Create Travel and Accommodation Requests
Journey Management > Journey Request
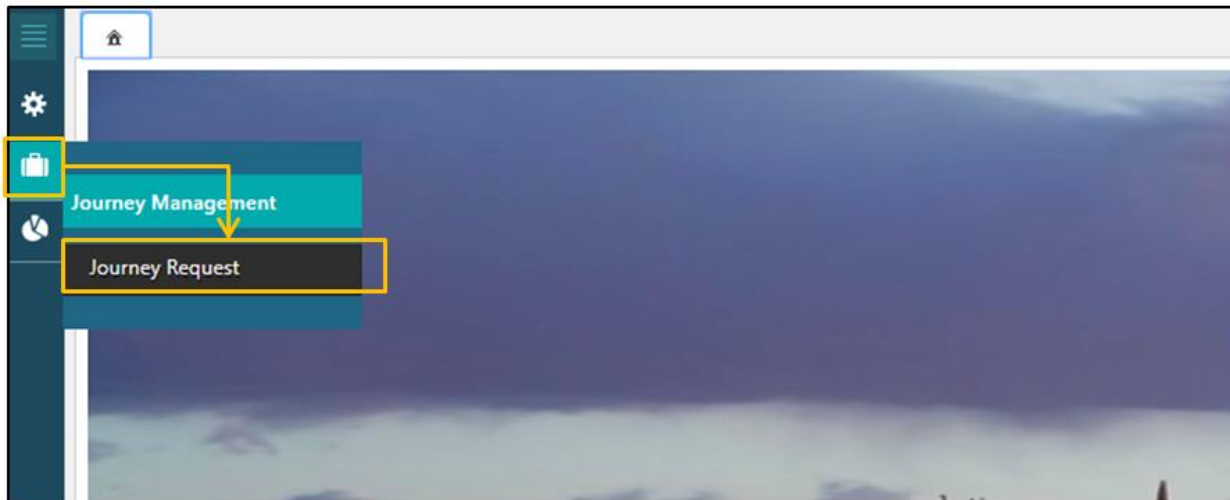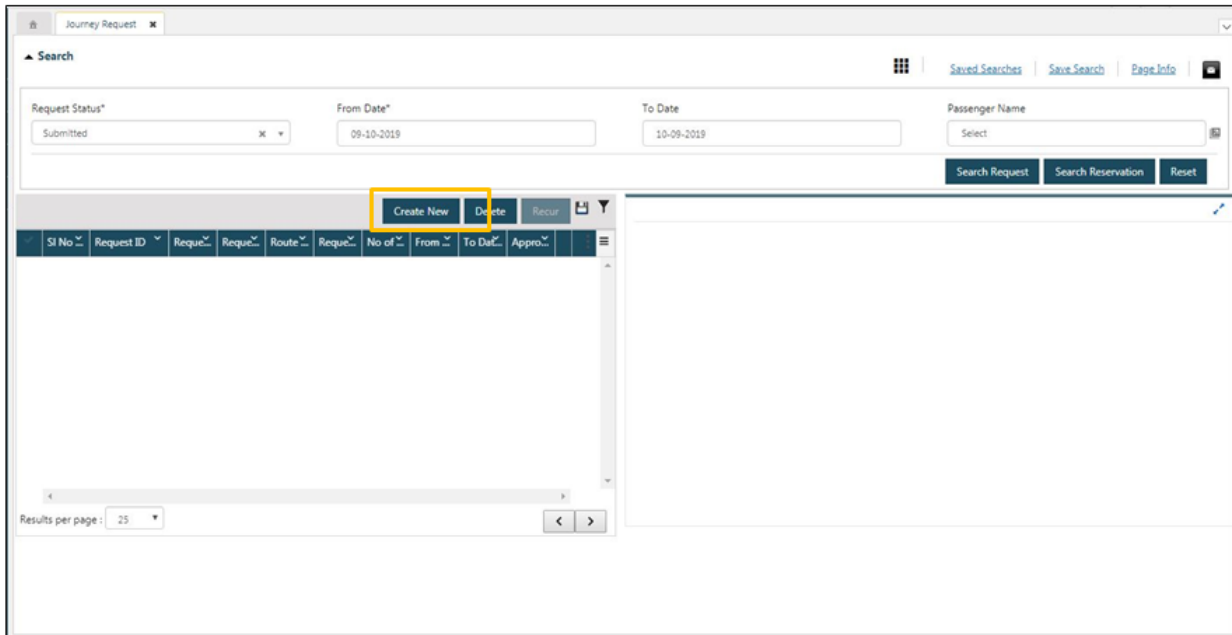

