

## Online ordering for several travellers

It is possible for secretaries to book trips online at CWT for up to four travellers at once.

### The following restrictions/requirements apply:

- Up to four people can be booked together
- The travellers must belong to the same organisational unit
- The travellers must have an AU credit card that is registered on their travel profile\*
- The travellers must have their date and year of birth registered on their travel profile\*

\*Registered by a systems administrator in "Travel Expense Accounts" under AU Accounts when setting up the travel profile, or later when issuing a credit card.

If these requirements are not met, it is only possible to book trips for several travellers by contacting CWT directly (tel. + 45 33 63 77 77 or [staten.dk@contactcwt.com](mailto:staten.dk@contactcwt.com)).

**Important information regarding orders for several travellers:** So far, only flights can be booked for several travellers at the same time.

Below is a list of the steps to order a flight for two travellers who are to travel together:

1. Start your order like any ordinary online order on the front page of the myCWT portal.
2. Click on the Travel Arranger Dashboard and start your online order.

The screenshot shows the myCWT Travel Arranger Dashboard. At the top, there is a blue navigation bar with the 'cytric' logo and menu items: 'Mine rejser', 'Administration', 'Mine Hyppige Rejser', and 'Logud'. Below the navigation bar, the Aarhus University logo is visible. The main heading is 'Travel Arranger Dashboard'. Underneath, there is a section titled 'Vælg rejsende og bookingtype' with the instruction 'Du kan vælge rejsende fra kalenderen nedenfor.' Below this, there is a 'Booking til:' field containing 'Carlzon, Curt (Du)' with a small 'x' icon to remove it. Three blue buttons are displayed: 'Book fly' (with an airplane icon), 'Book hotel' (with a bed icon), and 'Book bil/transfer' (with a car icon). Below these buttons is a 'Reservationskalender' section with a 'Filter' button. The calendar section includes a search box 'Søg efter rejsende', a dropdown menu 'Tildelt position', and three checkboxes: 'Kun favoritrejsende', 'Rejsende med reservationer', and 'Rejsende med aktive reservationer eller anmodninger'.

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3. Search for the specific travellers and select them, then click on the 'Book fly' (book flight) icon.

Note that you yourself will be registered as a traveller until you actively remove your name by clicking on the black cross.

C Carlzon, Curt (Du) DK-AeTM-AAR-FA CED 08146
B Langaa, Bente DK-AeTM-AAR-FA OEB 8147

Angiv følgende:

Tildelt position\*  
DK-AeTM-AAR-FA CED 08146



Reservationskalender



Søg efter rejsende  
langaa

Tildelt position

Kun favoritrejsende

Rejsende med reservationer

Rejsende med aktive reservationer eller anmodninger

| Januar 2021 |     |     |     |     |     |     |     |     |     |     | Februar 2021 |     |     |     |     |     |     |     |     |     |     |     |     |
|-------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 1           | 2   | 3   | 4   | 5   | 6   | 7   | 8   | 9   | 10  | 11  | 1            | 2   | 3   | 4   | 5   | 6   | 7   | 8   | 9   | 10  | 11  | 12  | 13  |
| JR          | FRE | LØR | SØN | MAN | TIR | ONS | TOR | FRE | LØR | SØN | MAN          | TIR | ONS | TOR | FRE | LØR | SØN | MAN | TIR | ONS | TOR | FRE | LØR |
|             |     |     |     |     |     |     |     |     |     |     |              |     |     |     |     |     |     |     |     |     |     |     |     |

B Langaa, Bente DK-AeTM-AAR-FA OEB 8147

4. Clicking on the 'Book fly' (book flight) icon will send you to the page to order the flight:



1 Start 2 Vælg flyvning 3 Vælg pris 4 Gennemfør booking 5 Bekræftelse

Du booker for:



