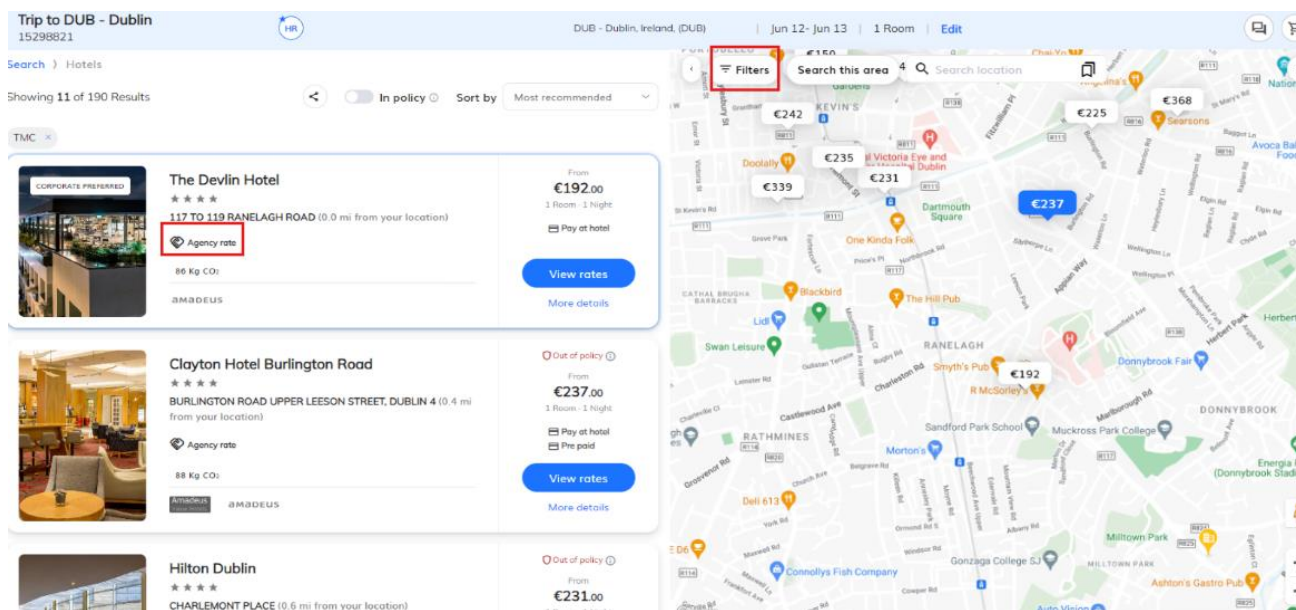
Modify your search parameters as dates, destination and distance from the original destination.

Use the filters to narrow down the results.

Sort the Display. You can use the filter option to sort the way the options are displayed



Change to a Map View. You can view the hotels on a map view instead of a list view.



Identify Any special rates looking for your Company Logo, Club Travel logo or the TMC logo on the left.

Hover the mouse over the Hotel and click to see Room and Rates available.

*For your convenience, your preferred hotels are retrieved first. A complete list of properties will be available in a few seconds.

Hotel selection

Once you have selected, you will be shown further information about the hotel including photographs, facilities, description, and the rates available.

Search > Hotels > The Mayson Hotel

The Mayson Hotel

82 NORTH WALL QUAY (1.8 mi from your location) Agency rate 84 Kg CO₂

[View rates](#) [View hotel on map](#)

[Show all photos](#)

Amenities Overview

Air Condition	Bar	Casino	Concierge	Disabled Access
Exchange	Gym	Internet	Laundry	Lift
Lounge	Luggage Storage	Meeting Facilities	Minibar	Parking
Restaurant	Safe	Spa	Swimming Pool	TV

Check in
Wed, 12 Jun
15:00

Check out
Thu, 13 Jun
12:00

If you Wish to share quotes just click on Share Quotes and select the options, you wish to send by email.

Dates can be changed from the top of the results page.

Special rates and Cancellation Policy will be highlighted.

Share Quotes: 0 of 4 selected Select hotel rooms to share [Share](#) X

Amenities Overview

Air Condition	Bar	Casino	Concierge	Disabled Access
Exchange	Gym	Internet	Laundry	Lift
Lounge	Luggage Storage	Meeting Facilities	Minibar	Parking
Restaurant	Safe	Spa	Swimming Pool	TV

Check in
Wed, 12 Jun
15:00

Check out
Thu, 13 Jun
12:00

Price: € 191 - € 329

Showing 5 of 5 Results In policy Sort by Price

Club travel , double room-min 12sqm-dbl bed-wifi-ac-heating -safe-tea-coffee-, tv-phone-trouser press double room-min 12sqm-dbl bed-wifi-ac-, heating -safe-tea-coffee-tv-phone-trouser press

Bed & breakfast
Agency rate
Refundable [Terms & Conditions](#)

amaDEUS

Total price
€192.00
1 Room - 1 Night

[Pay at hotel](#)

[+ Share](#)

[Price details](#)

Best available rate -room only , double room-min 12sqm-dbl bed-wifi-ac-heating -safe-tea-coffee-, tv-phone-trouser press double room-min 12sqm-dbl bed-wifi-ac-, heating -safe-tea-coffee-tv-phone-trouser press

Out of policy

Total price
€261.00
1 Room - 1 Night

[Pay at hotel](#)

Payment

☐ Pay at hotel 5

☐ Refundable 5

Amenities

☐ Breakfast 1

Agreement

☐ No Agreement 4

☐ TMC 1

Suppliers

☐ amaDEUS 5

Click on the Terms and conditions to see more details. A Pop-up screen will show.

