

Documentation

Atlatos Profi Traveller

Version: Traveller
25.06.2020

Atlatos Profi Traveller

a

Easy to book Business Travel

We are glad that you opted for the Atlatos Profi Traveller as your Travel Management System. Thank you for the confidence you placed in us.

An efficient business travel management is part of the decisive criteria of process and cost optimisation at companies. The Atlatos Profi Traveller offers an integrated map of the travel processes – from the travel application to the travel booking and travel expense report.

The Atlatos Profi Traveller is an efficient and economic Travel Management System, by means of which your company may harmonise and coordinate centrally the travel processes to reduce costs. Atlatos offers a solution that allows the business traveller to book online inexpensive travel services like hotels, flights, rental cars and train tickets as per company guidelines.

A travel expenses module allows the entrepreneur to limit the travel budget and to store travel authorisation processes with any travel guidelines.

The Atlatos Profi Traveller supports your company actively with an extensive service offer:

Implementation of a company travel guideline with integration into the booking process

- Easy Online-Bookings of business travel as per company guidelines
- Booking overviews with booking history of the whole company
- Online authorisation process for travel applications and travel expense reports
- Transparency of travel costs by companies and employees per provider
- Easy booking possibilities for deputies
- Optimisation of payment flows
- Integrated travel expense reports

Optimal integration of the travel agency for an optimal assistance for the business travellers.

If you have any further questions do not hesitate to contact us: +49 431 212 498 0

Sincerely

Esther Stehning

The utilization of Atlatos Profi Traveller

Atlatos especially pays attention to the simplicity of utilization. Flights, hotel, rental cars and trains can be easily booked in the Atlatos Profi Traveller, without abdication of assistance of a competent travel agency.

Content

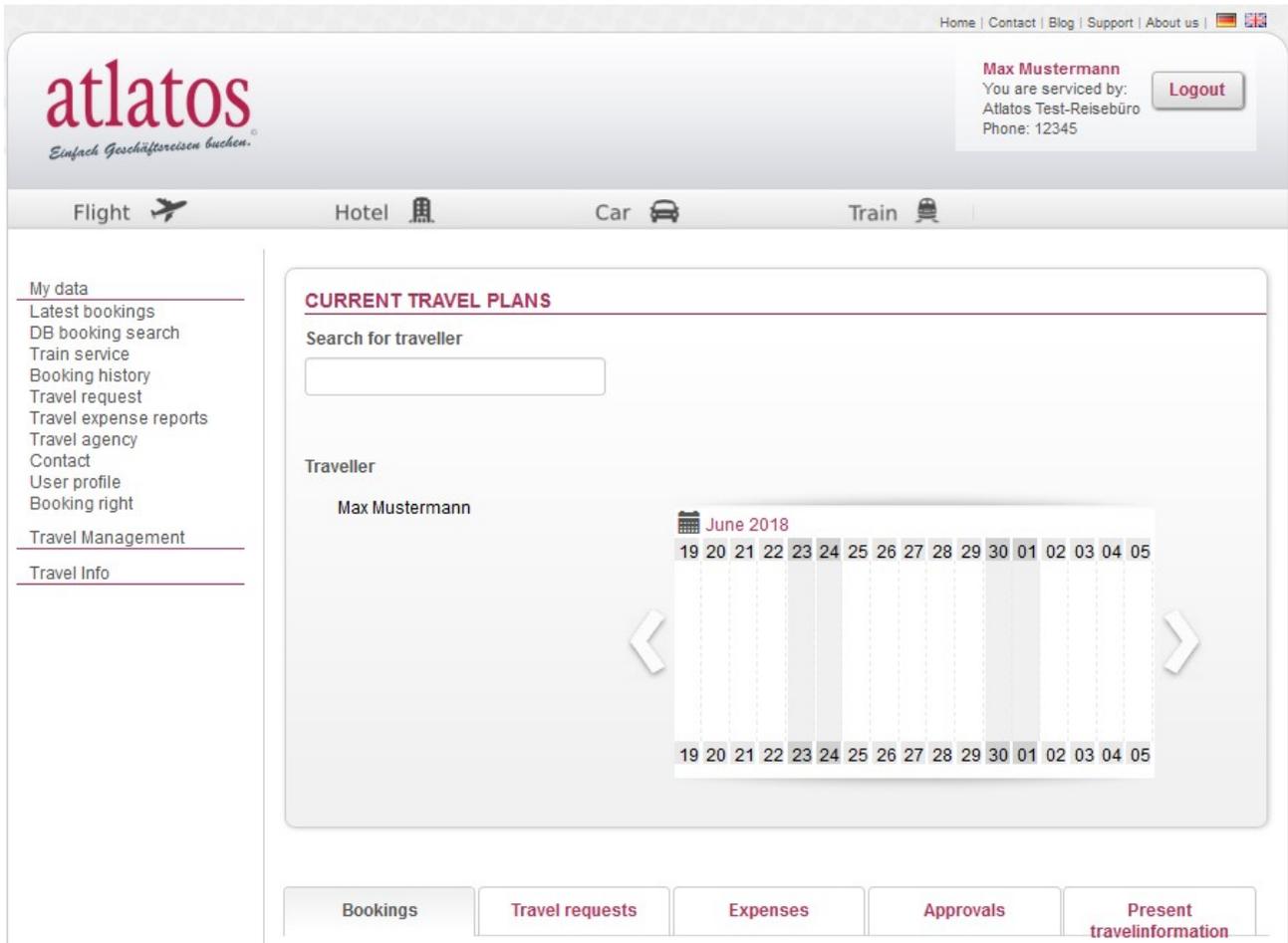
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1.1

