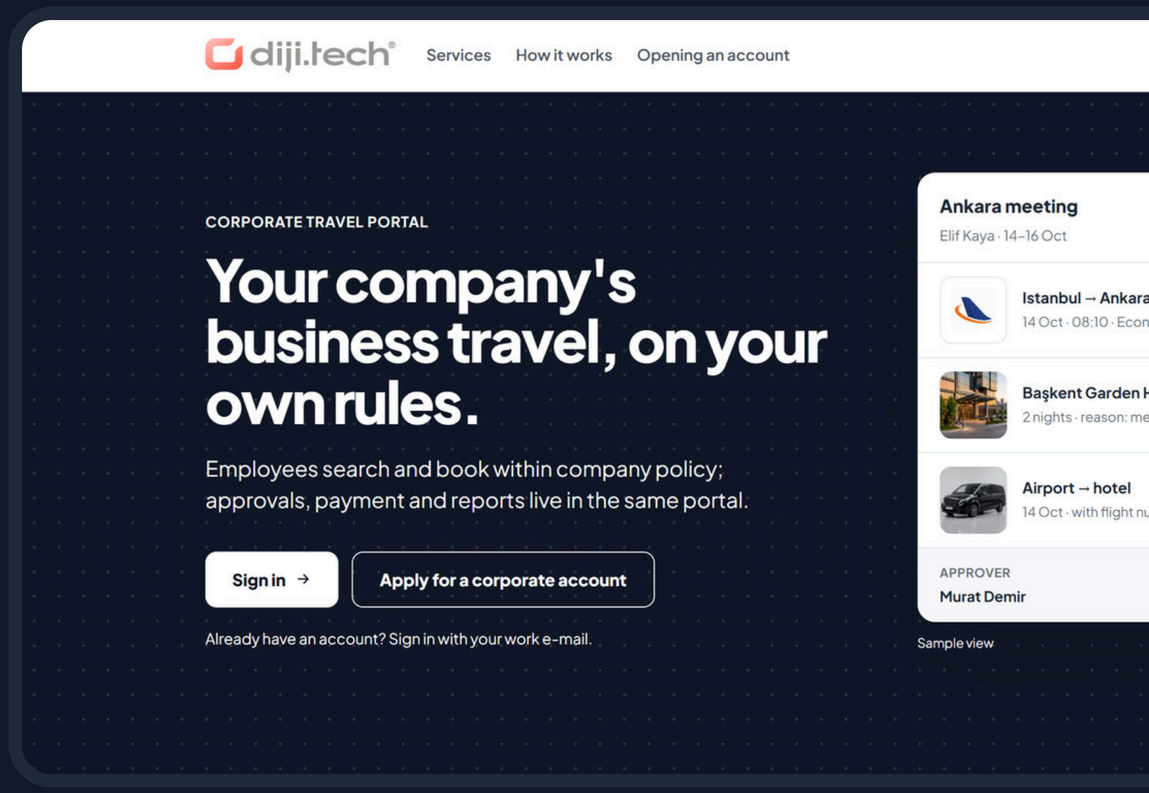
diji.tech®

CORPORATE TRAVEL

diji.tech Corporate Travel Platform

Company Administrator Guide

For company administrators, approvers and finance teams



Sample view

info@diji.tech www.diji.tech

What is the platform and what does it give you?

With the branded portal your agency opens for you, the diji.tech Corporate Travel Platform lets you manage all of your company's business travel in one place, under the rules you set. Your employees plan their own trips; policy, approval, payment and reporting run automatically.

01

One trip, one approval

Flight, hotel, transfer, car, tour, yacht and visa are gathered in a single travel file and go through a single approval.

02

Your rules at search time

Out-of-policy options are flagged before they are chosen; the reason and the approval process start automatically.

03

Fast, transparent approval

A live approval list, one-click approval from e-mail, delegation and approval with a better alternative.

04

Company wallet and invoices

A prepaid company wallet, billing profiles per booking and a sales statement.

05

Measurable savings

Spending, compliance, missed savings, budget and carbon reports, also by scheduled e-mail.

06

Backed by your agency

Changes, cancellations and after-sales work are handled by your agency's expert team.

Agenda

The guide walks through the portal screen by screen. Each section starts with a divider page.

01 Introduction and Sign-in p. 4

02 General Interface p. 14

03 Home and Dashboard p. 19

04 Search and Booking p. 25

05 Trips p. 60

06 Approvals p. 70

07 Reports p. 84

08 Notifications and Profile p. 97

09 Company Management p. 105

01

Introduction and Sign-in

The portal’s landing page published under your agency’s brand, the corporate account application and secure sign-in: password, invitation and password reset.

IN THIS SECTION · 9 SCREENS

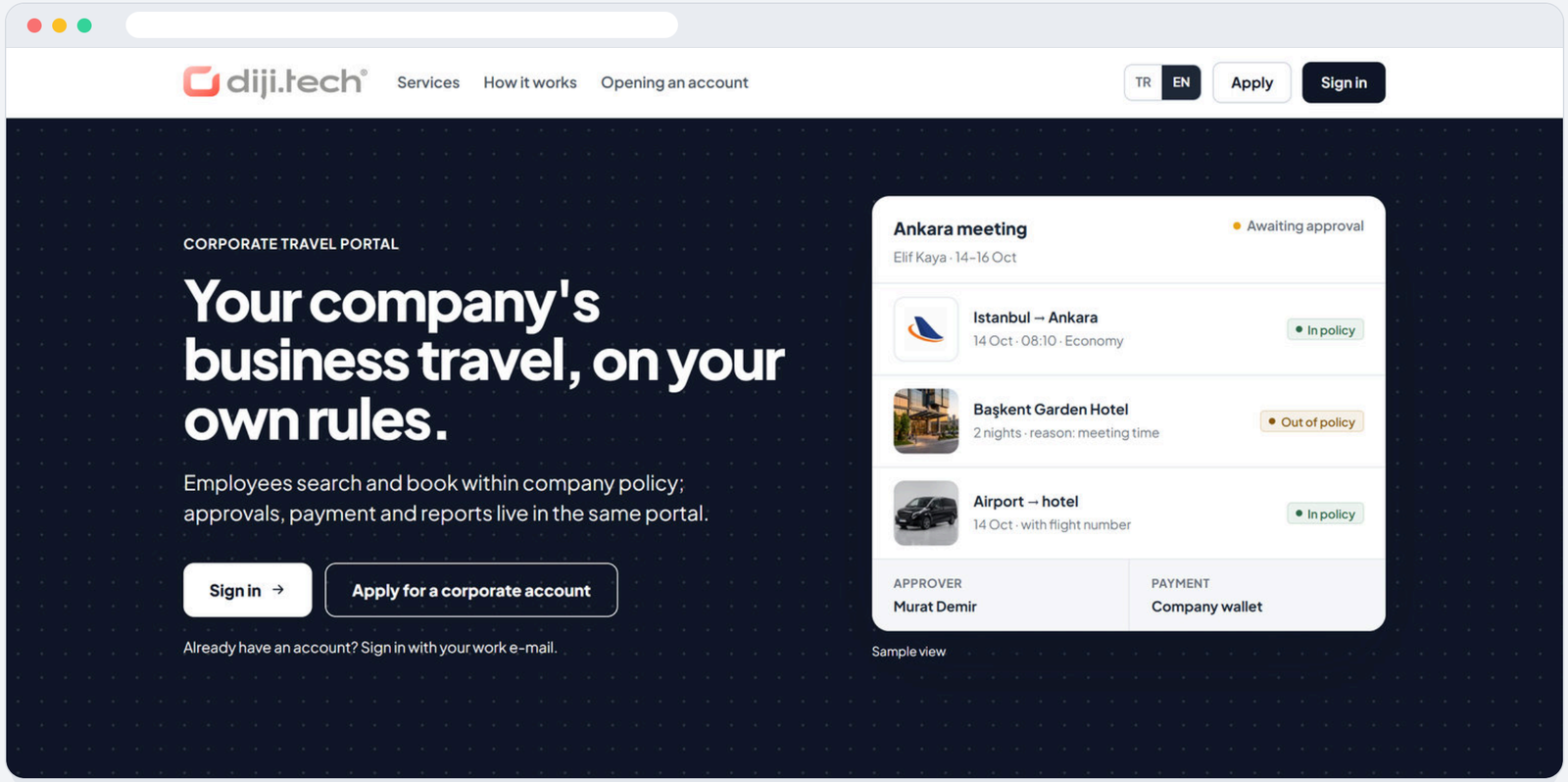
- Corporate Travel Portal
- One trip, one approval
- How is an account opened?
- Corporate account application
- Sign-in screen
- Failed sign-in protection
- Forgot password
- Setting a new password
- Accepting an invitation – activate your account

01 · INTRODUCTION AND SIGN-IN

Corporate Travel Portal

Your company's business travel is managed on your own rules, in a branded portal your agency opens for you. The landing page explains what the portal does at a glance.