Terms & Conditions

Rate Description

CLUB TRAVEL , Double Room-min 12sqm-dbl bed-WiFi-AC-heating -safe-tea-coffee-, TV-phone-trouser press Double Room-min 12sqm-dbl bed-WiFi-AC-, heating -safe-tea-coffee-TV-phone-trouser press

Cancellation Policy

Cancellation after 00:00, Tue, 11 Jun 24 will be charged 1 night(s)

Select the room to continue to the trip cart.

Complete Hotel Booking

Trip overview


Add more services

Flight
Hotel
Car
Rail

Overview

Wednesday, June 12

1 Night at DUB



The Mayson Hotel
Club travel , double room-min 12sqm-dbl bed-wifi...
Refundable 37 kg CO2
Wed. 12 Jun - Thu. 13 Jun, 1 Night, 1 Room
[More details](#)

To pay
€192.00
Paid by TMC

Extras

Please add the required extras

Loyalty number

Special request

☐ I accept the Terms & Conditions

Cart

The Mayson Hotel
Wed. 12 Jun - Thu. 13 Jun
1 Night, 1 Room
€192.00

Total
€192.00

Proceed to Checkout

Confirm the Details as Dates, Hotel, Room Type and Traveller's name.

Hotel Loyalty card can be entered on the finalise page.

Enter a New one or use the one you have set up on your profile.

Extras

Please add the required extras

Loyalty number

☐ Existing ☒ New

Hotel chain

Select

Loyalty number

Cancel Save


Form of payment for Hotels

The Club Travel HRG credit card is embedded into the system if you use the TMC card and no action is necessary. If you use your **OWN** credit card it will either pull from your personal profile or you can manually enter your card member on the booking page.

* All credit card information is encrypted and is PCI DSS compliant.

Wednesday, June 12

1 Night at DUB PENDING BOOKING



The Mayson Hotel
Club travel , double room-min 12sqm-dbl bed-wifi...

Refundable 37 Kg CO₂

Wed, 12 Jun - Thu, 13 Jun, 1 Night, 1 Room

[More details >](#)

To pay
€192.00

Paid by TMC

Once you complete the information click on proceed to checkout.

Trip overview

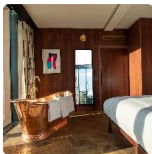
Add more services

Flight
 Hotel
 Car
 Rail

[Overview](#)

Wednesday, June 12

1 Night at DUB PENDING BOOKING



The Mayson Hotel
Club travel , double room-min 12sqm-dbl bed-wifi...

Refundable 37 Kg CO₂

Wed, 12 Jun - Thu, 13 Jun, 1 Night, 1 Room

[More details >](#)

To pay
€192.00

Paid by TMC

Cart

The Mayson Hotel	€192.00
Wed: 12 Jun - Thu, 13 Jun 1 Night, 1 Room	
Total	€192.00
Proceed to Checkout	

Enter the Reference fields to complete the booking if applicable.

The reference fields can be free text or a drop-down list, can be mandatory and must be complete in order to make a booking.

Click on Book and Finalize to complete the Booking.

Trip to The Mayson

15332027

TT

Booking details

Review & Select

2 Booking details

3 Confirmation

Travel Notification

☐ Receive notification on behalf of the traveller
(This setting will disable notifications meant for traveller, and will instead send notification to your email)

Travellers Reference Questions

Tech Test

*REASON FOR TRAVEL ⓘ
Select

*APPROVER NAME ⓘ

*BOOKER NAME ⓘ

Debtor ⓘ

Clerk Code ⓘ

Cart

The Mayson Hotel

Wed, 12 Jun - Thu, 13 Jun
1 Night, 1 Room

Total

€192.00

Book and Finalize

Contact Details on Booking Confirmations

In all cases, when finalising a Booking in GTP before selecting the option for 'Book and Finalize', you will have the option to choose if you wish to share your contact information with the Airline.

The system defaults do NOT share this information with the airline.

Untick the box if you wish to share your information with the Airline as Email Address and Phone Number.

Contact Details

For updating changes and in case of emergency

+ 353 - 85 - 1232354

Traveller Phone Number

hstarr@clubtravel.ie

Traveller Email

☒ don't share the below information with airlines ^

Total €128.10

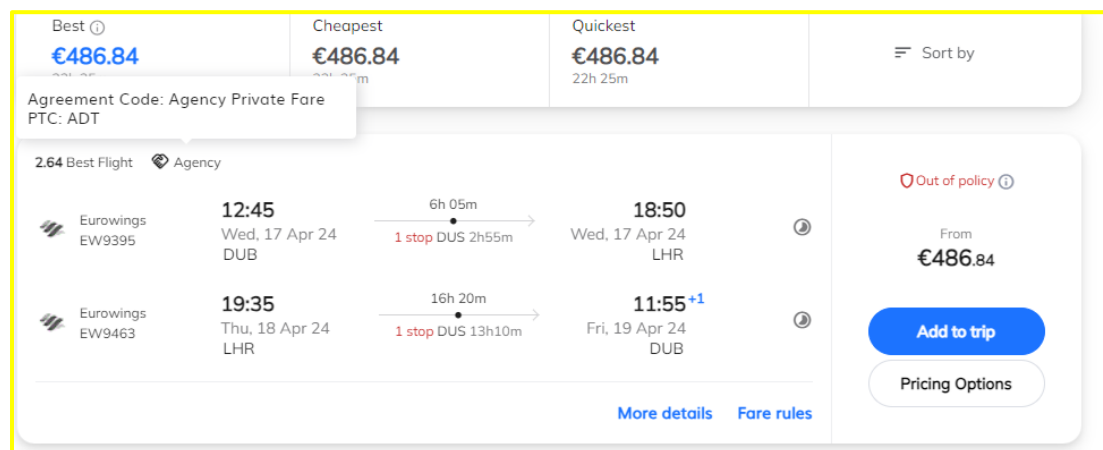
Book and Finalize

How to Identify Negotiated Rates and Preferred Hotels

Negotiated Rates for Hotels and Flights can be loaded into the system.