Set up your preference settings
1. To date
2. Request ID
3. Reservation ID
4. Passenger name
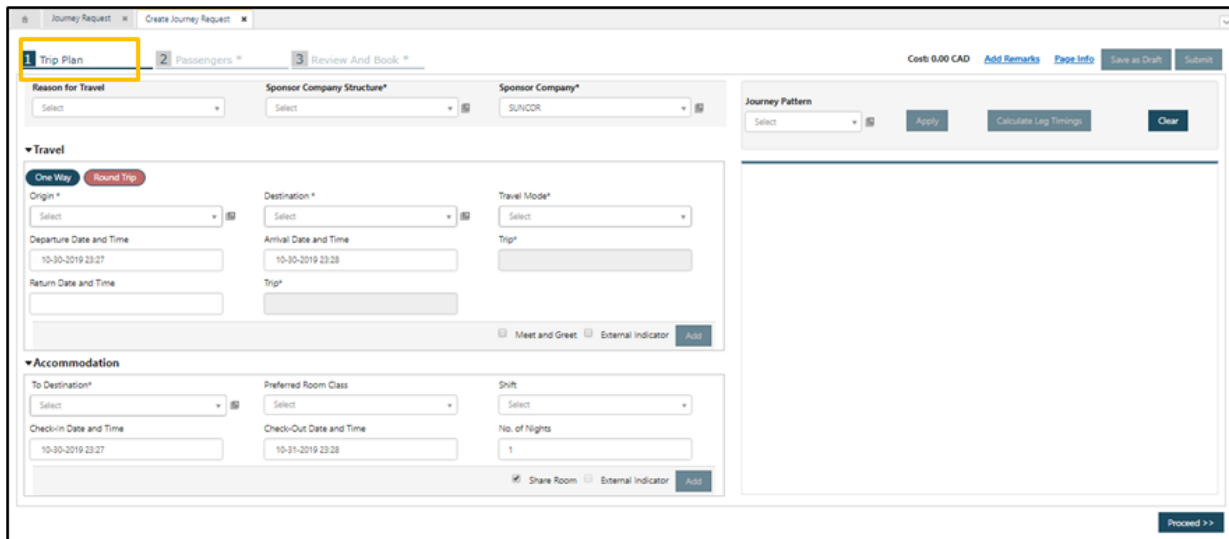5. Employer of passenger – this will give you the list of all reservation.

Create New > A new screen **Create Journey Request** will open.

Step 1 - Specify the Trip Plan

In the **Create Journey Request** screen, navigate to the **Trip Plan** tab and add trip plan by specifying travel and/or accommodation details.

Steps to specify travel details:

In the common section, specify the following details:

- Reason for Travel: Select 'Work'

- Sponsor Company Structure (hierarchy): Select the business unit/ project/ department – (please reach out to DFA@suncor.com if you are not sure)

- Sponsor Company: Logged-in Company will populate by default.

In the **Travel** section, specify the following details:

If booking is for a round trip, click on the **Round Trip** option. If you are booking one way, click **One Way** option

- Origin – always use Airport code (example: YYC)

- Destination – always use airport code (example: YFI)

- Travel Mode – fixed wing

- Departure Date and Time

- Return Date and Time - This field will be visible only for Round trip requests and will be mandatory.

- Select Trip on Departure and Return Dates by clicking on ✈ icon

- In this screen View Travel Options, all direct trips connecting the selected origin and destination on the selected day of travel will be listed. User can filter preferences by applying different filter criteria available for selection.

- Select the trip.

- Click on **Add & Close**.

- The trip will be added to the travel plan.

- Click **Add**

- Trip plan can be edited by clicking on the edit icon shown against each added leg. The trip leg (flight/ lodge) will be added to the respective section on the left side. Modify the required details and save.

- Trip plan be deleted by clicking on the delete icon shown against each leg.

Add Accommodations

- Destination – Baseplant / FortHills / Firebag

- Type of stay – Lodge

- Preferred Facility – leave blank

- Preferred Room class – Jack and Jill / ensuite

- Shift – day / night

- Check in date – (if you booked a flight it will default, if you are only booking lodge you will need to add the date).

- Check out date and time - (if you booked a flight it will default, if you are only booking lodge you will need to add the date).

- No. of Nights – shows the number of nights staying at the lodge.