Flybooking

Enkeltrejse  Returrejse  Flere byer

Fra\* København (CPH) Danmark

Til\* Aarhus (AAR) Danmark

Kun nonstop afgang eller

Udrejse\* Man, 1 Mar 2021/08:00

Enkeltrejse

< Februar 2021

| MAN | TIR | ONS | TOR | FRE | LØR | SØN |
|-----|-----|-----|-----|-----|-----|-----|
| 1   | 2   | 3   | 4   | 5   | 6   | 7   |
| 8   | 9   | 10  | 11  | 12  | 13  | 14  |
| 15  | 16  | 17  | 18  | 19  | 20  | 21  |
| 22  | 23  | 24  | 25  | 26  | 27  | 28  |

Afgang  Ankomst

Marts 2021 >

| MAN | TIR | ONS | TOR | FRE | LØR | SØN |
|-----|-----|-----|-----|-----|-----|-----|
| 1   | 2   | 3   | 4   | 5   | 6   | 7   |
| 8   | 9   | 10  | 11  | 12  | 13  | 14  |
| 15  | 16  | 17  | 18  | 19  | 20  | 21  |
| 22  | 23  | 24  | 25  | 26  | 27  | 28  |
| 29  | 30  | 31  |     |     |     |     |

Tid\* 08 : 00



## How to order for several travelers

### 5. Select the desired departure:








1 Start 2 **Vælg flyvning** 3 Vælg pris 4 Gennemfør booking 5 Bekræftelse

En vej **København** → **Aarhus**

CPH → AAR  
ma, 1 mar.

Sorteret efter: Tidligste afgang Filter

Alle priser er per rejsende. Priser inkluderer ikke gebyrer, der gælder for din betalingsform. Tidsforskel: 0t 00m

|   |  |                               |                                   |                         |   |
|---|--|-------------------------------|-----------------------------------|-------------------------|---|
|  Danish Air Transport - 72                                   |  CPH<br>København, DK<br><b>07:25</b>   | Nonstop<br>Samlet tid: 0t 50m | KRP<br>Karup, DK<br><b>08:15</b>  | Anbefales<br>Straks køb | Rejsepriser i alt i Økonomi<br>fra <b>kr 449.12</b> ✓ → |
|  Scandinavian Airlines -<br>1243 (drevet af Regional<br>Jet) | CPH<br>København, DK<br><b>08:00</b>   | Nonstop<br>Samlet tid: 0t 40m | AAR<br>Aarhus, DK<br><b>08:40</b> |                         | ✓   |
|  Danish Air Transport - 74                                   |  CPH<br>København, DK<br><b>08:30</b>   | Nonstop<br>Samlet tid: 0t 50m | KRP<br>Karup, DK<br><b>09:20</b>  | Anbefales<br>Straks køb | Rejsepriser i alt i Økonomi<br>fra <b>kr 449.12</b> ✓ → |
|  Danish Air Transport - 78                                 |  CPH<br>København, DK<br><b>14:45</b> | Nonstop<br>Samlet tid: 0t 50m | KRP<br>Karup, DK<br><b>15:35</b>  | Straks køb              | Rejsepriser i alt i Økonomi<br>fra <b>kr 449.12</b> ✓ → |

### 6. Then select the desired price:

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1 Start 2 Vælg flyvning 3 Vælg pris 4 Gennemfør booking 5 Bekræftelse



En vej **København** → **Aarhus**

|  |   |          |                               |                               |                            |
|--|---|----------|-------------------------------|-------------------------------|----------------------------|
|  | Scandinavian Airlines - 1263 (drevet af Regional Jet) | MAR<br>1 | CPH<br>København, DK<br>18:20 | Nonstop<br>Samlet tid: 0t 40m | AAR<br>Aarhus, DK<br>19:00 |
|--|---|----------|-------------------------------|-------------------------------|----------------------------|

Vis flere priser

Filter

**i** Alle priser er per rejsende. Priser inkluderer ikke gebyrer, der gælder for din betalingsform.

Foreslået pris

|  |                            |                       |                                     |               |         |                                     |                    |
|--|----------------------------|-----------------------|-------------------------------------|---------------|---------|-------------------------------------|--------------------|
|  | Serviceklasse<br>→ Økonomi | Ændring<br>Ingen info | Refusion<br>+kr 166.00 / -kr 572.00 | Bagage<br>1 x | GOSMART | Samlet pris<br><b>kr 738.00</b> ✓ → | Antal billetter: 1 |
|--|----------------------------|-----------------------|-------------------------------------|---------------|---------|-------------------------------------|--------------------|

