

COVID-19 Messaging with Prevent Ticketing Functionality

Best Practice Considerations:

Enter a custom message (shown in bold and italics below) that outlines your travel authorization procedure. This allows travelers to understand the steps needed to complete their reservation.

Carbon copy permitted travel authorizers using a distribution list, mailbox, or individual email addresses.

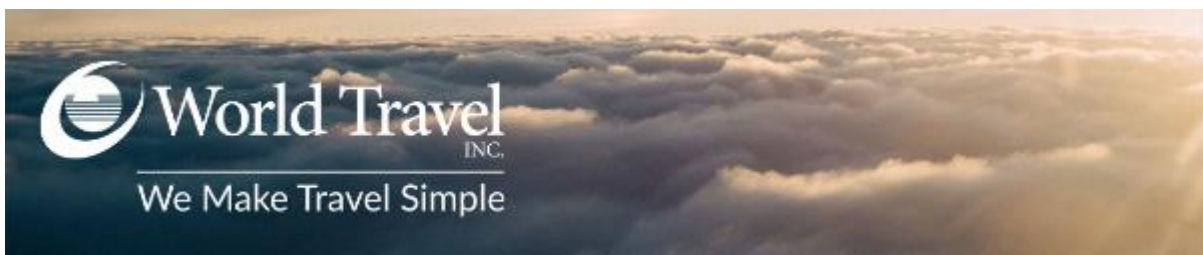
Sample Message

Subject: Destination Notification - Reservation for William Never Departing 8/5/2020 - QN9ZZS

From: ABC Company Travel <sampleco@worldtravelinc.com>

To: traveler@sampleco.com

CC: risk@sampleco.com



Dear Traveler,

ABC Company has temporarily updated its travel policy to require VP approval or above for all airline reservations until further notice. Please reach out to your manager and VP to get written approval in order to have your reservation issued by World Travel. Please forward your VP or above approval email to sample@worldtravelinc.com within 24 hours to have the ticket issued. Thank you for your understanding during this special situation. If you have any questions about the new policy, please contact travelmanager@sampleco.com.

Traveler Name: NEVER/WILLIAM

World Travel Record Locator: QN9ZZS

Your reservation is not in compliance due to the following reason(s):

- American Airlines Flight 671 arriving Las Vegas on 05AUG
 - Travel to/from United States is not in compliance.
- American Airlines Flight 2915 departing Las Vegas on 09AUG
 - Travel to/from United States is not in compliance.

Your reservation is subject to the following travel policy:

- Restricted Countries
 - All Countries Worldwide
- Exception (Allowed) Countries
 - Mexico
- Exception (Allowed) US States
 - Pennsylvania
- Exception (Allowed) Airports
 - Dallas/Ft Worth Intl (Dallas/Fort Worth)
 - John F Kennedy Intl (New York)

Sincerely,
ABC Company