Welcome page

After registration in the Atlatos Profi Traveller a personal welcome page with the current bookings will appear displaying settled travel expense reports and travel applications. Furthermore up-to-date news around the subject of travelling will be shown.

By clicking on “details” on the list of upcoming trips you can access the exact booking information.



1.2

User profile and password

In the Atlatos Travel profile, the traveller can modify his/her existing user profile centrally set up during the first registration. It is for example possible to store information about different credit cards in the user profile, as long as the employer allows it. It is also possible to enter frequent flyer numbers. The password can be updated under the menu item „modify password“.

In order to consider account travel preferences for every booking, hotel, flight and rental car, said preferences can be indicated. These notifications will be transmitted to the respective provider for every booking. But it is at the discretion of the hotel provider if he meets the preferences (or airline or rental car company).

After having carried out the requested modifications, the process can be completed by clicking on the button „modify“.

The screenshot shows the Atlatos user profile page. At the top, there is a navigation bar with the Atlatos logo and a user profile summary for Max Mustermann, including a 'Logout' button. Below the navigation bar, there are tabs for Flight, Hotel, Car, and Train. The main content area is divided into two sections: 'COMPANY DATA' and 'YOUR PERSONAL TRAVEL PROFILE'. The 'COMPANY DATA' section shows the company name 'Atlatos GmbH', location 'RUNKEL-DEHRN', and contact 'Frau Stehning'. The 'YOUR PERSONAL TRAVEL PROFILE' section contains various input fields for personal information, including title, first and last name, date of birth, nationality, language, phone, fax, mobile, email, account number, sorting code, EC-validity, IBAN, and BIC.

Home | Contact | Blog | Support | About us |  

atlatos
Einfach Geschäftsreisen buchen.

Max Mustermann
You are serviced by:
Atlatos Test-Reisebüro
Phone: 12345 [Logout](#)

Flight  Hotel  Car  Train 

My data
Latest bookings
DB booking search
Train service
Booking history
Travel request
Travel expense reports
Travel agency
Contact
User profile
Booking right

COMPANY DATA

Company: Atlatos GmbH Location: RUNKEL-DEHRN
Contact: Frau Stehning

YOUR PERSONAL TRAVEL PROFILE

Title*: Mrs.  Academic title:

First name*: Max Last name*: Mustermann

Date of birth: 19.01.1972 Nationality*: Brazil  Language: English 

Phone*: 064312124980 Fax: Mobile:

Email*: test@atlatos.com

Account Number: Sorting code: EC-validity: --- 

IBAN: BIC:

1.3 Travel request

Depending on the travel guideline there might be the requirement of submitting a travel request before the start of the trip authorised by the superior or by another predefined person. The duration of the trip, the type of trip and the reason for the trip as well as the estimated costs will be requested for the travel request. Furthermore comments may be added to the trip. Then the travel request can be forwarded to the person with authorization rights. As soon as you click on the button „forwarding“, the authorising person will receive an email notification. The email contains a link to the page of the Atlatos Profi Traveller where the travel application can be authorised.

As soon as the travel application has been authorised or rejected, the traveller will be informed. Additionally, the traveller can access the respective application under order status (unprocessed, authorised, and rejected). In the archive all travel applications are filed.

Flight
Hotel
Car
Train

My data

- Latest bookings
- DB booking search
- Train service
- Booking history
- Travel request**
- Travel expense reports
- Travel agency
- Contact
- User profile
- Booking right

Travel Management

Travel Info

Request
Status
Archive

Name:	Max Mustermann	Cost center:	
Username:	Mustermann	Company:	Atlatos GmbH, Schloßstr. 24 65594 RUNKEL-DEHRN
Travel No.:	Expenses		

not forwarded

Please specify a starting location if it's not your company.

City of departure:

Target city:

Country of destination:

From*:

Departure time:

Arrival time:

Discrepancy:

Until*:

Departure time:

Arrival time:

Discrepancy:

Travel type:

Reason for travelling*:

Personal number

1.4 Selection and booking of flights - IBE

Through the flight booking interface all flights that are available in the GDS systems (450 airlines) as well as 60 low cost carriers can be booked. When entering the requested selection criteria like departure city and destination as well as the respective travel times, the search results will be shown.

The Atlatos flight booking engine shows only flights that have been authorised by the company depending on the travel guidelines of the employee.