The HRG/Club Travel Rates are already loaded, and this will be identified by the TMC/Club Travel/HRG Logos.

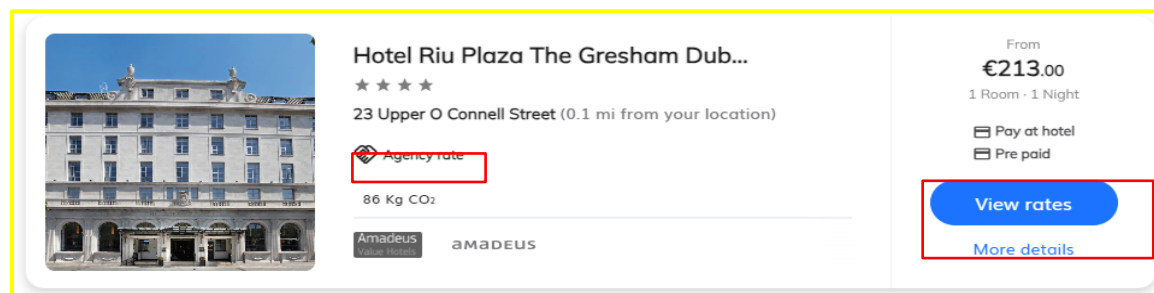
If you have Negotiated Rates, then your company logo will Show.



The screenshot displays a flight search interface with three tabs: 'Best', 'Cheapest', and 'Quickest'. The 'Best' tab is selected, showing a price of €486.84. A tooltip for the 'Best' tab indicates 'Agreement Code: Agency Private Fare' and 'PTC: ADT'. The flight details show two options: a direct flight from DUB to LHR on Wed, 17 Apr 24, and a flight with one stop in DUS on Thu, 18 Apr 24. The price for the direct flight is €486.84, and for the one-stop flight, it is €486.84. A red 'Out of policy' warning is visible on the right side of the flight details. The 'Add to trip' button is highlighted in blue.

For Hotels you can identify Negotiated Rates added to you list by hovering over agency rate below.

Click on View Rates to check the available fares.



The screenshot displays a hotel search interface for 'Hotel Riu Plaza The Gresham Dub...'. The hotel is located at '23 Upper O Connell Street (0.1 mi from your location)'. The price for 1 Room - 1 Night is €213.00. The 'Agency rate' is highlighted with a red box. The 'View rates' button is also highlighted with a red box. The 'More details' link is visible below the button.

OOP- Out Of Policy

Travel policy might be applied to your booking depending on your company set-up, if that is the case product will show as Out of policy and if you hover the mouse over you can easily identify a brief description.

amadeus

THE MORRISON DUBLIN CURIO ...

★★★★★

Ormond Quay Lower (0.4 mi from your location)

Agency rate

84 Kg CO₂

Amadeus

Hotel cost per night is greater than 230 EUR CONTINUE AND SEND FOR APPROVAL

Out of policy

From

€324.00

1 Room · 1 Night

Pay at hotel
Pre paid

View rates

[More details](#)

An OOP product can be booked if permitted within your company travel policy. You will be able to select the product to book and proceed to checkout.

However, from the checkout page you might have to send for approval or to enter a reason to book out of policy, this can be a drop-down or a free text box.

Wednesday, June 12

1 Night at DUB PENDING BOOKING

The Morrison Dublin, Curio Collection By Hilton

Amex gbt hilton-honors semi-flex room only., king ...

Refundable 36 Kg CO₂

Wed, 12 Jun - Thu, 13 Jun, 1 Night, 1 Room

[More details >](#)

Out of policy

To pay

€360.21

Paid by TMC

Out Of Policy *

Hotel cost per night is greater than 230 EUR CONTINUE AND SEND FOR APPROVAL

Add your justification

Cart

The Morrison Dublin, Curio €360.21
Collection by Hilton
Wed, 12 Jun - Thu, 13 Jun
1 Night, 1 Room

Total **€360.21**

Proceed to Checkout

An OOP product will always be highlighted to you and if booking out of policy is not allowed within your company travel policy you will not be able to select.

Pricing Options

Flight To Dublin

Select airline fare to combine additional pricing options

Jetblue B6841

20:00
Thu, 13 Jun 24
JFK

7h 45m
Direct

AIRBUS A320-212

08:45⁺¹
Fri, 14 Jun 24
DUB

From
€650.87
For round trip

More details

Economy pricing

Dn

Details

Cabin Economy (L)

0 PC Luggage

Total €650.87
+ €0.00
For round trip

Out of policy

Select

Fare rules

Total price
€650.87

Reset

Add to trip

Approval Flow

If your company mandates approval for bookings that fall outside of policy, the approval process will be initiated at checkout once a justification is selected from the drop-down menu or entered as free text.

The Approval Process will resemble the following steps:

Once you have entered a justification and accepted terms and conditions you will be able to proceed to checkout, here you will click on 'submit for approval'.

