

PASSIVE APPROVAL PROCESS
EFFECTIVE 01/30/2017

Domestic Flights

With the new Passive Approval Process, all Domestic flights booked under \$600.00 will no longer require a two-step approval process when specific criteria is met. The subject line in the email will state "Passive Approval for traveler".

All flights meeting the proper criteria will ticket automatically unless the manager approves the request. If the manager approves a request under \$600, the request will default back to the two step approval process and must be approved within the approval deadline of the request.

The manager will be able to review the request and will be able to reject the travel request within the approval deadline if necessary. This deadline is shown on itinerary when the traveler submits the request.

When viewing itineraries, you can also scroll to the TRIP OVERVIEW. This will have comments regarding the approval requirements and the approval deadline.

NOTE: If airfare is over \$600 or flights are International it **will** require action on your part via approval or rejection by the trip approval deadline. Or this reservation **will** auto cancel.

If airfare for this trip is **less than \$600**, then trip will be approved automatically unless rejected by the manager before the approval deadline.

Traveler: William Never

Description: TRIP FROM DALLAS FT WORTH INTL, DALLAS, TX TO SEATTLE TACOMA INTL ARPT, SEATTLE, WA

Flights over \$600 or International – Requires two step approval

Trip Overview



Trip Name: Trip from Dallas to Cancun

Start Date: August 06, 2016

End Date: August 13, 2016

Created: June 10, 2016, William Never (Modified: June 10, 2016)

Description: (No Description Available)

Please Select Your Trip Type: 2016 Connect Conference Nov 2-4

Please Give More Detail for the Purpose of Your Trip (Max 40 Characters): test

Agency Record Locator: GGETMV

Passengers: William Never

Total Estimated Cost: \$617.24 USD

This trip requires approval.

The deadline for approval is: 06/11/2016 10:55 PM Eastern

Flights under \$600 – no action is required unless the manager decides to reject

Trip Overview



Trip Name: Trip from Dallas to Denver

Start Date: June 17, 2016

End Date: June 20, 2016

Created: June 10, 2016, William Never (Modified: June 10, 2016)

Description: (No Description Available)

Please Select Your Trip Type: Billable Travel

Please Give More Detail for the Purpose of Your Trip (Max 40 Characters): test

Agency Record Locator: BSORIQ

Passengers: William Never

Total Estimated Cost: \$269.20 USD

Airfare must be ticketed by an agent by: 06/11/2016 12:55 AM Eastern

Steps for Approval/Rejecting

- The manager will receive notification via email with the following NOTES.
 - **NOTE:** If this trip violates ECI travel policy - airfare is over \$600 or flights are International it will require action on your part via approval or rejection by the trip approval deadline. Or this reservation will auto cancel.
 - If this trip does not violate ECI travel policy - airfare is less than \$600 then trip will be approved automatically unless rejected before the trip approval deadline.
- If a manager misses the approval deadline but still wants to reject the trip, the manager must do the following:
 - The cancellation request must meet the guidelines of the airline. There can be no cancellations on Exchange Tickets.
 - The manager or traveler must notify **TSI USA by calling 214-915-9258** within *24 hours of the expired approval deadline on the itinerary.*
 - Most flights can be voided and or cancelled but some airlines will not allow a ticket to be voided. The airline may allow a cancellation and the ticket can be used at a later date.

TRIP CRITERIA

- Flights \$600 and under will automatically ticket unless rejected by the manager.
- Flights over \$600 – **Two step approval needed.**
- Flight need to be booked a minimum of 7 days but no more than 21 days in advance.
- Flights booked less than 7 days in advance will be logged for reports.
- Time changes for existing flights – No approval needed. All changes would be done directly with TSI USA by calling **214-915-9258**
- Class of Service change – No approval needed
- First Class – If anyone requests to fly first class – **Two step approval needed**

International Flights

- All International Flights – **Two step approval needed on ALL International Flights.**

Special Notes

- TSA Pre-Priority Access for security will be reimbursed if you travel more than 12 times per year.