Depending on the travel guideline of the company there might not be a large choice of flights.

Attention: The flight search is a time-based flight search. Therefore, we recommend an accurate time entry. Do you wish a flight at 7:00 clock, so you can type in the flight search 7:00 clock to achieve an accurate result. The displayed flight prices include taxes and fees. You can view flights rules and details by clicking on the button "Details". In addition to round-trip flights even oneway, openjaw and multi-stop flights to display.

The search interface displays the flights that correspond to the traveller's travel request. Besides travel date, a travel period of departure (anytime, morning, noon or afternoon) or an exact time can be entered. After entering the departure city, the destination and the travel times as well as further optional items the corresponding offers will be selected by clicking on „search“.

The traveller can view the sorted overview of the available flights depending on the selected display selection (sorted by price, time or provider). The displayed flight prices are final prices that include taxes and fees. By clicking on the button „Details“ you can view the flight conditions and details. Outbound and return flights can be viewed as well as one-way, open jaw or multi-stop flights. If the flight corresponds to the traveller's wishes he can book the flight through the detail page.

The screenshot shows the 'FLIGHT SEARCH' interface. At the top, there are navigation tabs for 'Flight', 'Hotel', 'Car', and 'Train'. Below the tabs is a progress indicator: '1. Search → 2. Selection → 3. Details → 4. Overview & Payment → 5. Booking confirmation'. The search form includes the following fields and options:

- Place of departure:** A text input field with a search icon.
- City of destination:** A text input field with a search icon.
- Outward flight:** A date input field showing '26.08.2018' with a calendar icon.
- Return flight:** A date input field showing '27.08.2018' with a calendar icon.
- Type of flight:** A dropdown menu set to 'Round-trip'.
- Airline:** A dropdown menu set to 'All'.
- Class:** A dropdown menu set to 'Economy'.
- Radius of the airports:** A dropdown menu set to '---'.
- Number of traveller:** A dropdown menu set to '1'.
- Price per person up to:** A text input field with a Euro symbol (€) and a search icon.
- Fare:** Radio buttons for 'Best buy' (selected) and 'Flexible'.
- Only direct flights:** A checked checkbox.
- Scheduled flight only with baggage:** An unchecked checkbox.
- Departures/Arrivals:** Radio buttons for 'Departures' (selected) and 'Arrivals'.
- Time of day:** Two dropdown menus. The first is set to 'Mornings (6 a.m. - 12 noon)' and the second to 'Evening (06:00 p.m. - 12:00 a.m.)'.

A 'Search' button is located at the bottom right of the form.

Select by one-way flights, round-trip flights and open-jaw or multi-stop flights:

1. Search → 2. Selection → 3. Details → 4. Overview & Payment → 5. Booking confirmation

FLIGHT SEARCH

Place of departure <input type="text"/>	Outward flight 26.06.2018	<input checked="" type="radio"/> Departures <input type="radio"/> Arrivals Mornings (6 a.m. - 12 noon) ▼
City of destination <input type="text"/>	Return flight 27.06.2018	<input checked="" type="radio"/> Departures <input type="radio"/> Arrivals Evening (06:00 p.m. - 12:00 a.m.) ▼
Type of flight Round-trip ▼ Round-trip Oneway Openjaw-/Multi-stop flight	Airline All ▼	Class Economy ▼
Fare <input checked="" type="radio"/> Best buy <input type="radio"/> Flexible	Number of traveller 1 ▼	Price per person up to € <input type="text"/>
<input checked="" type="checkbox"/> Only direct flights	<input type="checkbox"/> Scheduled flight only with baggage	

Search

Change in presentation of flight search by clicking on "open-jaw / multi-stop" flights:

1. Search → 2. Selection → 3. Details → 4. Overview & Payment → 5. Booking confirmation

FLIGHT SEARCH

Leg 1

Place of departure <input type="text"/>	Outward flight 26.06.2018	<input checked="" type="radio"/> Departures <input type="radio"/> Arrivals Mornings (6 a.m. - 12 noon) ▼
City of destination <input type="text"/>		

Leg 2

Place of departure <input type="text"/>	Outward flight <input type="text"/>	<input checked="" type="radio"/> Departures <input type="radio"/> Arrivals Mornings (6 a.m. - 12 noon) ▼
City of destination <input type="text"/>		

Leg 3

Place of departure <input type="text"/>	Outward flight <input type="text"/>	<input checked="" type="radio"/> Departures <input type="radio"/> Arrivals Mornings (6 a.m. - 12 noon) ▼
City of destination <input type="text"/>		

Type of flight Openjaw-/Multi-stop flight ▼	Airline All ▼	Class Economy ▼
Radius of the airports -- ▼	Number of traveller 1 ▼	Price per person up to € <input type="text"/>
Fare <input checked="" type="radio"/> Best buy <input type="radio"/> Flexible	<input checked="" type="checkbox"/> Only direct flights	
<input type="checkbox"/> Scheduled flight only with baggage		