Andre priser

|  |                            |                       |                                     |               |         |                                     |                    |
|--|----------------------------|-----------------------|-------------------------------------|---------------|---------|-------------------------------------|--------------------|
|  | Serviceklasse<br>→ Økonomi | Ændring<br>Ingen info | Refusion<br>+kr 166.00 / -kr 593.00 | Bagage<br>1 x | GOSMART | Samlet pris<br><b>kr 759.00</b> ✓ → | Antal billetter: 1 |
|--|----------------------------|-----------------------|-------------------------------------|---------------|---------|-------------------------------------|--------------------|

7. You can now re-select the selected price or choose an alternative price:



1 Start 2 Vælg flyvning 3 Vælg pris 4 Gennemfør booking 5 Bekræftelse

Du booker for:

En vej **København** → **Aarhus**

|  |   |                       |                                     |                               |                            |                                     |                    |
|--|---|-----------------------|-------------------------------------|-------------------------------|----------------------------|-------------------------------------|--------------------|
|  | Scandinavian Airlines - 1263 (drevet af Regional Jet) | MAR<br>1              | CPH<br>København, DK<br>18:20       | Nonstop<br>Samlet tid: 0t 40m | AAR<br>Aarhus, DK<br>19:00 |                                     |                    |
|  | Serviceklasse<br>→ Økonomi                            | Ændring<br>Ingen info | Refusion<br>+kr 166.00 / -kr 572.00 | Bagage<br>1 x                 | GOSMART                    | Samlet pris<br><b>kr 738.00</b> ✓ → | Antal billetter: 1 |

← Tilbage

Alternative muligheder

Disse muligheder kunne være bedre eller koste mindre. Overvej disse, før du foretager dit endelige valg.

Vis kriterier

|  |                           |          |                               |                               |                           |
|--|---------------------------|----------|-------------------------------|-------------------------------|---------------------------|
|  | Danish Air Transport - 80 | MAR<br>1 | CPH<br>København, DK<br>16:30 | Nonstop<br>Samlet tid: 0t 50m | KRP<br>Karup, DK<br>17:20 |
|--|---------------------------|----------|-------------------------------|-------------------------------|---------------------------|

8. Note the important information which will now be displayed before you complete your order:

## How to order for several travelers








### IMPORTANT NOTE!

If you continue by clicking "Complete this Booking" or "and add Hotel/Car" then your flights will be charged and ticketed immediately.

And please do not refresh this page or use your browser back button in the booking flow, as this might result in double-bookings

CWT onlinefee pr. rejse DKK 14 ekskl. moms

## 9. Information from the travel profiles will now be displayed for each of the travellers selected (click on each name):

|   |  |   |
|---|--|---|
| <b>C</b> Carlzon, Curt  | <b>B</b> Langaa, Bente   |   |
|  Oplysninger om rejsende | Fr. Curt Carlzon, cot.dk@mycwt.com, Danmark  | ▼ |
|  Billet                  | <b>Dokumentlevering:</b> Electronic Ticketing <b>ID til elektronisk billet:</b> Brug ikke gemt regeringsudstedt ID | ▼ |
|  Betaling eller garanti  | Faktura  | ▼ |
|  Faktureringsadresse     | DK-AeTM-AAR-FA CED 08146, Nordre Ringgade 1, Aarhus C, 8000, Danmark   | ▼ |
|  Bonusprogramm           | Intet kort anvendt   | ▼ |
|  Anmodning om måltid     | Standardmåltid   | ▼ |
|  Bruger                  | <b>C</b> Curt Carlzon, cot.dk@mycwt.com  | ▼ |

Ønsker du at tilføje en ny booking til din rejse efter denne?  
Vælg bookingtype her.



kr 1,476.00  
Oplysninger ▼

Gennemfør booking  
Indsend for betaling

If you do not want to book a hotel and car, you can now click 'Gennemfør booking' (complete booking) to order the flight.