



Travel Arranger

Booking authorizations

- Every user can book trips for themselves.
- As a travel arranger, you can book for the travellers who have appointed you as a travel arranger.
- As a travel manager, you have the opportunity to book for all travellers in your company.



DEM

cytric

My Trips Management Tina Builder

Lufthansa City Center

Display in new design
Progress. Beta version of the user profile redesign.

5 11:20

Travel document information

Credit Card and Payment Card Information

Frequent Traveller Programmes

Discount Cards

Personal Preferences

Cytric System Login

Select Travel Arranger

On this page, select the users who will be able to book for you as a Travel Arranger. Enter user name, first name, last name or email address and click 'Find user'. For a system-wide search, leave the fields empty.

My User Profile

- Personal Preferences
- Select Travel Arranger**
- Ticket ID

Active Travel Arrangers

No settings are currently stored.

Find Travel Arranger

User Name:

First Name:

Last Name:

Email:

Location: **All Locations** ▼

Division: **All Divisions** ▼

Start reservation

First, go to the Travel Arranger Dashboard.

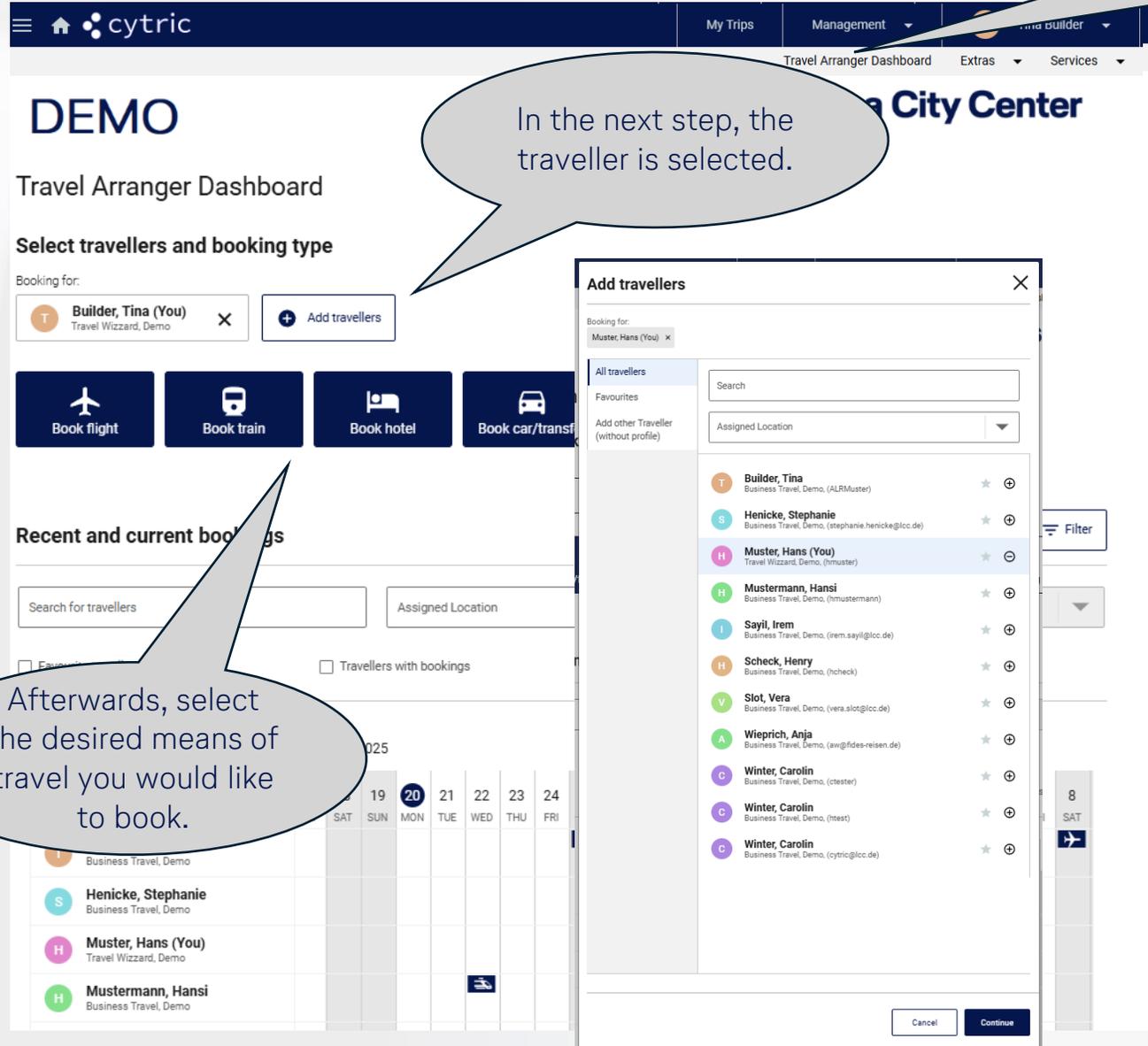
In the next step, the traveller is selected.