- Top menu: Services, How it works, Opening an account
- TR / EN language switch, Apply and Sign in
- Headline: "Your company's business travel, on your own rules."
- Sample approval card: in-policy and out-of-policy items, approver and payment method

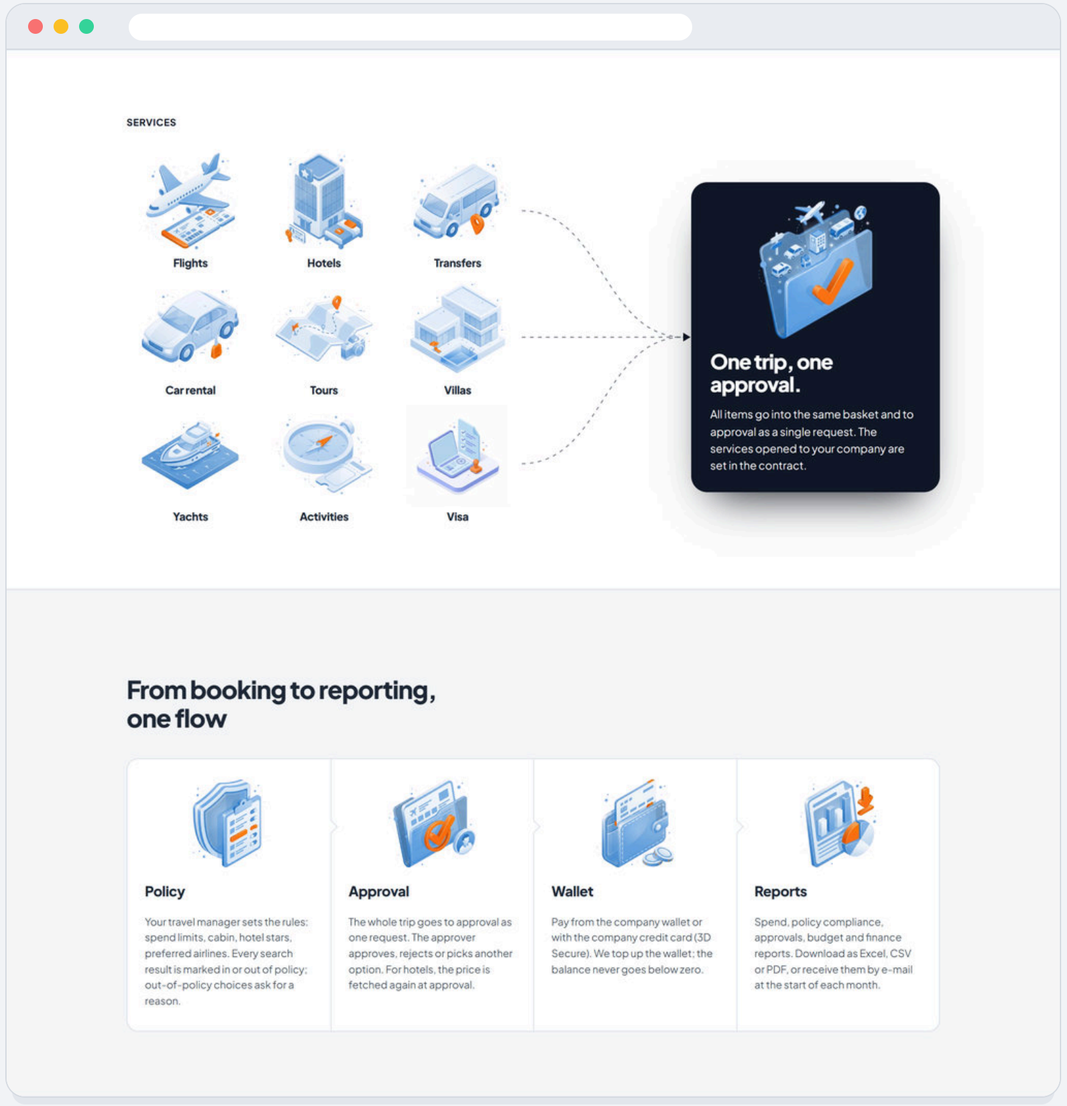


01 · INTRODUCTION AND SIGN-IN

One trip, one approval

Every service, from flights to visas, is collected in one trip file and goes to approval as a single request. Policy, approval, payment and reporting run in one flow.

- Services: Flights, Hotels, Transfers, Car rental, Tours, Villas, Yachts, Activities, Visa
- The “One trip, one approval.” message
- Policy: rules applied at search time, a reason for out-of-policy choices
- Approval: approve, reject or pick another option
- Reports: spend, compliance, budget and finance; Excel, CSV, PDF

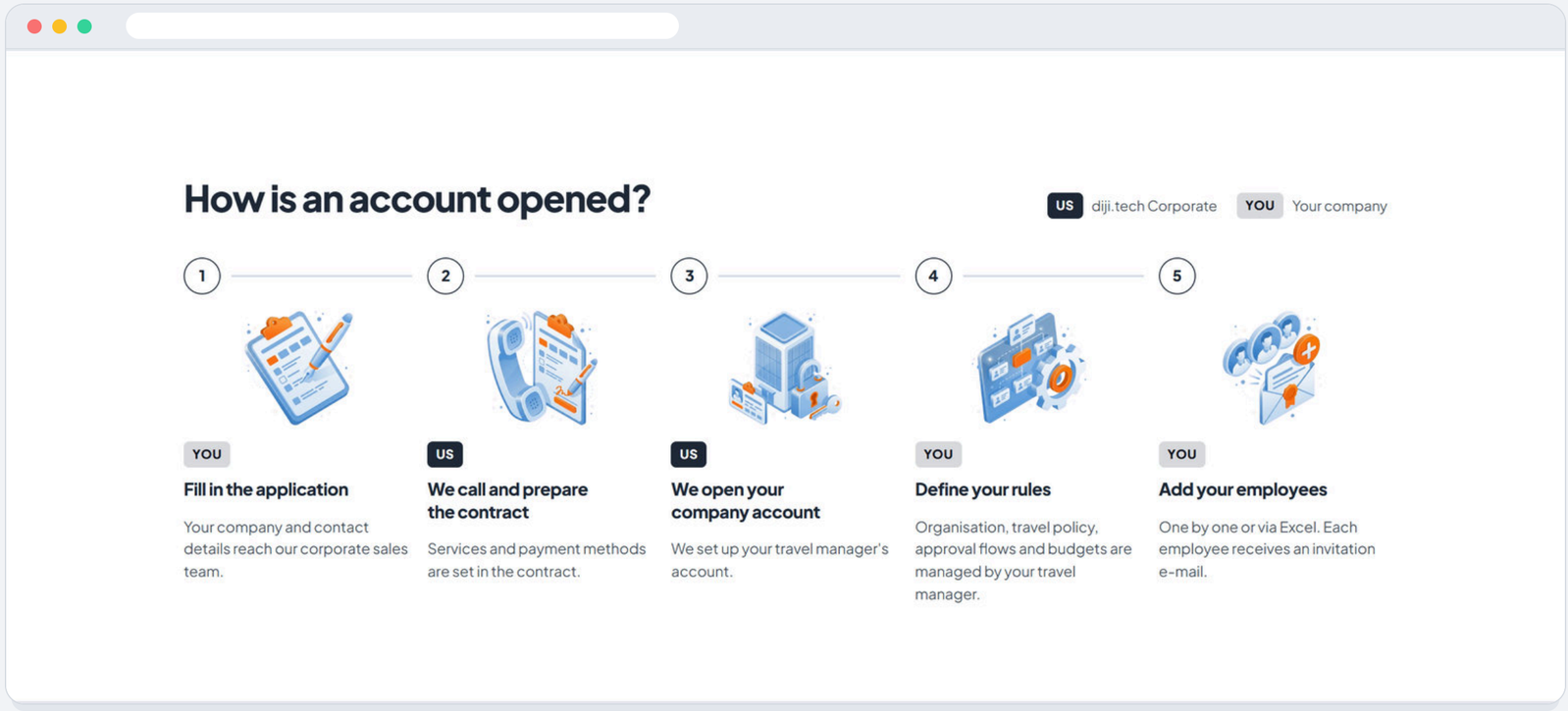


01 · INTRODUCTION AND SIGN-IN

How is an account opened?

A company account is opened in five steps; what your agency does and what you do are clearly separated.