Search for flights with specific stopover:

You can search for a flight with a special stopover. Just click on the arrow next to the airport of departure:

1. Search → 2. Selection → 3. Details → 4. Overview & Payment → 5. Booking confirmation

FLIGHT SEARCH

Place of departure

Outward flight

Departures Arrivals

Mornings (6 a.m. - 12 noon) ▼

via

Return flight

Departures Arrivals

Evening (06:00 p.m. - 12:00 a... ▼

City of destination

Surrounding area search by airports:

Type of flight

Airline

Class

Radius of the airports

-
- 50 KM
- 100 KM
- 150 KM
- 200 KM

Number of traveller

Only direct flights

Price per person up to

€

Scheduled flight only with baggage

[Search](#)

Search direct flights, best buy or flexible flights:

Fare

Best buy
 Flexible
 Only direct flights
 Scheduled flight only with baggage

[Search](#)

If you click on Best-Buy the cheapest flights are displayed, regardless of the cancellation and rebooking conditions. By clicking on "Flexible" the fully flexible tickets, which are changes allowed free of cost, displayed.

Display of flight rules:

Flight rules can be accessed on the information icon in the results. Please note that we are unable to translate the rules of the Airlines.

By clicking on the information icon, the transfer rules are displayed:

1. Search → 2. Selection → 3. Details → 4. Overview & Payment → 5. Booking confirmation

FLIGHT SEARCH

Place of departure: FRA
 Outward flight: 26.06.2018
 City of destination: HAM
 Return flight: 27.06.2018
 Type of flight: Round-trip
 Airline: All
 Class: Economy
 Radius of the airports: ---
 Number of traveller: 1
 Price per person up to: €
 Fare: Best buy Flexible Only direct flights Scheduled flight only with baggage

Search

SEARCH RESULT

Sort by: Price Offer/page: 25

Best buy **Mix** **Bahn from 49,80 Euro** Show travel advice

26.06.18 FRANKFURT » HAMBURG	27.06.18 HAMBURG » FRANKFURT
<ul style="list-style-type: none"> Frankfurt International Airport (FRA) 12:00 o'clock Fuhlsbuttel Airport (HAM) 13:05 o'clock Duration of flight: 01:05	<ul style="list-style-type: none"> Fuhlsbuttel Airport (HAM) 19:30 o'clock Frankfurt International Airport (FRA) 20:40 o'clock Duration of flight: 01:10

Flight rules:

Penalties

26.06.18 FRANKFURT » HAMBURG	27.06.18 HAMBURG » FRANKFURT
<ul style="list-style-type: none"> Frankfurt International Airport 12:00 o'clock Fuhlsbuttel Airport 13:05 o'clock Duration of flight 01:05	<ul style="list-style-type: none"> Fuhlsbuttel Airport 19:30 o'clock Frankfurt International Airport 20:40 o'clock Duration of flight 01:10

```

EQN1
1 - PSGR P1 ADT
EQN 1-1 ADT FRAHAM LH V29LGT0G PU 1 S FF : LIGHT
EQN 1-2 ADT HAMFRA LH B50LGT0G PU 1 S FF : LIGHT

EQN 1-1 //PE
1 - PSGR P1 ADT RULES DISPLAY
FARE COMPONENT 1 ADT FRAHAM LH V29LGT0G PU 1 S
ECL: V29LGT0G TRF: 304 RULE: LGG1 BK: V
    
```

Close

Alternative presentation of flights:

The mix-search is an alternative display to the presentation of flights sorted in a list by price. By clicking on the button "mix-search" also the one-way flights displayed, so that a combination according to different airlines is possible.

By clicking on "Mix" opens the following display:

SEARCH RESULT

Sort by Offer/page

Please select an outward flight..

Please select a return flight..

- 06:30 h 07:35 h -  starting at 307,82 EUR
- 07:30 h 08:35 h -  starting at 307,82 EUR
- 08:00 h 09:05 h -  starting at 307,82 EUR
- 09:00 h 10:05 h -  starting at 307,82 EUR
- 10:00 h 11:05 h -  starting at 249,32 EUR
- 11:00 h 12:05 h -  starting at 249,32 EUR
- 12:00 h 13:05 h -  starting at 230,82 EUR

- 18:00 h 19:10 h -  starting at 248,82 EUR
- 19:00 h 20:10 h -  starting at 248,82 EUR
- 19:30 h 20:40 h -  starting at 230,82 EUR
- 20:00 h 21:10 h -  starting at 230,82 EUR

1. Search → 2. Selection → 3. Details → 4. Overview & Payment → 5. Booking confirmation

FLIGHT DETAILS

FRANKFURT - HAMBURG

Travel duration: 26.06.2018 - 27.06.2018
To be booked seats: 1

Price overview

Airfare:	€ 441,00
Taxes and charges:	€ 174,63
Service fee:	€ 0,00*
Total:	€ 615,63

* Service fees are billed separately.

