

Deleting a request

Select the trip

COMPANY NAME

Dashboard Trips Expenses

Self

Search

+ Create Request

EO

All

Approved

Pending

Rejected

Drafts

Deleted

Confirmed

Total 23 trips | Page 1 of 3

Pending ID: 0585B1F6

13 Aug - 15 Aug | Demo Delhi Chandigarh trip

Out of policy

Estimated price (INR)

5500

Travellers

Employee One (D160015)

View →

Approved ID: AE337004

30 Sep | C165-C2

Estimated price (INR)

test

Travellers

Employee One (D160015)

Add expense

View →

Approved ID: 55A2934C

https://www.zoliday.com/app/trips/requests/0585B1F6/details

- Go to trips tab, click to open desired trip
- Trip in pending stage can be deleted in entirety,
- If request is in approved/confirmed stage then any change made including deletion of segments is taken as edit of request.

Delete entire trip

COMPANY NAME

DashboardTripsExpenses

EO

< Back | Trip ID: 0585B1F6

Trip name

Demo Delhi Chandigarh trip

Purpose of trip

Sales meeting

Travellers

EO

Mr Employee One
D160015
Band: Band CXO
Designation: Executive
Department: Sales

Travel Itinerary

*Out of policy

Estimated price (INR)
5500

Status
Pending

LEVEL 1

Approved by Manager One (D160016)
02 Sep 2019 - "ok"

Approved

LEVEL 2

Pending

Deleting entire trip at once:

- Only pending trips can be deleted in entirety at once
- Approved, Confirmed trips cannot be deleted in entirety
- Click on Delete icon on top right corner to delete the trip

Delete part of trip

COMPANY NAME

DashboardTripsExpenses

EO

◀ Back | Trip ID: AE337004

Trip name

C165-C2

Purpose of trip

L1 changed after first time L1 approve

Travellers

EO

Mr Employee One
D160015

Estimated price (INR)

test

Status

Approved

LEVEL 1

Approved by Manager Two (D160017)

22 Aug 2019 - "okM17"

Approved

Feedback

Deleting part of trip:

- Click on top right corner edit icon to edit trip
- Delete select segments you wish to remove
- Delete all segments if you wish to do so

Make changes and then submit

Travel Itinerary

✈ Round-trip flight

REQUEST

Onwards Date
Tue, 13 Aug 2019

Departure
Mumbai (BOM)
07:00

Direct

Arrival
Delhi (DEL)

Return Date
Thu, 15 Aug 2019

Departure
Delhi (DEL)
17:00

Direct

Arrival
Mumbai (BOM)

Onwards Bill to - Company

Return Bill to - Company

Add special request

✈ Hotel stay in Gurugram

REQUEST

Destination
Gurugram
Sohna Rd, Badshahpur, Sector 66, Gurugram, Haryana, India

Check in
Tue, 13 Aug 2019

Check out
Thu, 15 Aug 2019

Rooms
1 room

Bill to - Company

CONFIRMED

Hotel Premium
Gurgaon
Sohna Road, Sector 23

Booking ID
QSR223

Check-in
Tue, Aug 13 05:30 AM

Check-out
Thu, Aug 15 08:08 AM

Rooms
1 x Super Deluxe

Download Ticket

- Delete option is available only for segments which are not booked
- Note in image, flight is not booked yet therefore Delete icon is visible whereas hotel is booked so "Cancel" is only option.
- Click "Continue" and "Submit"
- Edited trip request would go for appropriate approval and then go ahead