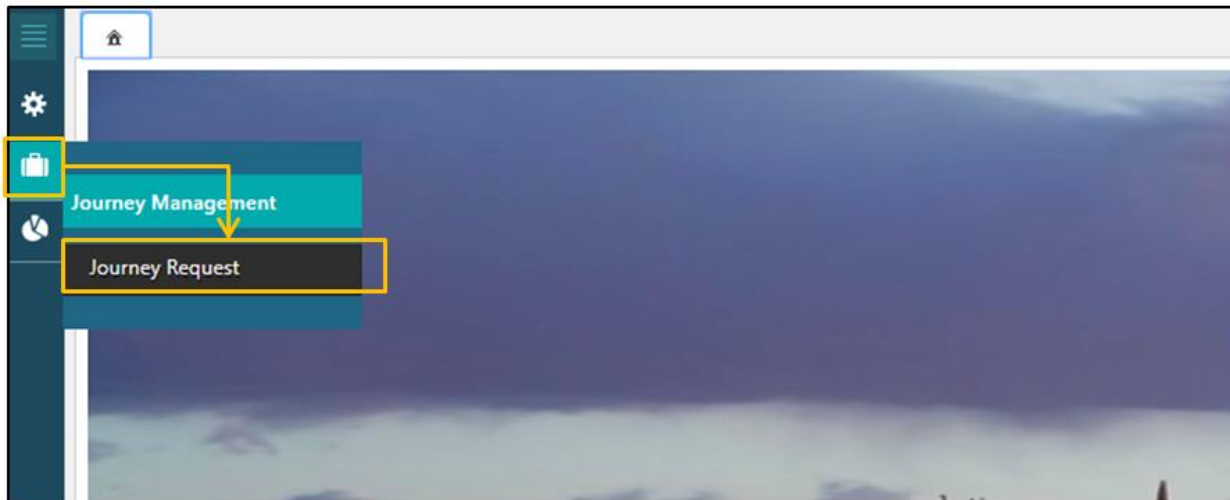


Create Travel and Accommodation Requests Journey Management > Journey Request



Journey Request

Search

Request Status*
Submitted

From Date
02-19-2020

To Date
03-20-2020

Request ID

Reservation ID

Created by User
Select

Passenger Name
Select

Employer of Passenger
Select

Search Request Reset

Create New Delete Recur

SI No	Request ID	Reques...	Reques...	Route ...	Reques...	No of P...	From D...	To Dat...	Approv...
-------	------------	-----------	-----------	-----------	-----------	------------	-----------	-----------	-----------