Booking details

1 Review & Select
2 Booking details
3 Confirmation

Travellers Reference Questions

Hannah Starr

* NOTES TO AGENT @

TEST

* COST CENTRE @

NO

DIRECTOR NO @

Select

REASON FOR TRAVEL @

MEETING ID @


POLICY REASON @

Cart

Academy Plaza Hotel	€122.55
Wed, 12 Mar - Thu, 13 Mar	
1 Night, 1 Room	
Total	€122.55

Submit for Approval

Once the booking has been submitted, the designated approver will receive an email notification, which will allow them to easily approve or decline the trip in the email. Logging in is not necessary. The approver can also log in to GTP and approve from there.



Dear Lygia Santo,

Hannah Starr's travelling to **DUBLIN**, on 12 March 2025 needs your approval for trip ([18996793](#)). Please be advised, fares are subject to change until itinerary is finally issued and confirmed.

Hotels

Destination	Hotel Name	Check in/Check out	Cost
DUB	Academy Plaza Hotel	Wed, 12 Mar 25 - Thu, 13 Mar 25	€122.55

Hotel cost per night is greater than 100 EUR - Continue and send for Approval

Justification: Lowest Fare Available

Internal Reference

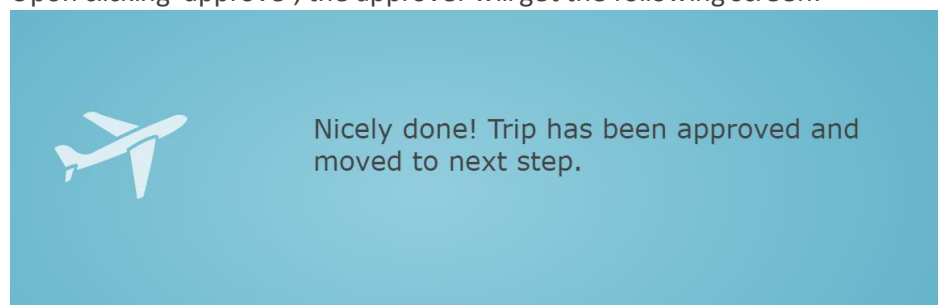
NOTES TO AGENT: TEST
 COST CENTRE: NO
 CLERK CODE: YX
 DEBTOR: XYZAB
 TRAVELLER ID: 112211
 clerk code: YX

Total cost: €122.55

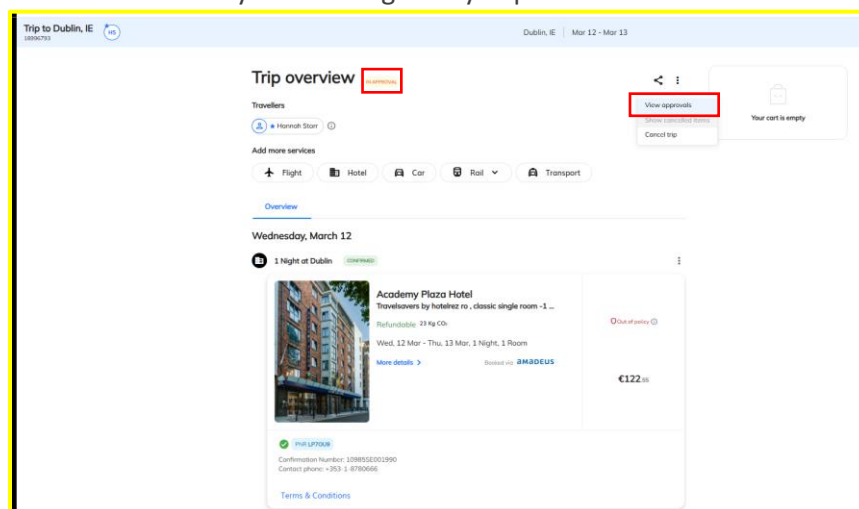
Decline

Approve

Upon clicking 'approve', the approver will get the following screen:



You can view the status of your booking in 'My Trips'.



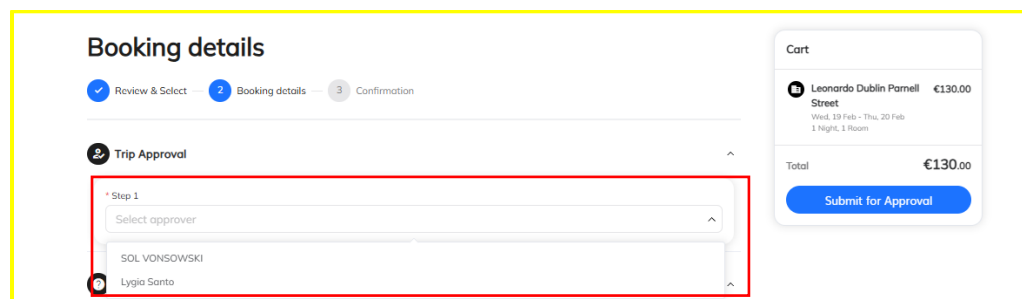
In Approval – booking is waiting to be approved

Finalized – Trip has been approved and issued

Declined – Trip has been declined by approver

Cancelled – Trip Cancelled

When there is More than one approver assigned to you, you will have the option to choose which approver to select. It is your responsibility to ensure the selected approver is available to approve the booking.



As an approver, if you are not available or out of office, you can add a back up approver to your profile by opening your profile and assigning another approver. Approvals will be directed to the back up on your behalf.