- Click **Add**

▼Accommodation

To Destination*	Type of Stay	Preferred Facility
Fort Hills	LODGE	Select

Preferred Room Class	Shift	Check-In Date and Time
Jack and Jill	Day	03-02-2020 05:00

Check-Out Date and Time	No. of Nights
03-09-2020 04:00	7

☑ Share Room ☐ External Indicator **Add**

NOTE: Do not book more then one trip

▼Travel

One Way | Round Trip

Origin *	Destination *	Travel Mode*
Fort Hills	Select	Select

Departure Date and Time	Arrival Date and Time	Trip*
03-09-2020 17:51	03-09-2020 17:52	

Return Date and Time	Trip*

☐ Meet and Greet ☐ External Indicator Add

▼Accommodation

To Destination*	Type of Stay	Preferred Room Class
Fort Hills	Select	Select

Shift	Check-In Date and Time	Check-Out Date and Time
Select	03-09-2020 17:51	03-10-2020 19:52

No. of Nights
1

☑ Share Room ☐ External Indicator **Add**

1.	YYC - YFI			✎ 🗑
✈		Departure Date and Time	Arrival Date and Time	Travel Mode
4030		03-02-2020 16:40	03-02-2020 18:05	Fixed Wing
2.	YFI - YYC			✎ 🗑
✈		Departure Date and Time	Arrival Date and Time	Travel Mode
4031		03-09-2020 18:50	03-09-2020 20:14	Fixed Wing
3.	Fort Hills			✎ 🗑
🏨		Check-In Date and Time	Check-Out Date and Time	No. of Nights
		03-02-2020 19:05	03-09-2020 17:50	7

Proceed >>

- Click on **Proceed** button to go to next tab **Passengers**.

Step 2 - Specify Passenger details

In the **Passengers** tab, add all passengers to the request. There are different ways to add passengers.

If Name (First/ Last Name) of the passenger to be added in the request is known:

- Specify the passenger name or badge ID in fig 4.1.3.1.

- Click on **Add List**.

- Passenger will be successfully added to the table.

Passenger can also be added using Select Pax option.

- Click **Select Pax**.

- Users screen will open. Enter the required search criteria to list passengers and click on **Search**.

- Select one or more users. (**MAX 5 AT A TIME**)

- Click on **Add & Close.**

- All selected users will be successfully added to the table.

Add cost object for the selected passengers/ legs

- Navigate to **Passengers** tab in Create Journey Request screen.

- Click **Cost Object** button to add cost object(s) in the request.

- A new screen **Cost Object** will open with passenger and leg details.

Specify cost object details (Cost Object Type, Cost Object Code, Allocation %).

- By default, All Pax and All Legs will be selected. If user wants to apply changes to any passenger or travel leg, select that passenger or leg, and specify cost object details.

  o To specify a different cost object for travel and accommodation legs, perform the following steps:

    ▪ Specify cost object type, cost object code for All Pax and All Legs

- Select the button "Add"
- If you want to change the cost object for the Accommodations Leg, select the Accommodations Leg shown at the top of the Cost Object screen
- Change the Cost Object Type and Select "**Add and Close**"
- The cost object details will be saved
- Add Remarks – if you want all 5 passengers to have the same note click on **Add Remarks**

Add Remarks	Page Info	Save as Draft	Submit

- If you only need to add remarks to one passenger, click on remarks in the same line as the passengers name

Remarks ⌄
📋

- Now the **Submit** button will appear
- Click **Submit**
- NOTE – if you click save as draft the reservation will NOT be confirmed it will be only available to YOU.

Step 3 - Review and Book

In the Review and Book tab, expand a reservation by clicking ➕ icon shown against each reservation.

- User can view a summary of flights and/ or accommodation leg(s) details that have been entered in the request.
- Once all required details of the request have been recorded, click **Submit**. Use the option **Save as Draft**, if you want to submit the request later.
- Each request will be created with a unique booking reference number.

Create a Travel and Accommodation Request for passengers that work for other contractors:

- Follow the steps from 4.1.1 to 4.1.2 in section 4.1

- Click on **Proceed** button to go to next tab **Passengers**.

- In the **Passengers** tab, add all passengers to the request. There are different ways to add passengers.

  If Name (First/ Last Name) or Identification Number of the passenger to be added in the request is known:

  - o Passenger can also be added using Select Pax option.

    - ▪ Click **Select Pax**.

    - ▪ Users screen will open.

    - ▪ Select the users by specifying the company code in Employer Code field of the search criteria

    - ▪ Enter other required search criteria to list passengers, if any, and click on **Search**.

    - ▪ Select one or more users.

    - ▪ Click on **Add & Close**.

    - ▪ All selected users will be successfully added to the reservation

Note: If there is a change in Contractor, it can be manually changed from the Contractor field.

- For the remaining process follow the steps from 4.1.4

Create Travel Request for same day return flights:

- For this scenario, select the **Round Trip** option in Trip Plan section and specify the return date as the same date.