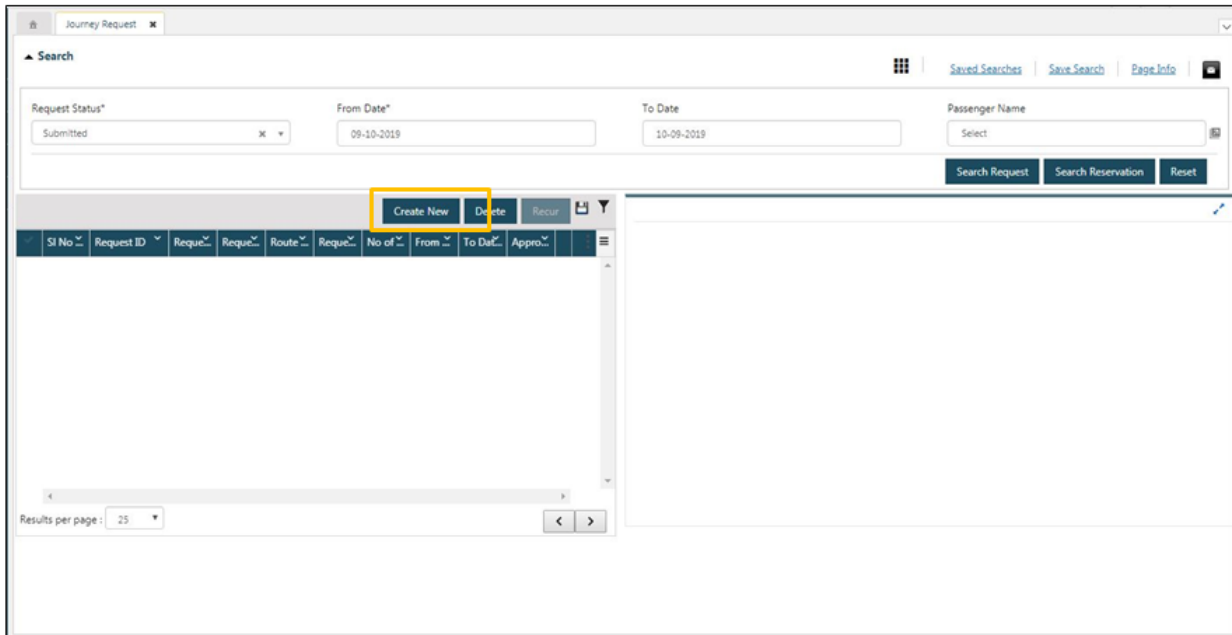
Results per page : 25

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.

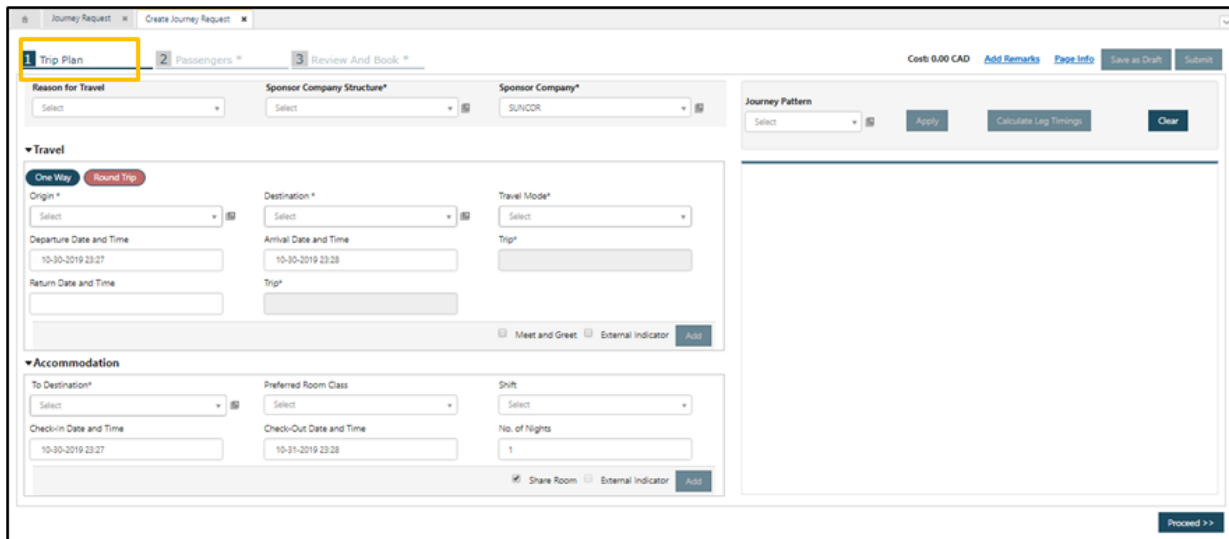
Create Travel and Accommodation Requests

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.

Create Travel and Accommodation Requests

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 Number	Route	Departure Date	Arrival Date	Duration	Travel Mode	Flight Purpose	Stops	Available Seats	Options
4076	YYC+YFI	11-19-2019 ...	11-19-2019 ...	01:45	Fixed Wing	FB & FH	Direct	37	
4028	YYC+YFI	11-19-2019 ...	11-19-2019 ...	01:35	Fixed Wing	FB & FH	Direct	17	
4034	YYC+YFI	11-19-2019 ...	11-19-2019 ...	01:30	Fixed Wing	FH Only	Direct	49	