OUTWARD FLIGHT

Flight no. 4

Departures:	Frankfurt International Airport - Frankfurt	26.06.2018 07:30 h
Arrivals:	Fuhlsbuttelt Airport - Hamburg	26.06.2018 08:35 h
Class:	Economy(Y)	
Baggage:	0 piece(s)	

RETURN FLIGHT

Flight no. 35

Departures:	Fuhlsbuttelt Airport - Hamburg	27.06.2018 19:30 h
Arrivals:	Frankfurt International Airport - Frankfurt	27.06.2018 20:40 h
Class:	Economy(B)	
Baggage:	0 piece(s)	

TARIFF INFORMATION

Eco Small, Snack / Drinks included, 1 carry on bag, Miles, Attention: no rebooking, no cancelation 



CO2-emission: 0,41 t

Back

Booking

In addition to the details on the booking class and airports CO2 values (approximate) are displayed. The offer can also be forwarded by e-mail to colleagues / inside.

By clicking on book, the booking will be carried out online. Depending on the agreement with the travel agency the bookings might still be verified before the ticketing process. Immediately upon booking the traveller receives a booking confirmation. The electronic ticket will be sent by the travel agency that is in charge.

Please note that depending on the travel guidelines of your company there might not be a large choice of flights or no flight at all available.

1.5

Selection and booking of hotels

Atlatos offers a detailed search for hotels. Through the booking interface there are more than 800.000 hotels available, which can be selected by destination, arrival time and price.

By using the search feature a selection of available hotels according to the requested query will be displayed.

The displayed price is the best available price per room for all nights (Total price including VAT).

1. Search → 2. Selection → 4. Overview & Payment → 5. Booking confirmation

HOTEL SEARCH

City of destination <input type="text" value="Hamburg (Hamburg)"/>	Radius <input type="text" value="---"/>	Arrival <input type="text" value="26.06.2018"/>
Hotel name <input type="text"/>	Price start <input type="text" value="€"/>	Price limit <input type="text" value="€"/>
Departure <input type="text" value="27.06.2018"/>	Desired category <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Persons <input type="text" value="1"/>
Room <input type="text" value="1"/>	<input type="button" value="Search"/>	

SEARCH RESULT

Hotels
Map
Price



PAULI HOSTEL

Königstraße 16a
22767 Hamburg
Germany

8.7/10

3.0 km

Booking.com business

From 15,00 EUR



AIRPORT HOSTEL

Alsterkrugchaussee 439
22335 Hamburg
Germany

7.6/10

7.7 km

Booking.com business

From 16,00 EUR

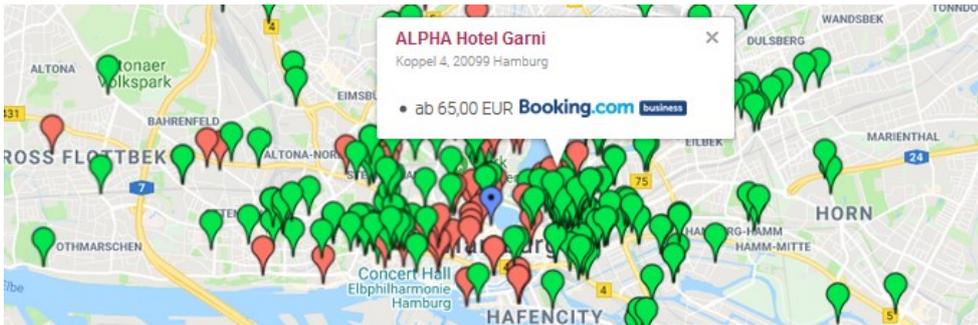
The hotel distributor is displayed by an icon (HRS, ehotel etc.)

Please note that depending on the travel guidelines of your company there might not be a large choice of hotels available. Travel guidelines are marked by a flag and are listed at first.

Map-illustration of available hotels

If there are locations deposited in the company profile (administration - subsidiaries), you can choose the respective location while searching a hotel. It is also possible to adjust the distance in whose radius the hotels are displayed. Beside the display of hotels in a list with an image, the hotels can be listed without an image or in a map-illustration.

With a click on a flag the corresponding hotel is specified and bookable.



With selection of the hotels the different available rates are displayed. Beside each rates the terms of cancellation are indicated (as shown in the image below). Also the other hotel details like photos, equipment and vicinity are shown.

HRS
ehotel
HOTEL DE
Booking.com business
Hotel details

Signature Hotel Königshof Hamburg Innenstadt ×

Pulverteich 18, Hamburg 🇩🇪

Distance:
○ 1,5 km

Travel data:
Hamburg (Hamburg)
26.06.2018 - 27.06.2018
1 Adult
1 Room

Rooms & Prices
Hotel information
Equipment
Directions

Room/Night

Single Room with Shared Bathroom - Free WiFi

Brightly decorated room features a flat-screen TV and shared bathroom facilities in the hallway. This room also offers a washbasin.

