



Auto Approve

Improve policy compliance with an Automated Approval Workflow to increase visibility and approve trips in a single click via an online dashboard

[User Guide](#)

Auto Approve Email Approval Notification

The Approver will receive an email notification with a link to the **Auto Approve Dashboard** where they can review the trip details and select whether to Approve or Decline the trip.

The designated Approver can also make their decision directly from the email by selecting the Approve or Decline tab

Approval is required for TEST Traveller traveling on 02 April 2025, 12:50pm London Heathrow, UK

Trip Summary

RLOC	Name	Destination	Trip dates
ABCDEF	TEST TRAVELLER	London Heathrow, UK	02 Apr 2025

Current option **Airfare: 14,996.99 GBP**

Trip Details

Record Locator: ABCDEF
Traveler: TEST TRAVELLER

Wednesday, 02 April 2025

Flight details

United Airlines	Flight: UA901	Cabin: Business	Airline ref: #QWERTY
Seat: N/A Business Class Non-stop	Departing: 12:50pm Sanfrancisco, CA International	Arriving: 7:25am London Heathrow, UK Terminal 2	Flight Duration: 10h 35m Distance: 5,368 miles Equipment: Boeing 777

Sunday, 06 April 2025

Flight details

United Airlines	Flight: UA949	Cabin: Business	Airline ref: #QWERTY
Seat: N/A Business Class Non-stop	Departing: 1:45pm London Heathrow, UK Terminal 2	Arriving: 4:55am Sanfrancisco, CA International	Flight Duration: 11h 10m Distance: 5,368 miles Equipment: Boeing 777

Alternate option: **8,505.19 GBP**

From	To	Airline	Class
San Francisco, CA (SFO) Departs 02 Apr 2025, 17:30	London Heathrow, UK (LHR) Arrives 02 Apr 2025, 12:00	British Airways (BA) 284	Business
London Heathrow, UK (LHR) Arrives 06 Apr 2025, 11:45	London Heathrow, UK (LHR) Arrives 06 Apr 2025, 15:00	British Airways (BA) 284	Business

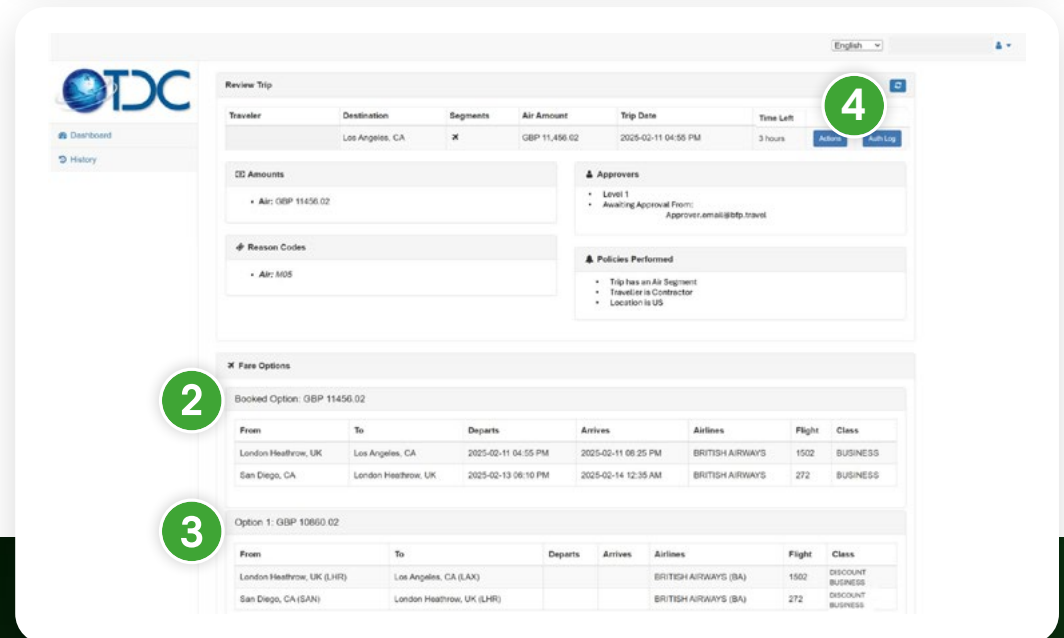
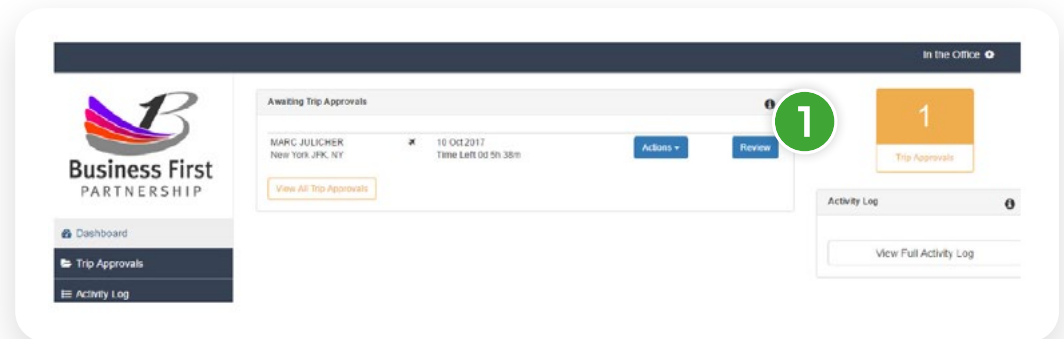


Auto Approve Dashboard

The Approver can log in to **Auto Approve** Dashboard in order to approve or decline the trip

Here, the Approver can view the selected trip details along with a list of lower fares offered and the reason they have been declined. They also have the option to click into any of the airfares for further flight details.

- 1 Select 'Review' to view the full approval request.
- 2 View the booked/selected fare option.
- 3 'Option 1' will display the lowest fare available (if not selected) based on the flight search criteria.
- 4 Select Action to apply your approve or decline decision





Auto Approve Out Of Office

Proxy emails can be set for when a designated Approver is out of office. The beginning and end dates/times are selected, along with the proxy's email address and all approval requests will be sent to them.

- 1 Select your email address in the top right corner of the screen to display the menu.
- 2 Select 'Out of Office' to set an out of office proxy email so any trips requiring your approval will go to someone else in your absence.

English | VERN.BEARSON25@BFPARTNERSHIP.COM

Out of Office Entries

No Out of Office Entries

Create Out of Office Entry

Time Zone

(GMT-06:00) Central Time (US & Canada) | Change Time Zone

Start:

Choose date | Set time

End:

Choose date | Set time

Proxy Email:

Confirm Proxy Email:

Add Entry