The selection shows:

- Yourself
- the travellers who have selected you as a travel arranger
- As a travel manager you see all travellers.

Use the search field or go directly to the list displayed to select the traveler you want to book for.

- After selecting the traveller, you can start the booking process.



Booking for:

Builder, Tina (You) x Add travellers

Book flight Book train Book hotel Book car/transit

Recent and current bookings

Search for travellers Assigned Location

Travellers with bookings

2025

SAT SUN MON TUE WED THU FRI

19 20 21 22 23 24

Business Travel, Demo

Henicke, Stephanie Business Travel, Demo

Muster, Hans (You) Travel Wizzard, Demo

Mustermann, Hansi Business Travel, Demo

Add travellers

Booking for: Muster, Hans (You) x

All travellers Search

Favourites

Add other Traveller (without profile) Assigned Location

Filter

Builder, Tina Business Travel, Demo, (ALRMuster) ☆ ⊕

Henicke, Stephanie Business Travel, Demo, (stephanie.henicke@lcc.de) ☆ ⊕

Muster, Hans (You) Travel Wizzard, Demo, (hnmuster) ☆ ⊕

Mustermann, Hansi Business Travel, Demo, (hmustermann) ☆ ⊕

Sayil, Irem Business Travel, Demo, (irem.sayil@lcc.de) ☆ ⊕

Scheck, Henry Business Travel, Demo, (hscheck) ☆ ⊕