Create Travel and Accommodation Requests

One Way Round Trip

Origin *
 Destination *
 Travel Mode*

Departure Date and Time
 Arrival Date and Time
 Trip*

Return Date and Time
 Trip*

Meet and Greet External Indicator

Journey Request | Create Journey Request | Cost: 0.00 CAD | Add Remarks | View Info | Save as Draft | Submit

1 Trip Plan | 2 Passengers * | 3 Review And Book *

Reason for Travel: Select | Sponsor Company Structure*: Select | Sponsor Company*: SUNCOR

Journey Pattern: Select | Apply | Calculate Leg Timings | Clear

Travel

One Way Round Trip

Origin *
 Destination *
 Travel Mode*

Departure Date and Time
 Arrival Date and Time
 Return Date and Time
 Trip*

Meet and Greet External Indicator



Accommodation

To Destination*
 Type of Stay
 Preferred Room Class

Shift
 Check-In Date and Time
 Check-Out Date and Time
 No. of Nights

Share Room External Indicator

Leg	Origin	Destination	Departure Date and Time	Arrival Date and Time	Travel Mode
1.	YYC - YFI		10-31-2019 06:30	10-31-2019 07:53	Fixed Wing
2.	YFI - YYC		11-05-2019 09:00	11-05-2019 09:28	Fixed Wing
3.	Fort Hills		10-31-2019 07:54	11-01-2019 01:05	
					No. of Nights
					1

- 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**

Create Travel and Accommodation Requests

▼ 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 than 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](#)

[Proceed >>](#)

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

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

Create Travel and Accommodation Requests

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.

The screenshot shows the 'Create Journey Request' interface with the 'Passengers' tab selected. The 'Add List' button is highlighted in a yellow box. Below it, a table shows one passenger added:

SI No.	Group Name	Pax	User ID	Contractor	Document No.	Document Ty.	Country	Employment Ty.	Sponsor Com.	Cost Object	Reservation St.	Remarks	Travel Priority	Reservation Id.	Options	Link Mate
1		CULLARS Brent	SYS019462	TRIDON COM.	00693631	Identification ...		Ext. Structured								

The screenshot shows the 'Create Journey Request' interface with the 'Passengers' tab selected. The 'Add List' button is highlighted in a yellow box. Below it, a table shows two passengers added:

SI No.	Group Name	Pax	User ID	Contractor	Document No.	Document Ty.	Country	Employment Ty.	Sponsor Com.	Cost Object	Reservation St.	Remarks	Travel Priority	Reservation Id.	Options	Link Mate
1		CULLARS Brent	SYS019462	TRIDON COM.	00693631	Identification ...		Ext. Structured								
2		LAPPIN ERLING	SYS001699	CEDA SERVICE...	00648057	Identification ...		Ext. Structured								

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.

The screenshot shows the 'Create Journey Request' interface with the 'Passengers' tab selected. The 'Select Pax' button is highlighted in a yellow box. Below it, a table shows no passengers added:

SI No.	Group	Pax	User ID	Contract	Docume	Docume	Country	Employ	Sponsor	Cost Obj	Reserva	Remarks	Travel P	Reserva	Options	Link Mate
--------	-------	-----	---------	----------	--------	--------	---------	--------	---------	----------	---------	---------	----------	---------	---------	-----------

Create Travel and Accommodation Requests

Users ✕

Search

User ID Employer Code Identification Number Passport

First Name Last Name **User Type** User Category

Company Structure

Result

Users ✕

Search

Result

✓	SLNo	User ID	First Name	Middle Name	Last Name	Passport No.	Identification N...
✓	5	SYS003421	Aaron		HALPIN		10002878
✓	6	SYS002751	Aaron		Desautel		10002208
✓	7	SYS003500	Aaron		ALMARIO		10002957
✓	8	SYS002831	Aaron		O'Brien		10002288
✓	9	SYS001763	Aatir		MACADIE		10001220
✓	10	SYS001699	ABDALLA		Shand		10001156
✓	11	SYS001794	ABDELRAHMAN		Howe		10001251
✓	12	SYS002220	ABDINASIR		PATEL		10001677
✓	13	SYS002893	ABDOUL		Henschel		10002350
✓	14	SYS002645	Adam		Dugas		10002102

