

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 > Dashboard **Trips** Expenses 

< Back | Trip ID: 0585B1F6  

Trip name
Demo Delhi Chandigarh trip

Purpose of trip
Sales meeting

Travellers
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 >

Dashboard Trips Expenses

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

The screenshot displays a travel itinerary with two main sections: a round-trip flight and a hotel stay. The flight section is titled 'Round-trip flight' and includes a 'REQUEST' header. It shows an on-wards flight from Mumbai (BOM) to Delhi (DEL) on Tue, 13 Aug 2019 at 07:00, and a return flight from Delhi (DEL) to Mumbai (BOM) on Thu, 15 Aug 2019 at 17:00. Both flights are direct. There are icons for editing and deleting the flight segment. The hotel section is titled 'Hotel stay in Gurugram' and includes a 'REQUEST' header. It shows a stay at Hotel Premium Gurgaon from Tue, 13 Aug 2019 to Thu, 15 Aug 2019, with 1 room. There is a 'Cancel' icon for the hotel segment. Below the hotel details, there is a 'CONFIRMED' section with a 'Download Ticket' button. The confirmed details include the hotel name, booking ID (QSR223), check-in and check-out times, and room type (1 x Super Deluxe).

Round-trip flight

REQUEST

Onwards Date: Tue, 13 Aug 2019
Departure: Mumbai (BOM) 07:00
Arrival: Delhi (DEL)
Direct

Return Date: Thu, 15 Aug 2019
Departure: Delhi (DEL) 17:00
Arrival: Mumbai (BOM)
Direct

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