Cancellation is not possible

45,00 EUR

excl. Breakfast

Single Room with Shared Bathroom - Free cancellation - Book now, pay when you stay - Free WiFi

Brightly decorated room features a flat-screen TV and shared bathroom facilities in the hallway. This room also offers a washbasin.

Free cancellation before: 2018-06-26 17:59:59 +0200

53,00 EUR

excl. Breakfast

Small Double Room with Shared Bathroom - Free WiFi

Brightly decorated room features a flat-screen TV and shared bathroom facilities in the hallway. Please note that the double bed can only be accessed from one side.

Cancellation is not possible

53,00 EUR

excl. Breakfast

By clicking “Yes, book with obligation to pay”, the booking will be bindingly completed.

Immediately upon booking the traveller and/or the booker receives a booking confirmation via mail. The booking confirmation can be recalled at any time via “Latest bookings”.

1.6

Selection and booking of rental cars

Atlatos Profi Traveller offers the possibility to query for the best prices of all available rental car companies. It is also possible to query for cars at a particular rental location; in this case the search time will be much shorter.

Please enter the departure location and, if different, also the return location as well as the duration. You can optionally specify special equipment, price and category preferences as well as display preferences. The return location can only be entered after the selection of the company and its respective rental location. Afterwards you have to click on the button „Search“ and a selection of rental cars that correspond to the search query will appear.

By clicking on details, you receive further information regarding the rental conditions and the requested car.

It is possible to search a special supplier or to search for all suppliers by clicking on “all”. If the option “all” is chosen, only city can be selected – that means no specific station can be selected.

If you want to search for all suppliers at the airport in Frankfurt, you need to insert “Frankfurt” as the “City of renting” and “airport” as the location.

The different suppliers are displayed with the individual vehicles and are sorted by price.

SEARCH RESULT

Sort by Price 

Bestbuy

Supplier

Map



VW CADDY OR SIMILAR

Rental: FRANKFURT-SACHSENHAUSEN, MAILÄNDER STRASSE 1 (ETFRAS64)

Return: FRANKFURT-SACHSENHAUSEN, MAILÄNDER STRASSE 1 (ETFRAS64)



IKMN

from EUR 25,37

Book



VW CADDY OR SIMILAR

Rental: FRANKFURT-MITTE, MAINZER LANDSTR. 292 (ETFRAC61)

Return: FRANKFURT-MITTE, MAINZER LANDSTR. 292 (ETFRAC61)



IKMN

from EUR 25,37

Book

An abstract of suppliers shows all available suppliers of rental cars with the cheapest price each.

Bestbuy
Supplier
Map



Stations found: 2 Offers found: 27

Show stations

Cheapest offer: **Mini Truck Manual No air**

Price from: **EUR 45,99**

View



Stations found: 3 Offers found: 55

Show stations

Cheapest offer: **Compact Limo Manual**

Price from: **EUR 62,76**

View

Display of navigation systems:



MERCEDES-BENZ E200/220

Rental: Frankfurt a. M. Zentrum-Zeil, Zeil 5 (Eingang Lange Str.) (SXFRAC01)

Return: Frankfurt a. M. Zentrum-Zeil, Zeil 5 (Eingang Lange Str.) (SXFRAC01)



🗺️
🚗
🚗
🚗
4
🚗
5
🚗

PDAR

from EUR 108,85

Book

Cars, which are provided with a navigation system, are marked by an icon.

Booking of extended benefits:

Some suppliers of rental cars offer to book extended benefits like navigation systems, winter tyre etc. According to this, the rental price changes. Additionally the individual delivery and pickup from the company location is bookable.

It must be pointed out, that error message will be displayed, if an individual delivery location is too far away from the chosen station.

Please note that the traveller might not have a large choice of rental cars depending on the travel guideline of your company.

The rental car query may lead to no results if the query for rental cars has been carried out outside the opening hours of the rental location.