- 1. You fill in the application
- 2. Your agency calls you and prepares the contract
- 3. Your agency opens your company account
- 4. You define organisation, policies, approval flows and budgets
- 5. You add your employees one by one or via Excel

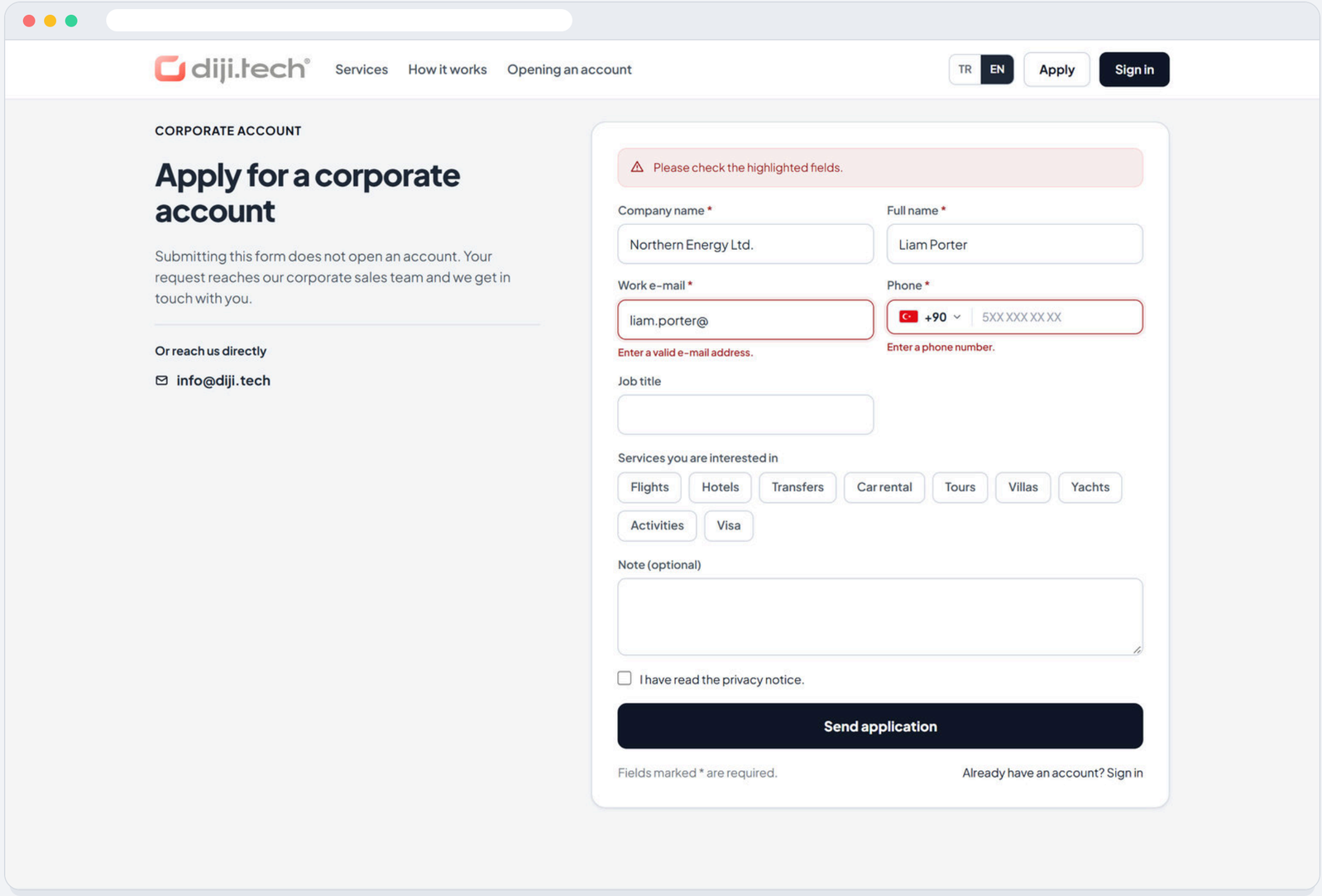


01 · INTRODUCTION AND SIGN-IN

Corporate account application

Your company applies for an account with a single form; missing or invalid fields are flagged before sending.

- Company name, full name, work e-mail, phone, job title
- Services you are interested in
- Note field and privacy notice consent
- Field-level validation messages
- Direct contact: info@diji.tech

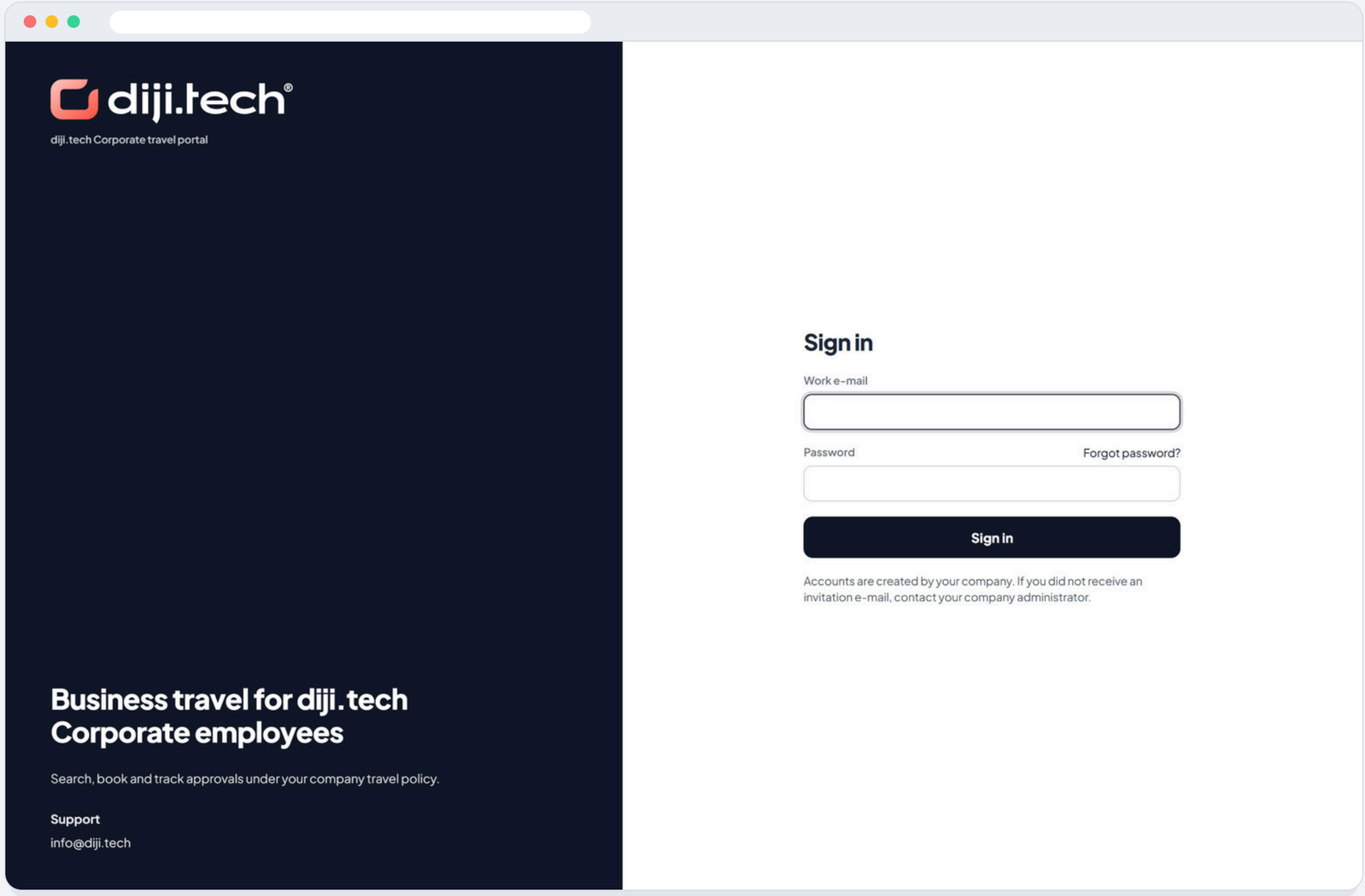


01 · INTRODUCTION AND SIGN-IN

Sign-in screen

Employees sign in securely with their work e-mail and password. Accounts are created by the company; there is no self-registration.

