

GUEST PASS

A simpler way to manage guest travel

You set the trip. They book it. We keep it moving.

Your travel program doesn't always stop with your employees.

Contractors, consultants, candidates, freelancers, performers, visiting specialists and other occasional travellers can all need to travel on your behalf - without being part of your usual traveller profile list.

Guest Pass gives you a simple way to invite those travellers to book their own trip, while you stay in control of the key travel settings.

LESS ADMIN

Reduce the back-and-forth of arranging travel on someone else's behalf.

MORE CONTROL

You select the cost centre, trip details and travel modes available to the guest.

EASIER FOR GUESTS

Guests enter their own traveller details and complete their own booking.

How it works - For the Traveller Booker

- 1 Create a Guest Pass**
Open Guest Pass and start a new invitation.
- 2 Select the cost centre**
Choose the cost centre the guest trip should be booked against.
- 3 Add the guest**
Select an existing guest or add a new one using their name and email address.
- 4 Choose what they can book**
Select flights, hotel and/or car rental.
- 5 Add the trip details**
Enter the route, dates, one-way or return travel, plus any optional notes.
- 6 Preview and send**
Review the invitation, then send it directly to the guest traveller by email.

YOU STAY IN CONTROL

Your guest can remove a travel mode you've offered, but they can't add one you haven't approved.

WHAT YOUR GUEST WILL EXPERIENCE

A straightforward booking journey

- 01** Receives the invitation - The guest selects Book Now from the email invitation.
- 02** Verifies their email - A one-time verification code confirms access.
- 03** Completes traveller details - The guest enters the information required for booking.
- 04** Reviews the trip - They see the permitted travel modes and trip details you have made available.
- 05** Makes the booking - They choose from the available options and complete the booking.
- 06** Receives confirmation - Payment follows your configured preferences and the guest receives their confirmation and itinerary.

WHAT ELSE SHOULD YOU KNOW?

Who is Guest Pass designed for?

Occasional travellers who aren't part of your regular traveller profile list, including contractors, consultants, candidates, freelancers, visiting specialists and performers.

Do I still control the booking?

Yes. You set the cost centre, permitted travel modes and trip details before the invitation is sent.

How are guest details handled?

The guest verifies their email and completes their own traveller profile. Their details are stored securely for future Guest Pass trips.

What can my guests book?

You decide which travel modes are available. This can include flights, hotel and/or car rental.

What if plans change?

Guest Pass invitations can be changed, resent, duplicated or cancelled.

How is payment handled?

Payment is handled automatically according to the payment preferences configured for your travel program.

BUILT FOR OCCASIONAL TRAVEL. MANAGED LIKE THE REST OF YOUR PROGRAM.

Guest Pass helps bring occasional travellers into a more consistent managed booking experience, without asking your Traveller Booker to coordinate every detail on their behalf.

READY TO MAKE GUEST TRAVEL EASIER?

Talk to your Stage and Screen contact about how Guest Pass could work within your travel program.