1.7

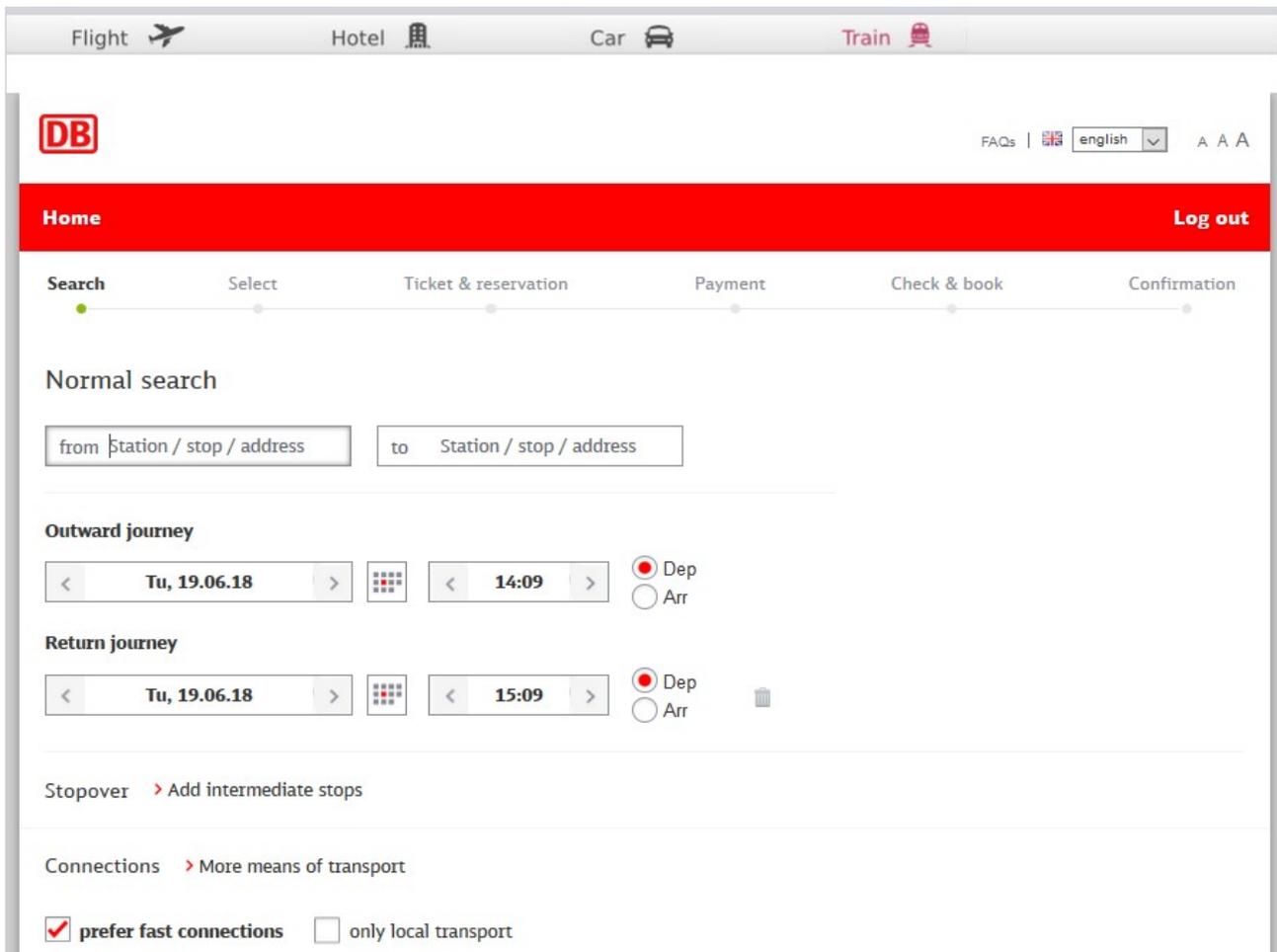
Module for train reservations

Through the module for train reservations travellers can easily make their reservations and receive their online ticket immediately after being charged on the credit card. There is no need to go to the desk or to the ticketing machine.

The module for train reservations of the Atlatos Profi Traveller is based on the BIBE interface from the Deutsche Bahn, which accesses the corporate program bahn.corporate. To set up the module for train reservations Atlatos needs the customer number, the so-called BMIS Number of the company. All train reservations of the employees will be transferred automatically to the company account with the Deutsche Bahn for the discount depending on the volume of the train reservations.

As soon as the BMIS Numbers have been stored and released by the Bahn, the above shown booking interface will be visible for all travellers of the company.

After having entered the requested data as departure & destination, travel date and time, connections as well as the BahnCard details and after having clicked on „Search“, the available connections will be displayed.



After the selection of a suitable connection the journey by train can be reserved upon entering the relevant booking information.

The traveller receives his online ticket immediately upon reservation. By accessing the booking overview the traveller can at any time view the printout of his ticket in PDF format.



Online-Ticket

Bitte auf A4 ausdrucken

ICE Fahrkarte

Gültigkeit: Hinfahrt am 04.10.2016, Rückfahrt am 05.10.2016	
Flexpreis (Hin- und Rückfahrt)	
Klasse:	2
Erw.:	1, mit 1 BCB50FK
Hinfahrt:	Limburg(Lahn) → Frankfurt(Main), mit ICE
Rückfahrt:	Frankfurt(Main) → Limburg(Lahn), mit ICE
Über:	(FH/FFMF)

Zahlungspositionen und Preis

Positionen	Preis	MwSt (D) 19%	MwSt D: 7%
ICE Fahrkarte FK 1	31,50€	31,50€	5,03€
Summe	31,50€	31,50€	5,03€

Kreditkartenzahlung					
Betrag	31,50€	VU-Nr	4556695619	Transaktions-Nr	324963
Datum	26.09.2016	Gen-Nr	359177		

Ihre Kreditkarte wurde mit dem oben genannten Betrag belastet. Die Buchung Ihres Online-Tickets erfolgte am 26.09.2016 10:39 Uhr. DB Fernverkehr AG/DB Regio AG, Stephensonstr. 1, 60326 Frankfurt, Steuernummer: 29/550/00001.