- Work e-mail and password
- “Forgot password?” link
- Company branding and support e-mail
- People without an account are referred to their company administrator

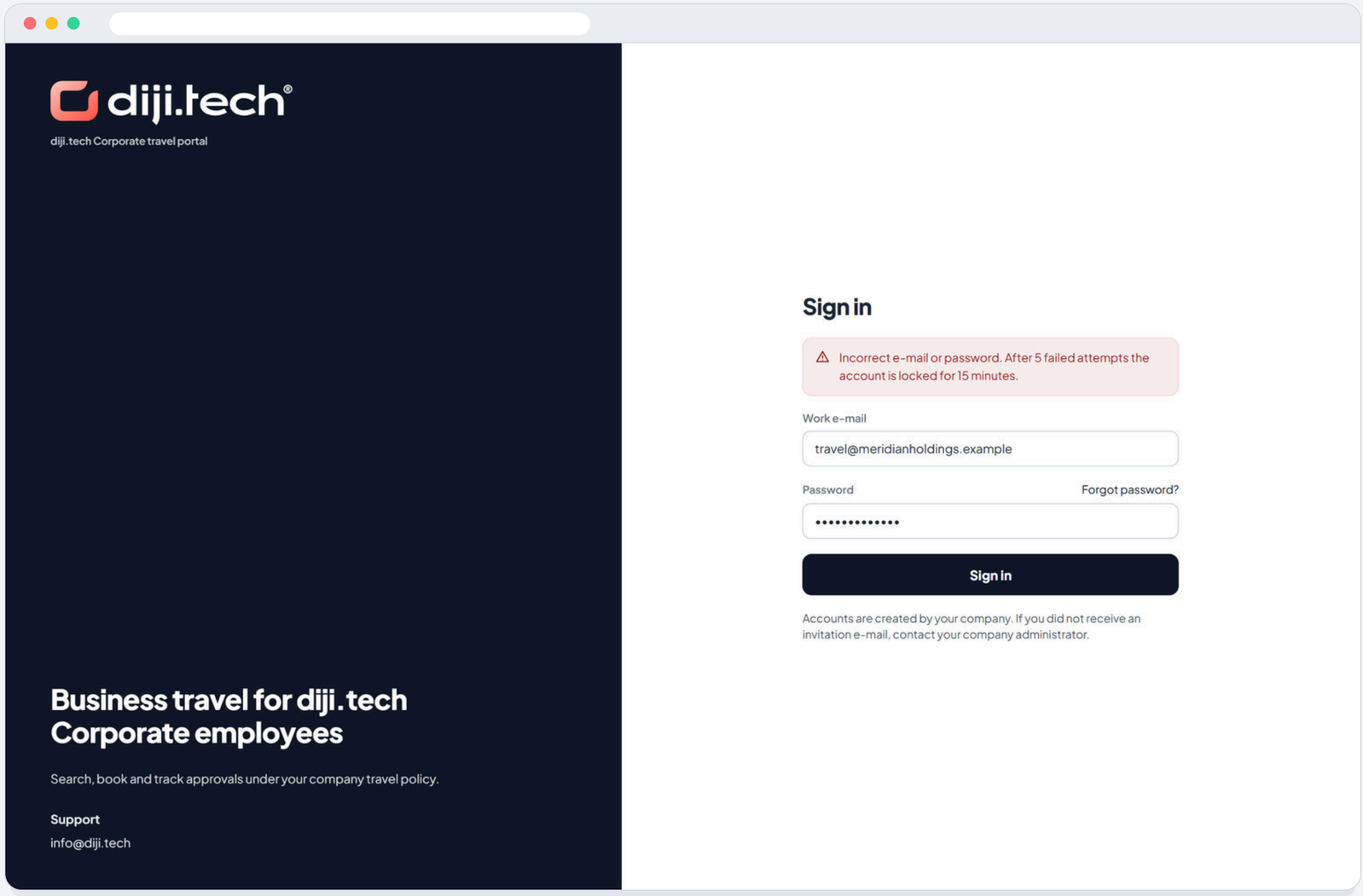


01 · INTRODUCTION AND SIGN-IN

Failed sign-in protection

Wrong password attempts are counted and the account is locked temporarily to block unauthorised access.

- “Incorrect e-mail or password” message
- After 5 failed attempts the account is locked for 15 minutes
- Self-service reset with “Forgot password?”

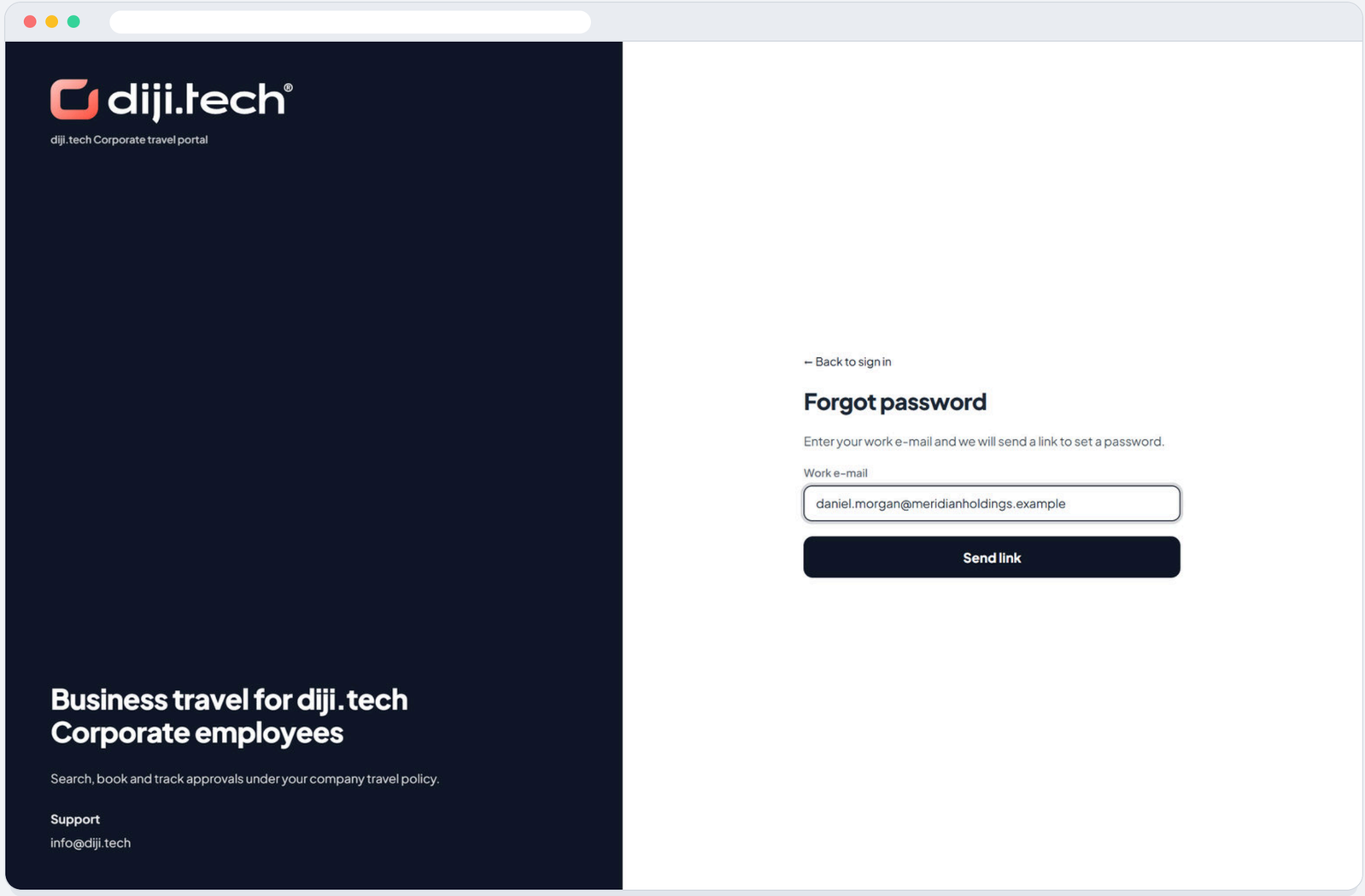


01 · INTRODUCTION AND SIGN-IN

Forgot password

An employee who forgot the password enters the work e-mail and asks for a link to set a new one; no support ticket needed.