Hannah Starr

Your profile settings

[Personal Details](#)
[Contact Information](#)
[Passports and Visas](#)
[Frequent Programs](#)
[Travel Preferences](#)
[Form of Payment](#)

[Change image](#)
Recommended size 80x80 px

Title Ms.	First Name Hannah	Middle Name Middle Name	Last Name Starr
Gender Female	Birth Date 05/07/1900	Traveler type Adult (Ages 18+)	Nationality Nationality
Email hstarr@clubtravel.ie	CC Email hstarr@clubtravel.ie	Username hstarr@ct.ie	User group XYZAB
Language English(GB)	Display currency EU euro	Time format <input checked="" type="radio"/> 24 Hours <input type="radio"/> 12 Hours	First day <input type="radio"/> Sunday <input checked="" type="radio"/> Monday

① Languages settings only affect emails display and not system display

☐ Out of office
 ☒ Backup approver

Dynamic profile fields

Second Email <input type="text"/>	CLERK CODE YX	DEBTOR XYZAB	PRIORITY NOTES <input type="text"/>	TRAVELLER ID 112211
TRAVELLER ID 112211	Clerk Code YX			

[Save Personal Details](#)

Approval for Low-Cost Flights/ Instant purchase Flights

The Approval process does not apply to Low-Cost/Instant purchase flights. Once such a booking is sent for approval, the purchase is complete before receiving the approval. If the booking is nonrefundable and subsequently declined, the ticket will be lost.

Depending on your company, you may have a policy that permits bookings with a justification. Please refer to you company's policy for specific details.

Approval For Non-Refundable Hotels

When booking a hotel, please review the terms and conditions carefully. If the fare is non -refundable, it will be booked immediately, as the purchase is finalized before approval is received.

Approval Reminders

This email is sent to the approver currently assigned to the trip to remind that approval is required soon . The time limit for when the reminder is sent is determined by the company.

Reminder - We Would Like Your Approval on Kai Gordon Weiland trip to London City APT, GB (LCY)

Some content in this message has been blocked because the sender isn't in your Safe senders list. I trust content from notification@gtp-marketplace.com. | [Show blocked content](#)

notification@gtp-marketplace.com
 Sun 10/10/2021 11:25 PM
 To: Omri Amsalem

Safety information and travel restrictions are available for this trip, please [Click here](#) for details.

Dear Omri Amsalem,

You have **3h 34m** to confirm [trip](#) before price will expire

Kai Gordon Weiland travelling from **Frankfurt, DE (FRA)** to **London City APT, GB (LCY)**, on 10 October 2021 needs your approval for trip (**8244100**).

Please be advised, fares are subject to change until itinerary is finally issued and confirmed

Ticketing Expiry

Bookings Must be approved on the Same day, if not, they will expire and be automatically cancelled, with a cancellation email sent out.

Sharing Quotes

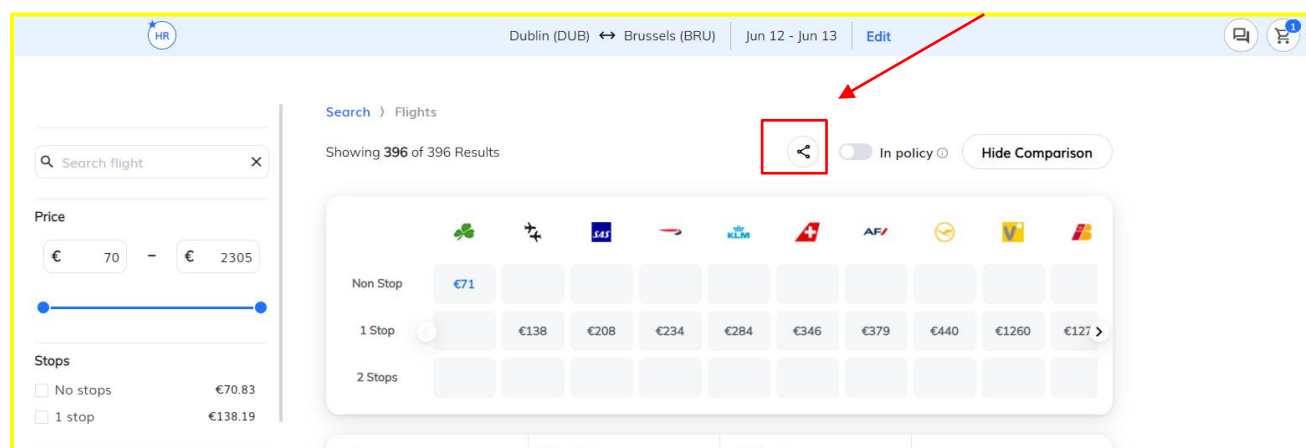
With GTP you can share quotes and itineraries before and after booking, from your trip Cart. You will learn how to do it on the following steps.