Results per page : 1 to 25 of 2000

Create Travel and Accommodation Requests

User Group Select Self Cost Object * Select Pax Group Pax Ungroup Pax Add Pax Delete

00424808 * Add List No. of Pax 4 Link Material

SI No.	Pax	User ID	Contractor*	Document Number	Document Type	Sponsor Company St.	Cost Object	Reservation Status	Remarks
1	Greenwood Janice	SY5023596	SUNCOR/SUN...	00424808	Identification Number				
2	GARCIA AARON	SY5060678	413791/JACOB...	00055234	Identification Number				
3	GUERRA ABRAHAM	SY5068443	413791/JACOB...	00050775	Identification Number				
4	WALTERS ADAM	SY5060664	413791/JACOB...	00048400	Identification Number				

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.

Create Journey Request

1 Trip Plans 2 Passengers * 3 Review And Book Cost: 0.00 CAD Add Remarks Page Info Save as Draft Submit

User Group Select Self Cost Object * Select Pax Group Pax Ungroup Pax Create User Add Pax Delete Pax Cancel Pax

sy501699 Add List No. of Pax 2 Link Material

SI No.	Group Name	Pax	User ID	Contractor*	Document No.	Document Ty.	Country	Employment E.	Sponsor Com.	Cost Object	Reservation St.	Remarks	Travel Priority	Reservation Id.	Options	Link Material
1		CULLARS Brent	SY5019462	TRIDON COM...	00691631	Identification ...		Est. Structured								
2		LAPPIN ERLING	SY5001699	CEDA SERVICE...	00648057	Identification ...		Est. Structured								

Cost Object

Legs Fort Hills+Fort Hills Fort Hills+Fort Hills

Passengers All Pax CULLARS Brent LAPPIN ERLING

Set as Default Apply Default

Cost Object Type	Cost Object Code	Allocation %
Cost Center	20015	100

Cancel Reset Add Add and Close

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.
 - 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

Create Travel and Accommodation Requests

- 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.

1 Trip Plan 2 Passengers 3 Review And Book Cost: 0.00 CAD [Add Remarks](#) [Page Info](#) [Save as Draft](#) [Submit](#)

User Group Select Self **Cost Object *** Select Pax Group Pax Ungroup Pax Add Pax Delete Pax Cancel Pax

00424808 Add List No. of Pax 3 Link Material

SI No.	Pax	User ID	Contractor*	Document Number	Document Type	Sponsor Company SE.	Cost Object	Reservation Status	Remarks	Reservation Id
1	GARCIA AARON	SYS060678	413791/JACOB...	00055234	Identification Number	Base Plant_Projects	1600100	Not Confirmed,Unassi	<input type="button" value="Add"/>	188817-1
2	GUERRA ABRAHAM	SYS068443	413791/JACOB...	00050775	Identification Number	Base Plant_Projects	1600100	Not Confirmed,Unassi	<input type="button" value="Add"/>	188817-2
3	WALTERS ADAM	SYS060664	413791/JACOB...	00048400	Identification Number	Base Plant_Projects	1600100	Not Confirmed,Unassi	<input type="button" value="Add"/>	188817-3

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.