- Work e-mail field
- “Send link”
- “Back to sign in” link

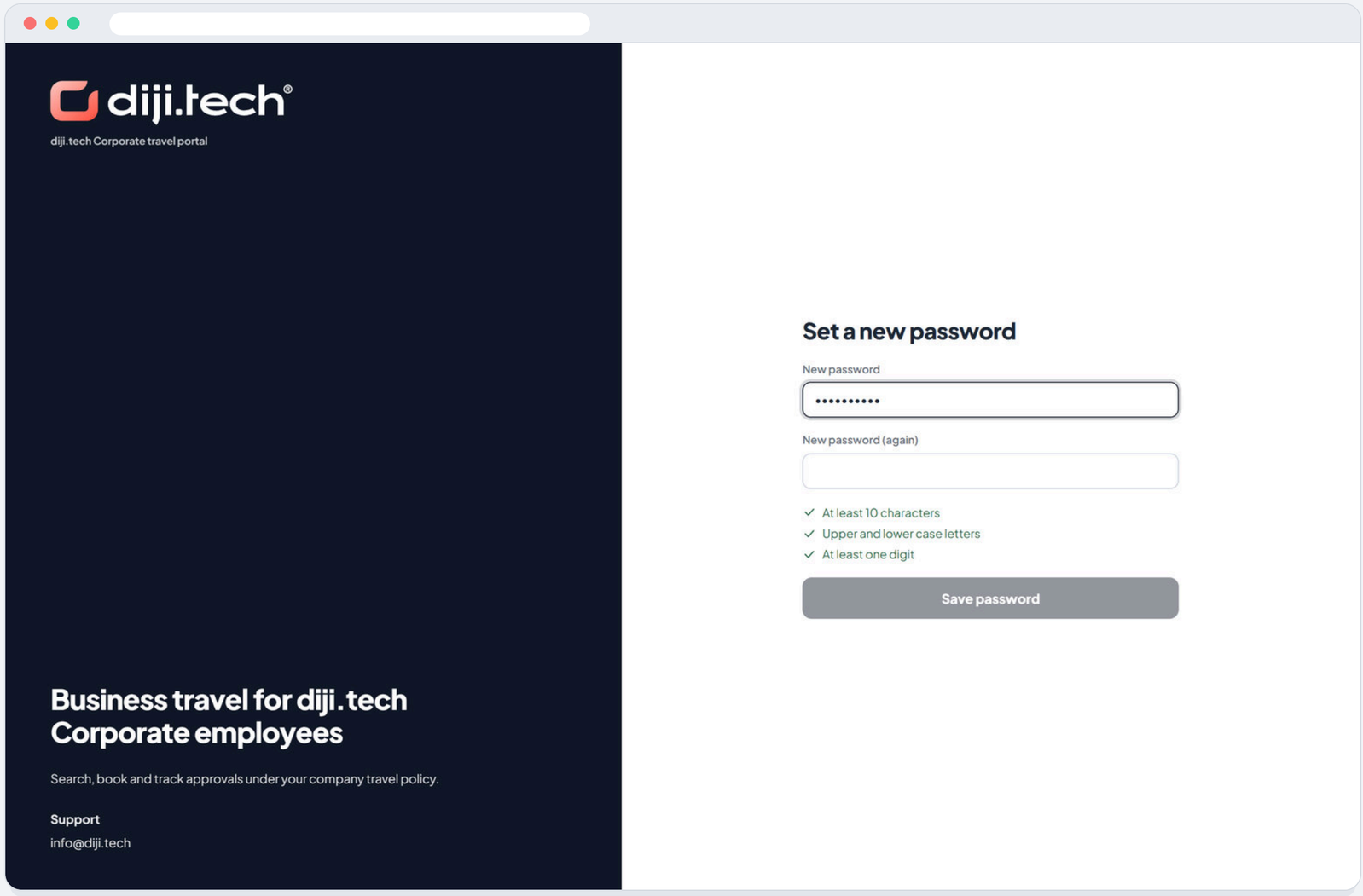


01 · INTRODUCTION AND SIGN-IN

Setting a new password

The screen opened from the e-mail link sets the new password and checks the rules as you type.

- New password and repeat fields
- Rules: at least 10 characters, upper and lower case letters, at least one digit
- “Save password” once the rules are met

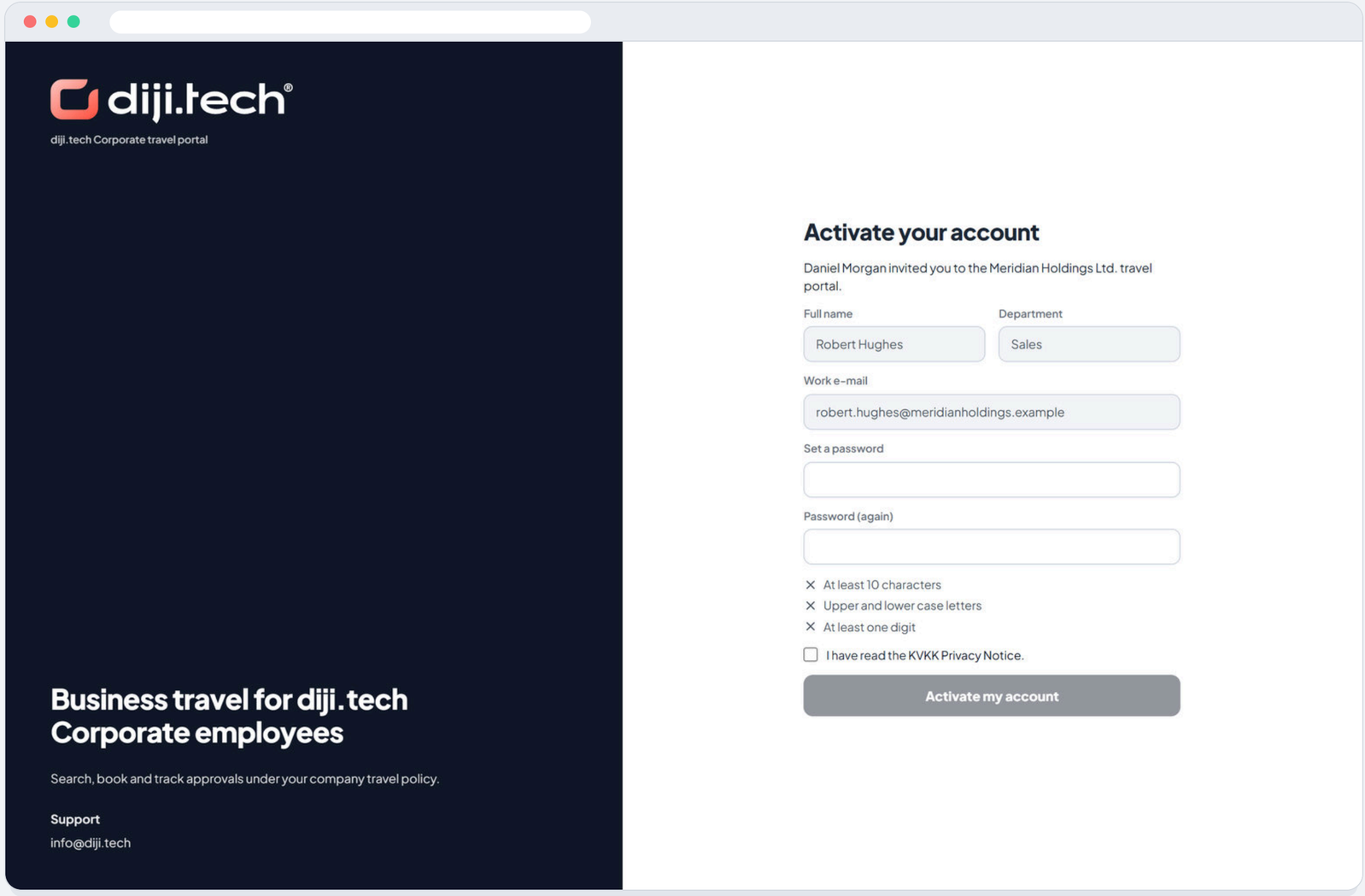


01 · INTRODUCTION AND SIGN-IN

Accepting an invitation – activate your account

An employee invited by the company administrator activates the account from the invitation link by setting a password.

- Name of the inviter and the company
- Full name, department and work e-mail are pre-filled
- Password and password rules
- Privacy notice consent and “Activate my account”



02

General Interface

The top bar that stays the same on every page: user menu, wallet balance, notifications, language choice and mobile use.

