Travelport

Travelport ViewTrip™ Electronic Expense Receipt For Worldspan®

Product Advisory Number: 641	Version: 01		Effective Date: 11DEC2008		
High Level Description:	New Electronic Expense Receipt available on ViewTrip for Worldspan customers.				
Impact Summary:	This enhancement will be activated automatically but requires that any agencies wishing to make the Expense Receipt available to their customers to log into Office Administration and check the checkbox 'Display Electronic Expense Receipt' and 'Submit', for the link on ViewTrip to appear after the load date.				
Reason For Issue	First Issue				
Customer Impact:	N	Internal Only			
	Y	Subscribers			
	N	Developers *			
	Y	Air Suppliers			
	N	Surface Suppliers			
System :	N	Galileo	N	Apollo	Y	Worldspan
Product Area:	N	Host Function			
	N	Desktop			
	N	Fares			
	N	Web Services (API and Messaging) *			
	N	Galileo Fares Interface (ATO/CTO)			
	N	Hosting			
Load to Production:	11th Dec 2008 21:00 US Eastern Standard Time				
Load to Copy:	Not Applicable				
	* Additional Information				
Web Services: (API and Messaging)					

OVERVIEW

Viewtrip for Worldspan now provides the ability to view an Electronic Expense Receipt. This new feature will display air segments, ticket information and any charges present in the document history of the PNR. It will be available for all travelers to view pre and post travel (Post travel, for as long as there is a retention segment in the PNR).

CUSTOMER BENEFIT

Provide travel agencies and travelers with necessary documentation about air fare, associate fees and expenditure information available pre and post travel.

DETAIL AND CUSTOMER EXAMPLES

Office Administration Setting for Electronic Expense Receipt

A new checkbox is provided in Office Administration to enable the display of the Electronic Expense Receipt link from the navigation in ViewTrip.

- Log into Office Administration and check the checkbox titled 'Display Electronic Expense Receipt' and click 'Submit'
- The default for the new setting is disabled (unchecked). Any Agencies wanting to use the Electronic Expense Receipt will need to log into Office Administration and check the checkbox and save the new setting.

Electronic Expense Receipt

The link is displayed on the ViewTrip left-navigation section.

This new link, **Electronic Expense Receipt**, is placed underneath the Electronic Ticket Record link. The link will only appear if the Travel Agency has checked the checkbox in office administration section. The traveler must view the itinerary before they can click on the link.

The Electronic Expense Receipt will contain:

➢ Agency name and phone number
➢ Invoice number
➢ Issue Date
➢ Worldspan Record Locator
➢ Validating Carrier Name
➢ Ticketing information:
  ❖ Passenger Name
  ❖ Ticket Number
  ❖ Document Type
  ❖ Credit card number (masked except for the last 4 digits)
➢ Payment Information - Airline imposed charges (refers to the airline ticket itself, or any MCO run to pay for special services) that are present in the document history of the PNR.
  ❖ Airfare - base air cost before tax and service fees, per person.
  ❖ Tax - total of all taxes per person.
  ❖ Total airfare - total fare amount including tax for the e-Ticket per person. It does not include service fees.
  ❖ Service fee - MCO numbers containing agency collected fees. Any agency service fees charged to the Miscellaneous Charge Order will be displayed.
  ❖ Amount Charged - is the total of the base fare and tax and service fees per person
  ❖ Total Amount Due - is the total of the base fare and tax and service fees for all persons in the PNR. When the form of payment is credit card, the Total Amount Due shall display as 0.00.

➢ Flight Information
➢ Non-Segment Associated Remarks will appear in the Remarks section. Segment Associated Remarks will appear with the segments they are associated to.
➢ A print-friendly option shall be available from the Electronic Expense Receipt page.
➢ This release of the Expense Receipt will be available in English only

Additional Information

➢ The Traveler can access the link from the ViewTrip itinerary either pre travel or post travel.
➢ In order for the link to be accessible post travel, there must be a retention segment in the PNR.
➢ If the traveler cannot view an itinerary because all segments have flown and there is no retention segment in the PNR, they will not be able to access the Expense Receipt
➢ There will be one Expense Receipt for all passengers in the booking
➢ Agency must drive the e-Ticket, MCO and Invoice *in the same transaction* in order to show the 'Amount Charged' and 'Total Amount Due' fields (for all passengers and documents) on the invoice.
➢ The ticket price (inc taxes and fees) will be shown per person, but the services fees can be per person/name select or for the group, depending how this is added into the PNR. The ticket numbers and charges shall be broken down by passenger name.
➢ When all documents are issued under a single invoice, the document numbers are displayed under that invoice number.
➢ In cases where more than one Invoice Number is found, another instance (grouping) is displayed listing each document under that invoice number.
➢ All current and past date air segments shall be displayed on the Electronic Expense Receipt regardless of when the Receipt is displayed.
➢ The Electronic Expense Receipt data will display flown air segments from the PNR document history.
➢ If the Electronic Expense Receipt is viewed after the last flown segment has passed, there will be some pieces of information which will not display on the air segment in the 'Flight Information' section as the data cannot be retrieved from document history. These are:
  ❖ Flight duration
  ❖ Departure and Arrival Terminal info
➢ Items that won't appear on the Electronic Expense Receipt
  ❖ Services fees in a TVL segment or in a MK segment
  ❖ Paper tickets
  ❖ Credit Memos