Sharing Quotes from the result pages

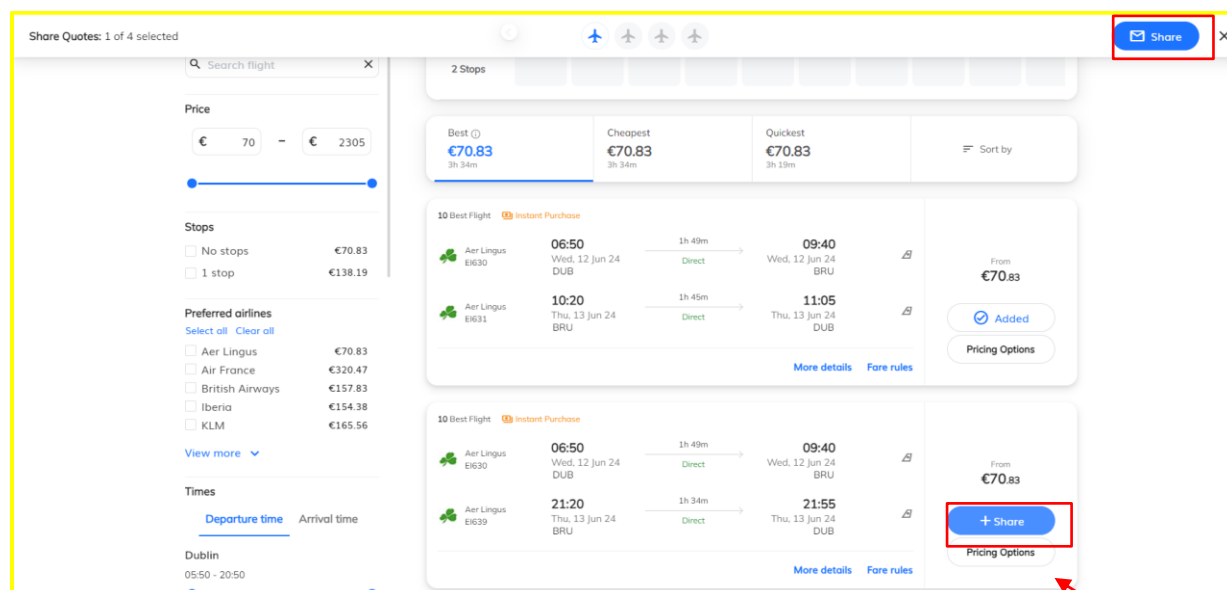
From the results page when searching for any product you can share up to 4 options by sending to your traveller email address or to any email address you wish directly from the system.

Sharing Flights – By Complete Trip:

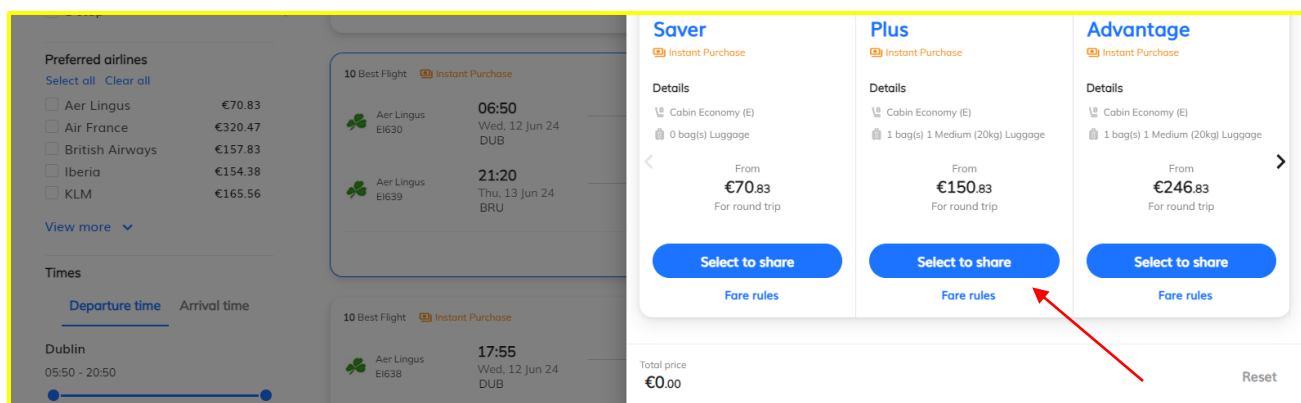
From the results page Click on this icon



Select the Flights you wish to Share (Up to 4 options) by clicking on the +Share symbol.

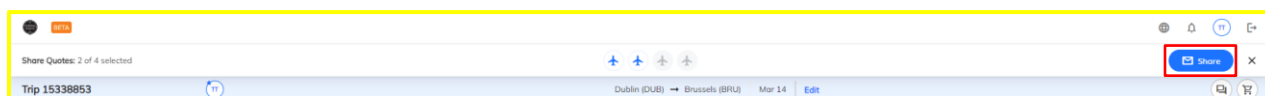


You can use the filters as normal to search and select options from the additional pricing.



Before sending you can hover over the flight symbols to view the quotes.

Once you have selected all the options Click on the share symbol.



A pop-up Screen will show, if you have selected a traveller the traveller's email address will be pulled from the traveller profile, where you can remove by clicking on the X or you can type manually an email address.

You can update the Subject and add a message to the quote.

You can select to send just a summary the detailed quote or Both. Headers can also be removed.

Share Quotes

Send to

Search user by name, tag or group

Language

English(GB)

Subject

Share quotes for Hannah Wed,12 Jun 2024 - Thu,13 Jun 2024

Message (Optional)

Add message

Include in price offer

☒ Summary
 ☐ Detailed
 ☐ Both

☐ Remove headers
 ☐ Include PDF

Price Offer - Summary

Flight Offer # 1 Pending booking

Total: €70.83

Flight for 1 Travellers

Airline	From - To	Depart - Arrive	Duration	Stop	Baggage
Aer Lingus EI630	Dublin, Ireland (DUB) - Brussels, Belgium - National (BRU)	06:50 Wed,12 Jun 24 09:40 Wed,12 Jun 24	01h 50m	Direct	0 bag(s)
Economy					

Cancel

Copy to clipboard

Send

If you wish to edit anything from the quote or share just the itinerary you can use the Copy to clipboard functionality. Once you Click Copy to Clipboard you can paste the information to the body of an email for example. From there you should be able to update any information you wish for and send directly from your own email.

Cancel

Copy to clipboard

Send

If you share the quotes from the system this is how the email looks like:

Share quotes for Hannah Wed,12 Jun 2024 - Thu,13 Jun 2024

N

notification@gtp-marketplace.com

To: Hannah Starr

Mon 22/01/2024 10:43

[EXT] DO NOT CLICK unless you know content is safe.