1 Trip Plan 2 Passengers 3 Review And Book Cost: 0.00 CAD [Add Remarks](#) [Page Info](#) [Save as Draft](#) [Submit](#)

Apply Common Details

Passenger Name	User ID	Route	Sponsor Company Structure	Travel Priority	Cost Object	Reservation Status	Remarks	Options			
GARCIA AARON	SYS060678	YYC+YFI+YFI+YYC+Fort Hills	Base Plant_Projects		1600100	Not Confirmed,Unassigne	<input type="button" value="Add"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
		Origin	Destination	Departure/Checkin Date an	Arrival/Checkout Date and	Travel Mode/Type Of Stay	Preferred Trip	PNR	Shift	Preferences	Allocate
		YYC	YFI	03-02-2020 16:40	03-02-2020 18:05	Fixed Wing	4030	<input type="checkbox"/>			<input type="checkbox"/>
		YFI	YYC	03-09-2020 18:50	03-09-2020 20:14	Fixed Wing	4031	<input type="checkbox"/>			<input type="checkbox"/>
		Fort Hills	Fort Hills	03-02-2020 19:05	03-09-2020 17:50	Camp			Day		<input type="checkbox"/>
GUERRA ABRAHAM	SYS068443	YYC+YFI+YFI+YYC+Fort Hills	Base Plant_Projects		1600100	Not Confirmed,Unassigne	<input type="button" value="Add"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
WALTERS ADAM	SYS060664	YYC+YFI+YFI+YYC+Fort Hills	Base Plant_Projects		1600100	Not Confirmed,Unassigne	<input type="button" value="Add"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			

Create Travel and Accommodation Requests

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:

- 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

The screenshot shows a web application window titled "Users". It features a search form with the following fields and controls:

- Search** section:
 - User ID**: Text input field.
 - First Name**: Text input field.
 - Company Structure**: Dropdown menu with "Select" as the current value.
 - Employer Code**: Dropdown menu with "413791 /JACOBS ENGINEE.." selected. A search dropdown is open, listing:
 - 402755/GUTHRIE MECHANICAL SERVICES LTD
 - 406669/THOMPSON BROS (CONSTR) LP
 - 409131/TS SIGNS PRINTING & PROMO LTD
 - 413791/JACOBS ENGINEERING GROUP INC. (highlighted)
 - Identification Number**: Text input field.
 - Passport**: Text input field.
 - User Type**: Dropdown menu with "Select" as the current value.
 - User Category**: Dropdown menu with "Permanent" as the current value.
 - Search** and **Reset** buttons.
- Result** section: A horizontal bar with a blue "Result" label.
- Bottom**: "Add", "Add & Close", and "Cancel" buttons.

Create Travel and Accommodation Requests

Users

Search

Result

SI.No	User ID	First Name	Middle Name	Last Name	Passport No.	Identification N...
5	SYS003421	Aaron		HALPIN		10002878
6	SYS002751	Aaron		Desautel		10002208
7	SYS003500	Aaron		ALMARIO		10002957
8	SYS002831	Aaron		O'Brien		10002288
9	SYS001763	Aatir		MACADIE		10001220
10	SYS001699	ABDALLA		Shand		10001156
11	SYS001794	ABDELRAHMAN		Howe		10001251
12	SYS002220	ABDINASIR		PATEL		10001677
13	SYS002893	ABDOUL		Henschel		10002350
14	SYS002645	Adam		Dugas		10002102

Results per page: 25 1 to 25 of 2000

Add Add & Close Cancel

Create Journey Request

1 Trip Plan 2 Passengers * 3 Review And Book Cost: 0.00 CAD Add Remarks Pass Info Save as Draft Submit

User Group Select Self Cost Object* Select Pax Group Pax Ungroup Pax Create User Add Pax Delete Pax Cancel Pax

sys001699 Add List No. of Pax: 2 Link Material

SI No	Group Name	Pax	User ID	Contractor*	Document No.	Document Ty...	Country	Employment Ty...	Sponsor Com...	Cost Object	Reservation St...	Remarks	Travel Priority	Reservation M...	Options	Link Material
1	CULLIARS Brent		SYS019462	TRIDON COM...	00693631	Identification ...		Ext. Structured								
2	LAPPIN ERLING		SYS001699	CEDA SERVICE...	00648057	Identification ...		Ext. Structured								

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.

Travel

One Way Round Trip

Origin * YYC Destination * YFI Travel Mode* Fixed Wing

Departure Date and Time 10-31-2019 06:30 Arrival Date and Time 10-31-2019 07:53 Trip* 4028

Return Date and Time 10-31-2019 08:40 Trip* 4041

Meet and Greet External Indicator Add

Accommodation