Product Advisory

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Electronic Expense Receipt

Print Expense Receipt | Return to Itinerary | Log Off

Traveler

Test Debbie, Test Janeen

Invoice Number: 000103

| Issue Date: | 28 Jul 2008 | Worldspan Trip Locator: | OPPWPX |
| Issuing Agency: | ABC Travel | Agency Phone: | 1 800-555-1212 |

Traveler	Document Type/Number	Form of Payment		
TEST/DEBBIE	E-Ticket Number 0169010634967	CC AX XXXXXXXXXXX0120	AirFare	1713.48
			Tax	149.52
			Total Airfare	1863.00
	MCO Number 8909010652059	CC AX XXXXXXXXXXX0120	Service Fee	25.00
			Amount Charged	1888.00 USD

Invoice Number: 000104

| Issue Date: | 28 Jul 2008 | Worldspan Trip Locator: | OPPWPX |
| Issuing Agency: | ABC Travel | Agency Phone: | 1 800-555-1212 |

Traveler	Document Type/Number	Form of Payment		
TEST/JANEEN	E-Ticket Number 0169010634968	CC AX XXXXXXXXXXX0120	AirFare	1713.48
			Tax	149.52
			Total Airfare	1863.00
	MCO Number 8909010652060	CC AX XXXXXXXXXXX0120	Service Fee	25.00
			Amount Charged	1888.00 USD
			Total Amount Due:	0.00

Flight Information

Sunday, Aug 24

United Airlines Inc - Flight 812   Confirmed

United Airlines Inc Reservation Number: VK9568

Confirmed

| Depart: | Denver Int'l Arpt Denver, CO, Denver, CO, US (DEN) | 10:40 AM |

Example 1 - Partial screen display. Expense receipt for 2 passengers, with separate invoices, paying for a ticket + service fee by credit card.

Product Advisory

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Electronic Expense Receipt

ELECTRONIC EXPENSE RECEIPT - ALPHA TEST

Traveler

TEST DEBBIE, TEST LEE, TEST GEETHA

Invoice Number: 000008

Issue Date:	17 Nov 2008	**Worldspan Trip Locator:**		ONZJZU
Issuing Agency:	Debbie's Travel	**Agency Phone:**		800-222-2223
Validating Carrier:	UNITED AIRLINES INC			

Traveler	Document	Type/Number	Form of Payment		
TEST/GEETHA	E-ticket Number	0169010660368	CK	AirFare	1756.28
				Tax	152.72
	MCO Number	8909010683151	CK	Total Airfare	1909.00
				Service Fee	25.00
				Amount Charged	1934.00 USD
TEST/LEE	E-ticket Number	0169010660367	CK	AirFare	1756.28
				Tax	152.72
				Total Airfare	1909.00
				Service Fee	25.00
				Amount Charged	1934.00 USD
TEST/DEBBIE	E-ticket Number	0169010660366	CK	AirFare	1756.28
				Tax	152.72
				Total Airfare	1909.00
				Service Fee	25.00
				Amount Charged	1934.00 USD
				Total Amount Due:	**5802.00**

Flight Information

Tuesday, Nov 18
United Airlines Inc - Flight 061   Confirmed
Class: Coach
United Airlines Inc Reservation Number: JHPNGE Confirmed

Depart:	Denver Int'l Arpt Denver, CO USA	07:44 PM		
Arrive:	San Francisco Int'l Arpt San Francisco, CA USA	09:28 PM	**Terminal:**	3
Seat:	Not Assigned			
Mileage:	954			
Remarks:	S1 SEGMENT ASSOC INV REMARK -IR-			

Thursday, Nov 20
United Airlines Inc - Flight 318   Confirmed
Class: Coach
United Airlines Inc Reservation Number: JHPNGE Confirmed

Depart:	San Francisco Int'l Arpt San Francisco, CA USA	02:49 PM	**Terminal:**	3
Arrive:	Denver Int'l Arpt Denver, CO USA	06:17 PM		
Seat:	Not Assigned			
Mileage:	954			
Remarks:	SEGMENT 2 SEGMENT ASSOCIATED REMARK -RM-			

Remarks

NAME 1 NAME ASSOCIATED REMARK -IR- - DEBBIE TEST
NAME 2 NAME ASSOCIATED ITINERARY REMARK -RM- - LEE TEST

Example 2 - Partial screen display. Expense receipt for 3 passengers, on one invoice, paying for tickets + service fee by cheque.

How to make sure Electronic Expense Receipt works for you

➢ Any Agencies wanting to use the Expense Receipt will need to log into Office Administration and check the checkbox 'Display Electronic Expense Receipt' and 'Submit', for the link on ViewTrip to appear.

➢ In order for the Expense Receipt to be accessible after the last flown segment has passed, there must be a retention segment in the PNR. There is no limit on how far out the retention segment can be, the suggested figure is 30 days but retention segment can be up to 331 days forward.

➢ After the last flown segment has passed, when the user accesses the Itinerary, it will only display the retention segment. The traveler will still be able to click on the Electronic Expense Receipt link to view all the air segments stored in the PNR document history.

➢ The document history must include the EZ elements to store the invoice and service fee information in order for it to be displayed on the ViewTrip Electronic Expense Receipt.

Additional Information

Paper tickets will not appear on the Expense Receipt. Paper tickets are not identified and sent in document history in D.I.R & XML Pro when documents are issued.

GLOSSARY

Term	Definition
MCO	Miscellaneous Charge Order