IN THIS SECTION · 4 SCREENS

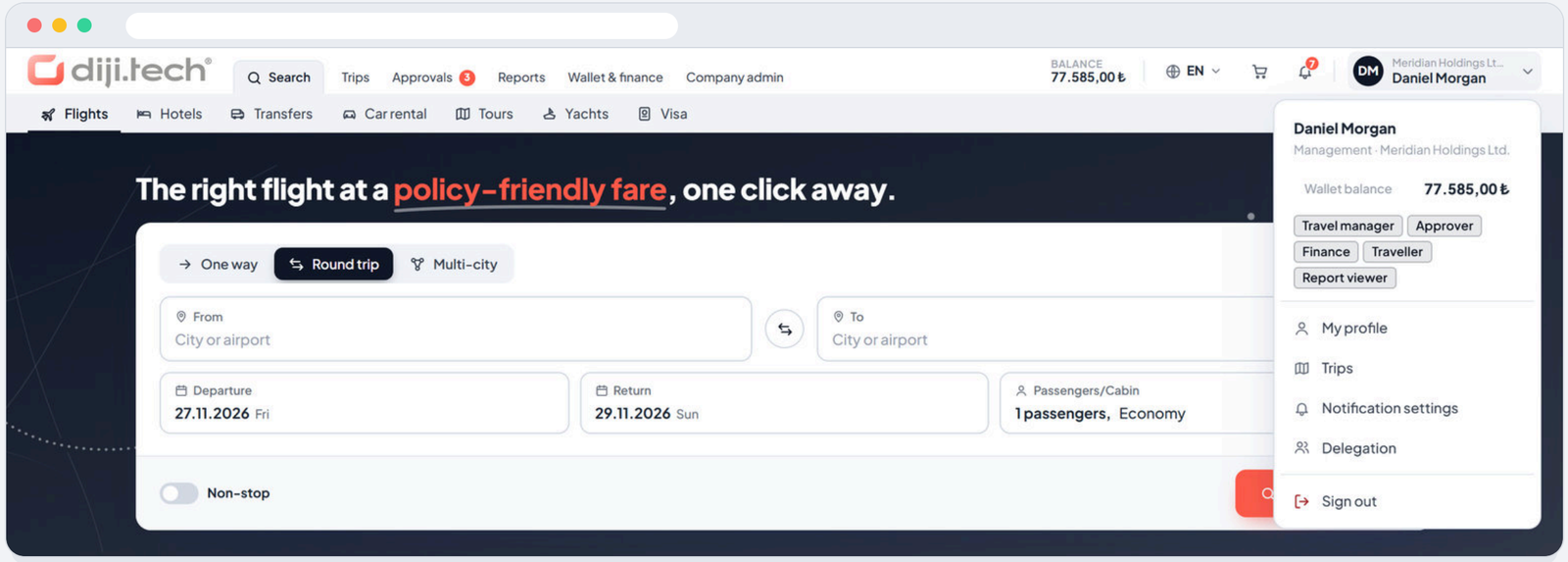
- User menu and roles
- Notification bell
- Language
- On mobile

02 · GENERAL INTERFACE

User menu and roles

The user menu brings together the person's roles and the most used personal pages.

- Name, job title and company
- Wallet balance
- Role badges: Travel manager, Approver, Finance, Traveller, Report viewer
- My profile, Trips, Notification settings, Delegation
- Sign out

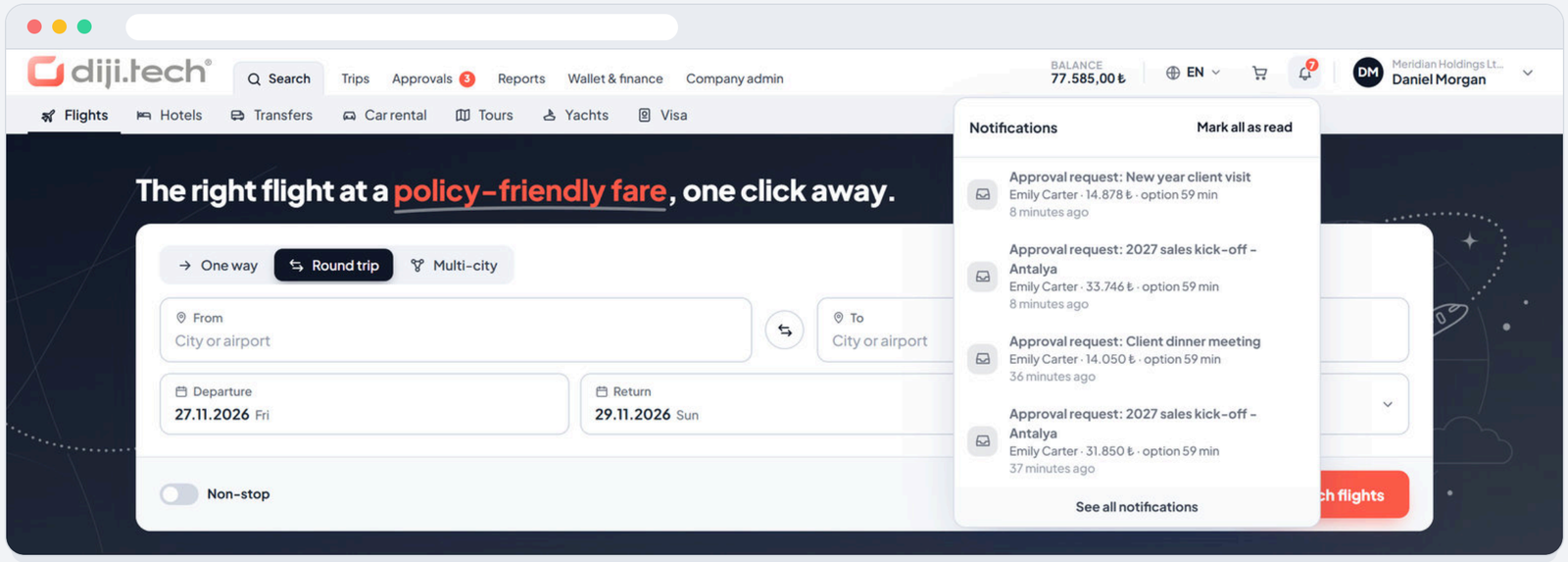


02 · GENERAL INTERFACE

Notification bell

Approval requests and trip events show up instantly under the notification bell in the top bar.

- Unread notification counter
- Approval request: requester, amount and time left
- Mark all as read
- See all notifications

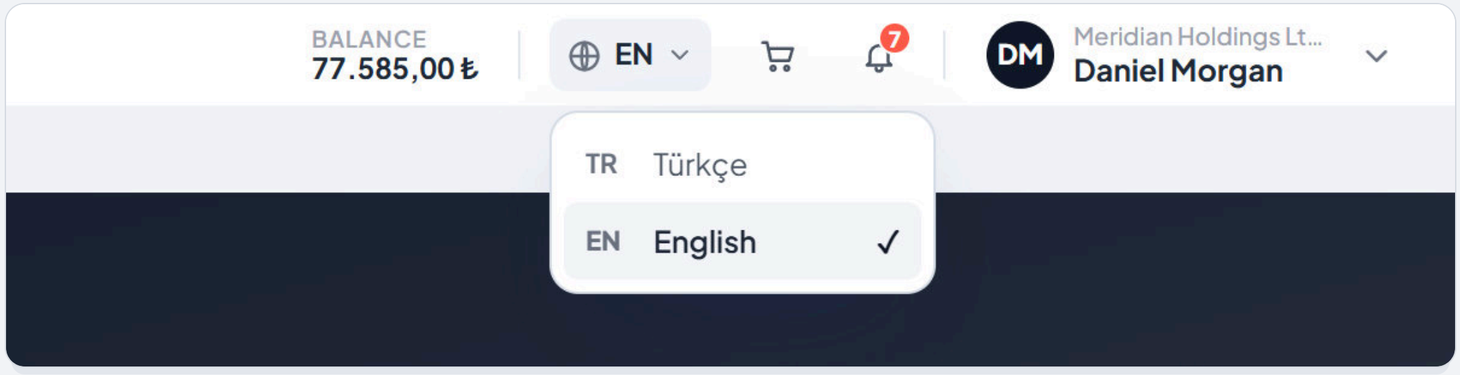


02 · GENERAL INTERFACE

Language

The portal works in Turkish and English; every user picks their own language.