If the recipient replies to this email address it sends the email directly to who shared the quote.

After sending the quote to be able to select an option and add to your trip cart to book just click on the X.

Share Quotes: 2 of 4 selected

✈

✈

✈

✈

Share

X

Sharing Flights – By Schedule:

Sharing Quotes from the result page when searching by schedule, first you will have to select the Outbound options and then the Inbound options.

From the result page click on the icon to share quotes, select the Outbound Options and then Click LHR to DUB to select Inbound options

Share Quotes: 0 of 4 selected

Select flight options to share

Trip 15332231

Dublin (DUB) ↔ London (LHR) Jun 12 - Jun 13

Search > Flights

1 DUB to LHR Select flight Modify

2 LHR to DUB

Showing 151 of 151 Results

Best €34.64 1h 30m

Cheapest €34.64 1h 30m

Quickest €73.64 1h 30m

Sort by

10 Best Flight

British Airways 08:05 Wed, 12 Jun 24 DUB 1h 30m Direct 09:35 Wed, 12 Jun 24 LHR From €34.64

+ Share

Pricing Options

Share Quotes: 0 of 4 selected

Select flight options to share

Trip 15332231

Dublin (DUB) ↔ London (LHR) Jun 12 - Jun 13

Search > Flights

1 DUB to LHR Select flight Modify

2 LHR to DUB

Showing 151 of 151 Results

Best €34.64 1h 30m

Cheapest €34.64 1h 30m

Quickest €73.64 1h 30m

Sort by

10 Best Flight

British Airways 08:05 Wed, 12 Jun 24 DUB 1h 30m Direct 09:35 Wed, 12 Jun 24 LHR From €34.64

+ Share

Pricing Options

After the Inbound options are selected click on the Symbol to Share.

Share Quotes: 2 of 4 selected

Select flight options to share

Trip 15332231

Dublin (DUB) ↔ London (LHR) Jun 12 - Jun 13

Search > Flights

1 DUB to LHR Select flight Modify

2 LHR to DUB Select flight Modify

Share

Sharing Quotes from the Trip Cart

Sharing Quotes from the trip card you can only Share the products you have selected and added to the trip cart. This option allows you to share Flights and Hotel at the same time.

After selecting the products to your trip cart Click on the icon at the Top of the page and click Share Quote.

Trip overview

Add more services

[Flight](#)
[Hotel](#)
[Car](#)
[Rail](#)

[Share Quotes](#)

[Share Itinerary](#)

Cart

✚ Flight To New York €650.87

Original currency: €650.87
Wed, 12 Jun - Fri, 14 Jun

Total €650.87

[Proceed to Checkout](#)

Overview

Wednesday, June 12

✚ Flight to New York PENDING BOOKING

Wed, 12 Jun

Jetblue B6842

11:45 Wed, 12 Jun 24 DUB

07h 40m Direct

14:25 Wed, 12 Jun 24 JFK

Thu, 13 Jun

Jetblue B62732

12:30 Thu, 13 Jun 24 LGA

15h 30m 1 stop BOS 07h10m

09:00⁺¹ Fri, 14 Jun 24 DUB

Out of policy ⓘ

To pay €650.87

Paid by TMC

[More details](#) [Fare rules](#) [Price Breakdown](#)

A pop-up Screen will show, if you have selected a traveller the traveller's email address will be pulled from the traveller profile, where you can remove by clicking on the X or you can type manually an email address.

You can update the Subject and add a message to the quote.

You can select to send just a summary the detailed quote or Both. Headers can also be removed.

Share Quotes

Send to

Search user by name, tag or group

Language English(GB)

Test Profile

Subject

Share quotes for Hannah ROOTS Wed,12 Jun 2024 - Fri,14 Jun 2024

Message (Optional)

Add message

Include in price offer

☒ Summary
 ☐ Detailed
 ☐ Both

☐ Remove headers
 ☐ Include PDF

Traveller(s) name: Hannah ROOTS

Date of travel: Wed,12 Jun 2024 - Fri,14 Jun 2024

Date of quotation: Thu,18 Jun 2024

Trip Number: 15201226

Price Offer - Summary

Flight Offer # 1 Pending Booking					Total: €650.87
Flight for 1 Travellers					
Airline	From - To	Depart - Arrive	Duration	Stop	Baggage

[Cancel](#)
[Copy to clipboard](#)
[Send](#)

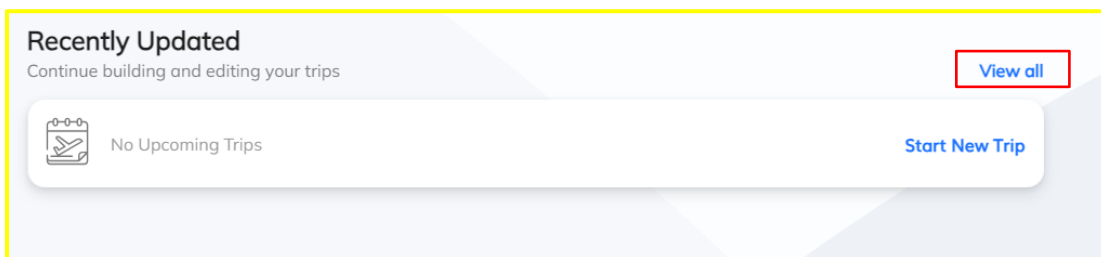
If you wish to edit anything from the quote or share just the itinerary you can use the Copy to clipboard functionality. Once you Click Copy to Clipboard you can paste the information to the body of an email for

example. From there you should be able to update any information you wish for and send directly from your own email.