Barcode bitte nicht knicken!

Hinfahrt:
Zertifikat: 204E 6GAK FE
Gültig ab: 04.10.2016

Rückfahrt:
Zertifikat: 20WY NYV4 8Z
Gültig ab: 05.10.2016

bahn.business

Ms. Esther Stehning
ID-Karte:
Auftragsnummer:

Ihre Reiseverbindung und Reservierung Hinfahrt am 04.10.2016

Halt	Datum	Zeit	Gleis	Produkte	Reservierung
Limburg Süd	04.10.	ab 10:15	1	ICE 621	
Frankfurt(Main)Hbf	04.10.	an 10:48	7		

Ihre Reiseverbindung und Reservierung Rückfahrt am 05.10.2016

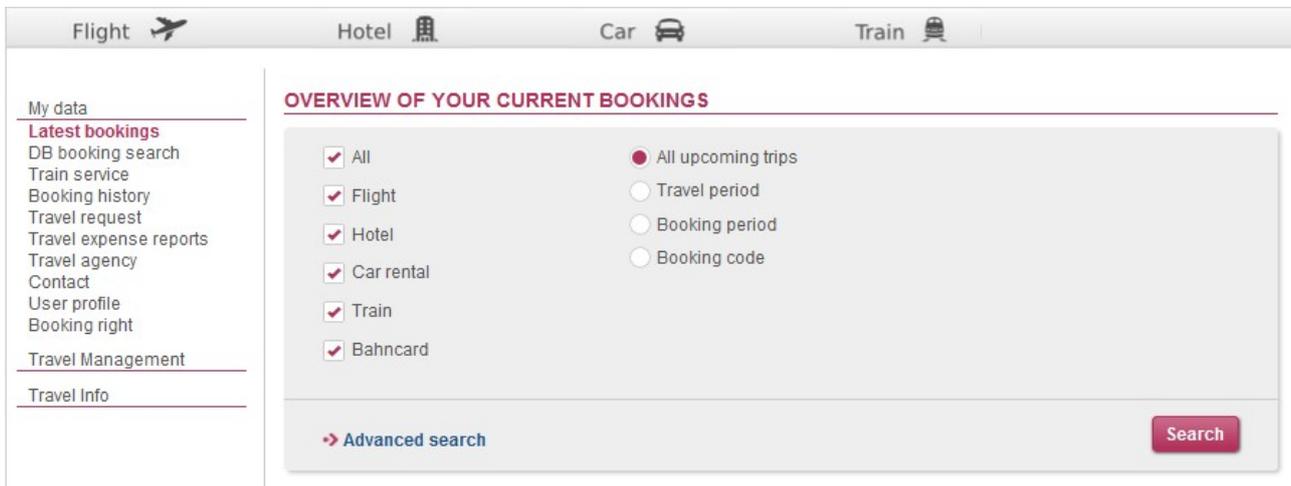
Halt	Datum	Zeit	Gleis	Produkte	Reservierung
Frankfurt(Main)Hbf	05.10.	ab 11:10	7	ICE 726	
Limburg Süd	05.10.	an 11:39	4		

1.8

Cancellation of travel services

You can cancel your booking in the „Open bookings“ view in Atlatos' Travel Management. The cancellation policy of the respective provider will be applied.

Select the travel service that should be cancelled and click on „cancel“.



1.9

Booking authorisation

The booking authorisation facilitates the access of another authorised person to an employee's profile to make bookings on his or her behalf through Atlatos Travel Management. However, it will be documented who made the booking for the traveller.

To be able to do this the traveller must store a deputy once as „authorised for making bookings“ in his/her user profile. In the same way you can store booking authorisations for other persons.

The Deputy, or person authorised to make bookings, can make bookings for other people (as long as he or she has been given prior authorization) by accessing the item Travel Management and by selecting the employee.

1.10 Travel and country information

Depending on the release, the travellers have access to country and city information. In addition to that, it is possible to call up general information. For example:

- Currency calculator
- Travel medicine
- Visa Application
- Weather
- Other travel information

The screenshot displays the Atlatos website interface. At the top, there is a navigation bar with icons for Flight, Hotel, Car, and Train. Below this, a sidebar on the left lists various user options under 'My data' and 'Travel Info'. The main content area is titled 'TRAVEL AND COUNTRY INFORMATION' and features a form for selecting a country or city. The form includes a dropdown menu with 'Abchasien' selected and another dropdown menu labeled '-- City selection --'. A button labeled 'to the Foreign Office' is positioned to the right of the form. Below the form, there is a section titled 'TRAVEL SERVICE' which contains a list of links for various travel services such as Taxi order, Travel medicine, Route planning, Traffic jam information, Sixt bills, Rail travel information, Ferries, and Airport information. There is also a dropdown menu for selecting an airport. Further down, there are sections for 'Interesting facts' and 'Foreign information' with additional links.

Contact

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