- TR / EN language menu
- Selected language ticked
- Balance, cart and notification shortcuts

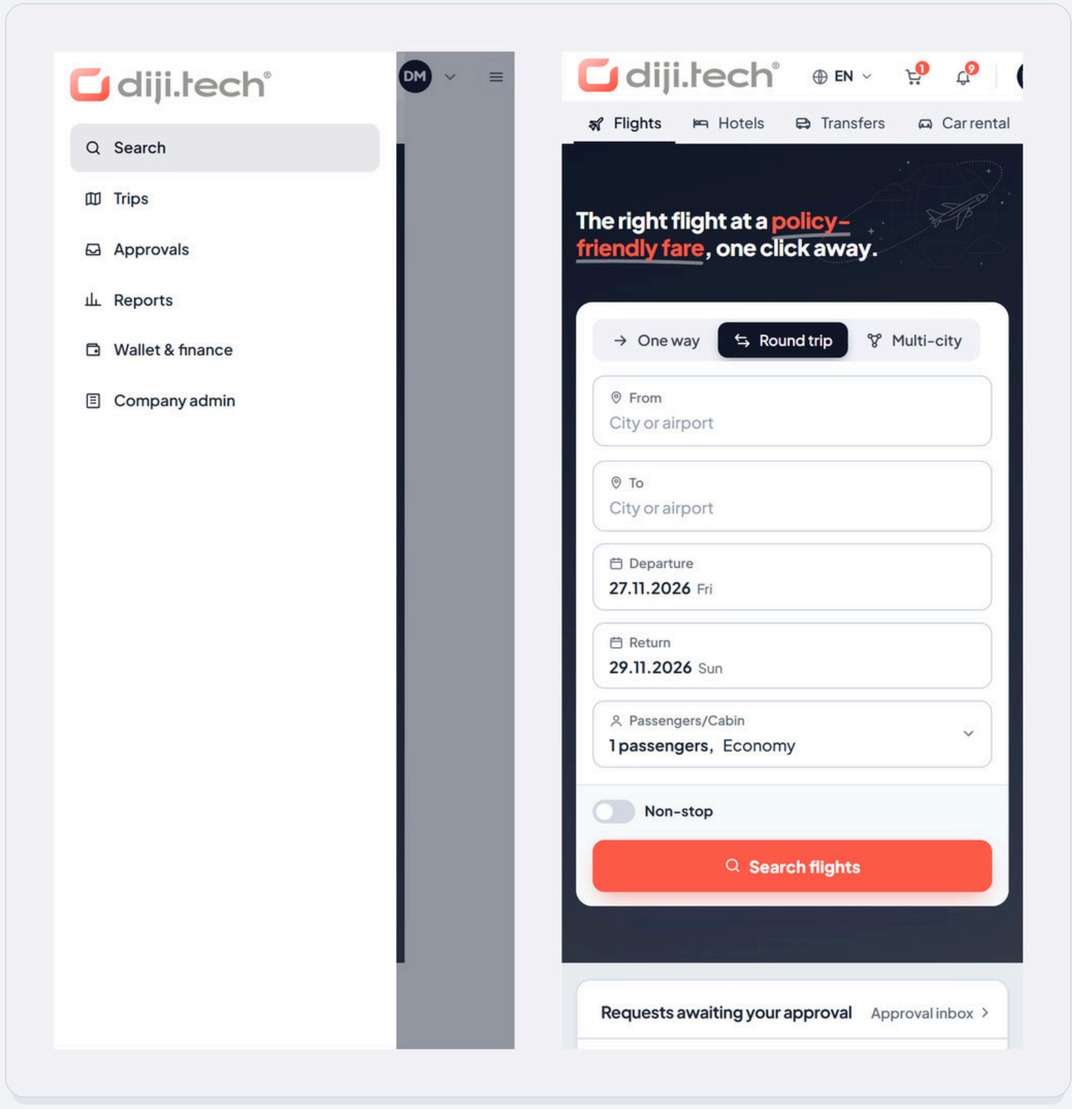


02 · GENERAL INTERFACE

On mobile

The portal works fully on a phone; the menu and the search screen adapt to the mobile screen.

- Mobile menu: Search, Trips, Approvals, Reports, Wallet & finance, Company admin
- Product tabs and the flight search form
- Requests awaiting approval box
- Cart and notification shortcuts



03

Home and Dashboard

Where the administrator starts the day: search, requests awaiting approval, spending and compliance indicators, the company wallet, budget and policy summary.

IN THIS SECTION · 5 SCREENS

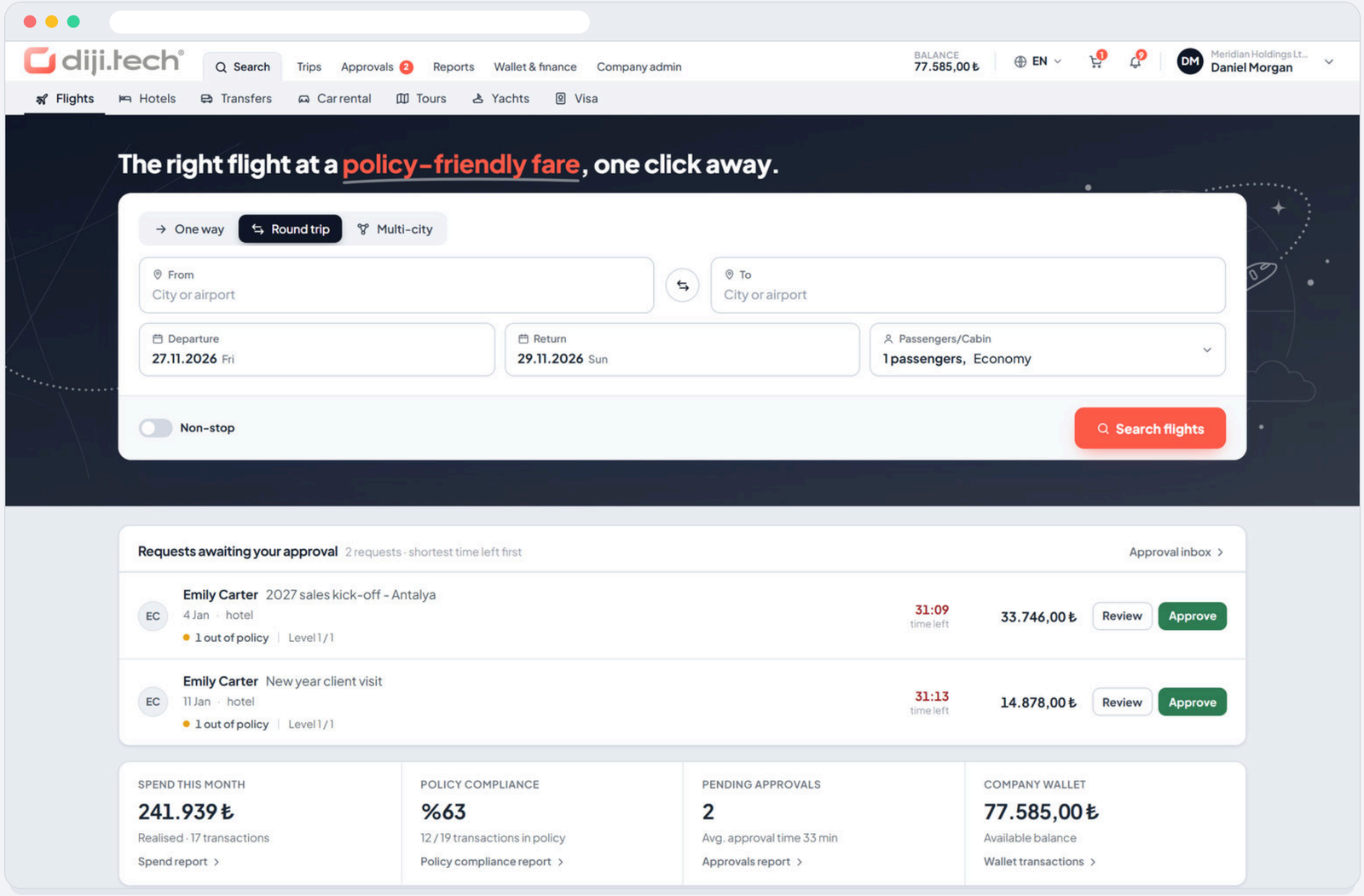
- Home: search and approval box
- Requests awaiting approval
- KPIs, budgets and violations
- Upcoming trips
- Policy applied to you – all rules

03 · HOME AND DASHBOARD

Home: search and approval box

On the home page the manager both searches for travel and sees the requests awaiting their approval and the company's current status.

- Search form with product tabs
- Requests awaiting your approval
- Spend this month, policy compliance, pending approvals
- Company wallet balance

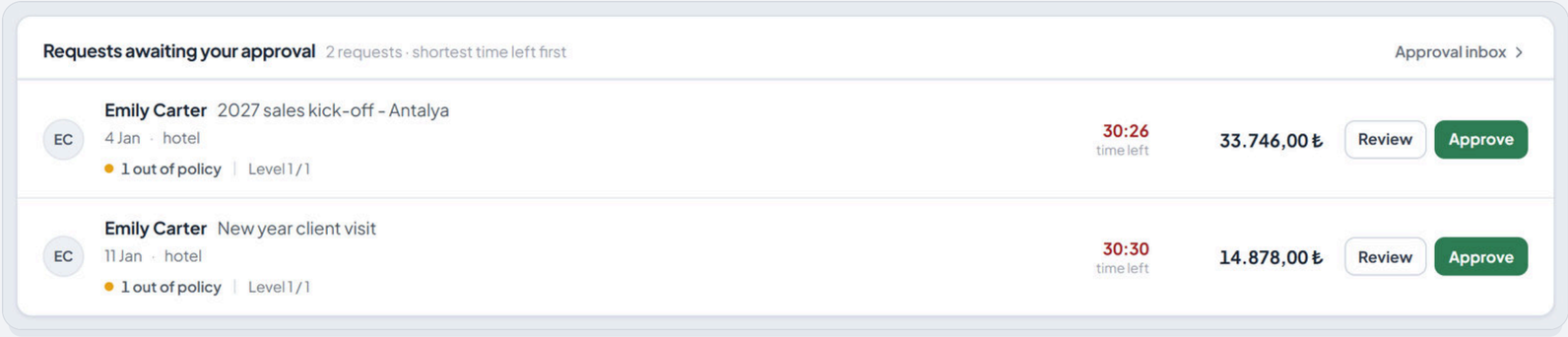


03 · HOME AND DASHBOARD

Requests awaiting approval

Pending requests are listed with the shortest time left on top; the manager can review and approve them from the home page.