Slot, Vera Business Travel, Demo, (vera.slot@lcc.de) ☆ ⊕

Wieprich, Anja Business Travel, Demo, (aw@fides-reisen.de) ☆ ⊕

Winter, Carolin Business Travel, Demo, (ctester) ☆ ⊕

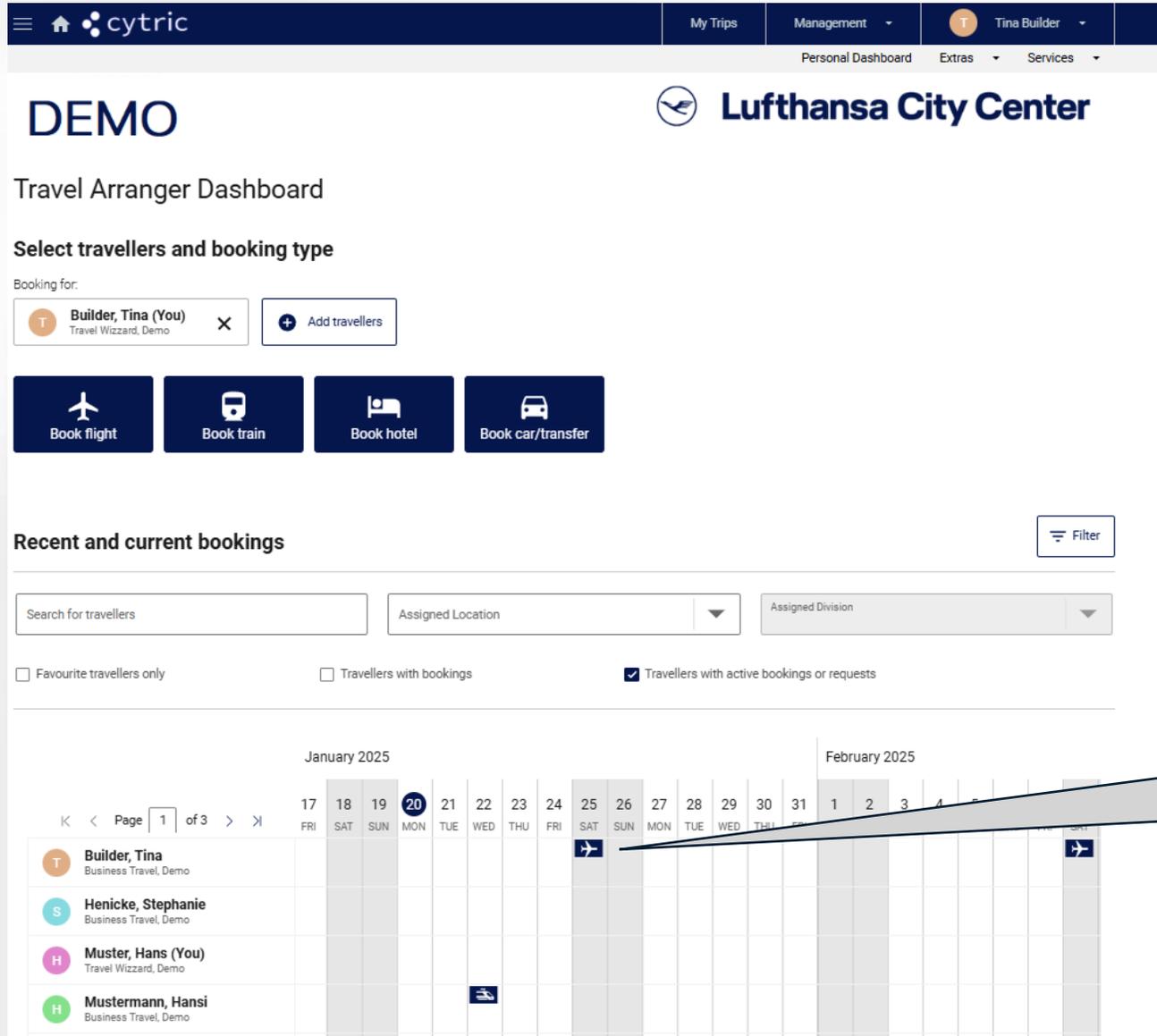
Winter, Carolin Business Travel, Demo, (htest) ☆ ⊕

Winter, Carolin Business Travel, Demo, (cytric@lcc.de) ☆ ⊕

Cancel Continue

Afterwards, select the desired means of travel you would like to book.

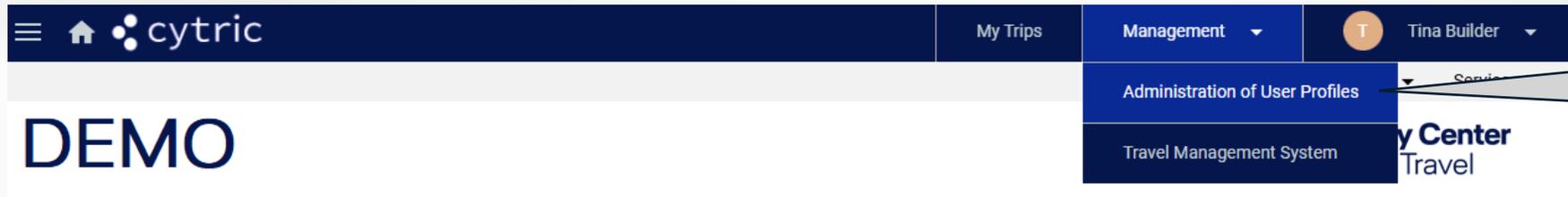
Booking overview



- On the Travel Arranger Dashboard you can see your own trips and trips of colleagues for which you have been authorized as a Travel Arranger.
- The search fields and filters make it easier for you to access a specific order.

The icons for the individual travel services take you directly to the respective booking.

Profile management



Here you can access the profile management.

Administration of User Profiles

Create New User

Edit User Data

Back

Depending on your authorization, you can search for existing profiles, edit them and/or create new travellers.



Contact

Contact

**Do you have any questions or suggestions
regarding Cytric?**

The Online Solutions Team is happy to assist you.

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