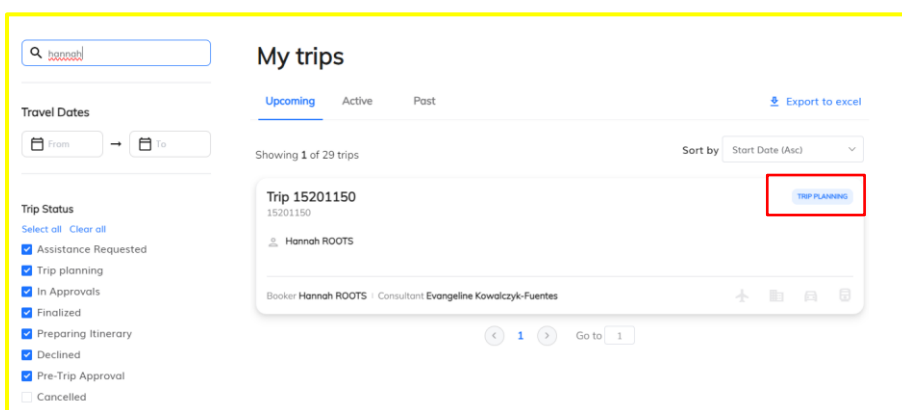
Trip Monitor

You can follow the status of your bookings from the view all on the home page



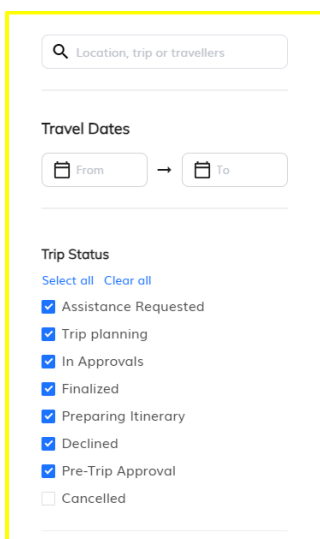
You can search by Travellers name or use the filters.

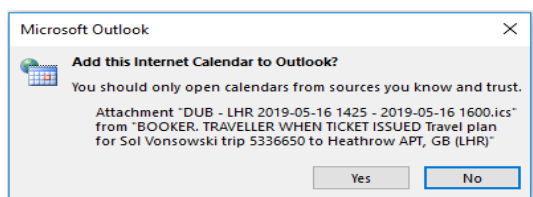
Current Step shows the Status of the Bookings.



From my trips you can use the filters to search for trips or to create reports and export to excel.

Enter your criteria and the results will show on the Trip Monitor





*Get Notification on Behalf of the traveller: This setting will disable notifications meant for traveller and will send notification to the booker. This will disable the calendar attachment.

Cancellations

If you need to make changes to your bookings, or cancel bookings, please do this by contacting the dedicated travel consultants. Please **DO NOT USE GTP** to do this.

All cancellation requests **MUST** be emailed to your Travel Consultant with

Booking Reference and The written request to cancel.

All relevant cancellation fees will be charged as per booking conditions.

The option to remove the booking can be done in some cases, however there are different types of products that can be booked through the system. Some of these can be cancelled directly from GTP, and others cannot. If a booking needs to be cancelled or changed, it is always safer to do this through the consultant. Please **DO NOT USE GTP** to do this.

GTP– Support Page

With all Technology, it is inevitable that we will come across errors and possible bugs within GTP when you are using it.

Connections between suppliers and providers can go down, Your Internet may go for a few seconds, the processing of bookings could be interrupted etc.

So, it's vital to try and establish what the actual issue is and get as much information as possible in order to expedite a speedy resolution.

In order to do this, it would be extremely helpful to us if you could follow the below procedure when you are reporting bugs.

On Your GTP home page Click on the Contact Support Tab at the top of the page, that will open a pop-up box with information and a link to access the GTP Support Page. Or you can navigate there via the following link:

<https://www.clubatlastraining.com/gtp>

From here you will be brought to a website where you can find our FAQ, Training manuals & other tools to assist you in using GTP.

On the home page, you will see 4 tabs to navigate through.



“About GTP” will give you a brief rundown of the functions of our online booking tool and inform you of the advantages of using the tool.

“Training” will bring you to a selection of training guides, much like this one, where you can download PDF files or read them straight from the website. These guides should teach you everything you need to know about using GTP.

“FAQ” will allow you to read through some of the most frequently asked questions that we have received about the system so far. We highly recommend checking this section if you do come across any issues, as it is likely an issue that we have come across before and will have suggested a resolution to the problem here.

And Lastly, “Contact Us” will provide you with a link that will then navigate you to our GTP support query form. Through this form, you will be able to get in touch with us about any queries that you could not find the answer through in our user guides or FAQ.

Contact-us

<https://www.clubatlastraining.com/gtpcontactus>

On the first page of this form, we aim to get as much information about you, so that we know who we’re helping. This will be things like your company/department and your username on the system. On the second page of the form, we are looking for as much information about the error that you are having with the system. **We urge users to fill in as many of the fields on this form as possible**. The more information that we have, the faster and more likely we are to be able to help you efficiently resolve the issue.

Once you have completed this form, a job will be logged with us and we will aim to respond to all within a 24hour period. However, some queries may require us to contact a 3rd party and may take longer to respond back.

Contact Us



Please check our FAQ & User Guides for a solution to your query before seeking an answer here

GTP Support

Name

Email Address *required

Username *required

Please advise your user name when you log into the GTP Booking tool

Profile/Traveller Name (if applicable)

Company / Department *required

Your Company Name/department Name

Trip Number *required

Route

Dates