- Requester, trip name and date
- Number of out-of-policy items and level
- Time-left counter and amount
- “Review” and “Approve” buttons

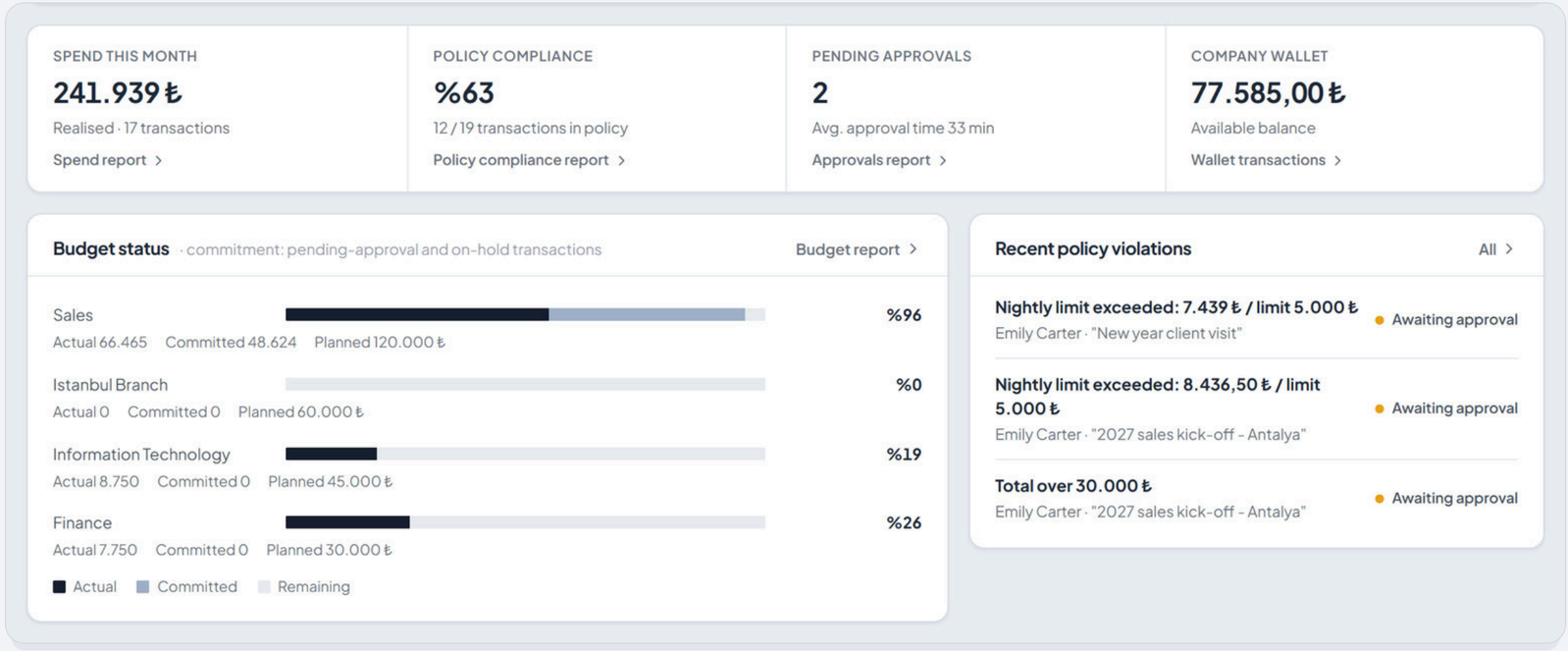


03 · HOME AND DASHBOARD

KPIs, budgets and violations

The home page sums up spend, policy compliance, budget status and recent violations at a glance.

- Spend this month, policy compliance, pending approvals, company wallet
- Budget status: actual, committed, remaining
- Budget bars per department and branch
- Recent policy violations and their status

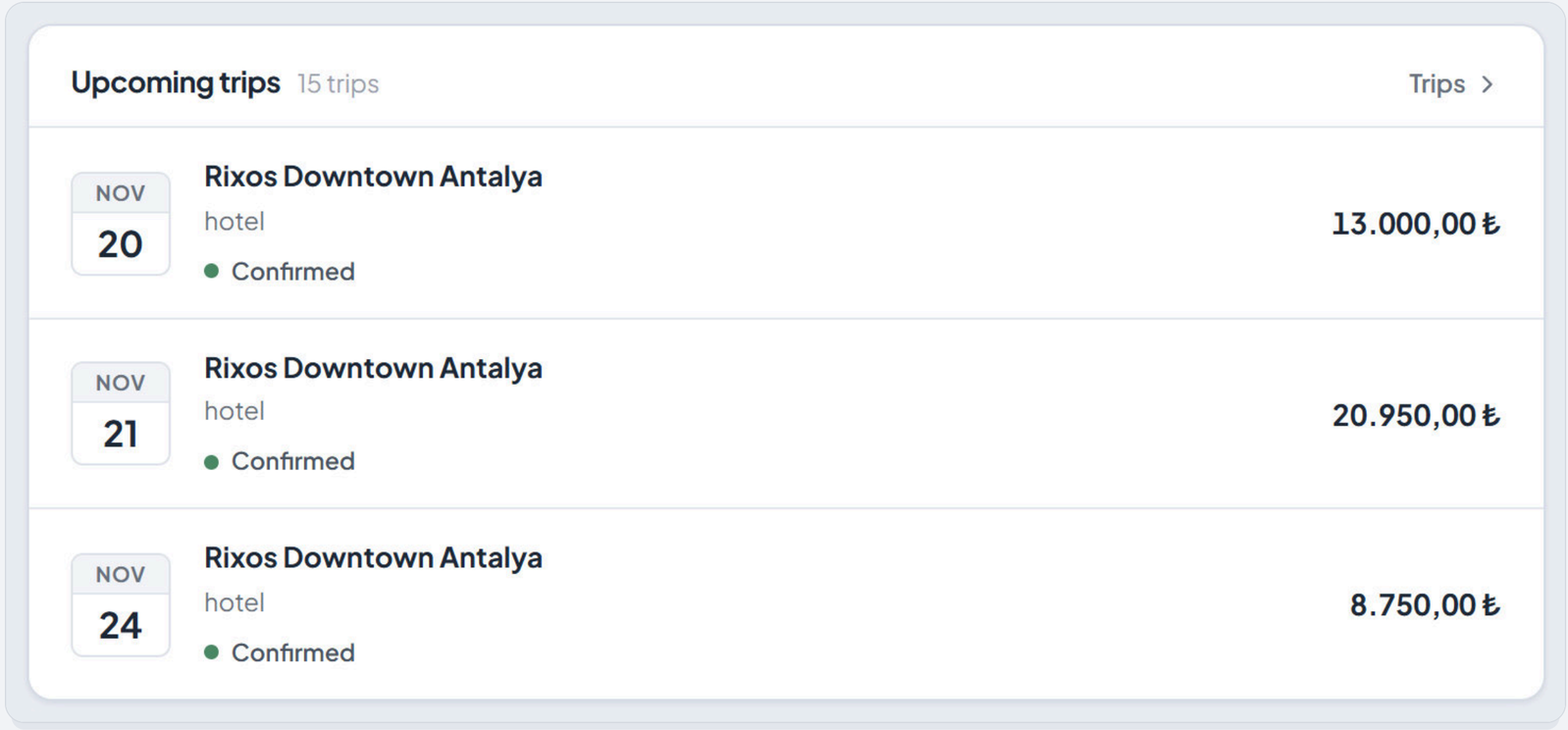


03 · HOME AND DASHBOARD

Upcoming trips

Upcoming trips across the company are listed by date.

- Date card
- Hotel / product name and amount
- Status badge: Confirmed
- Link to all trips

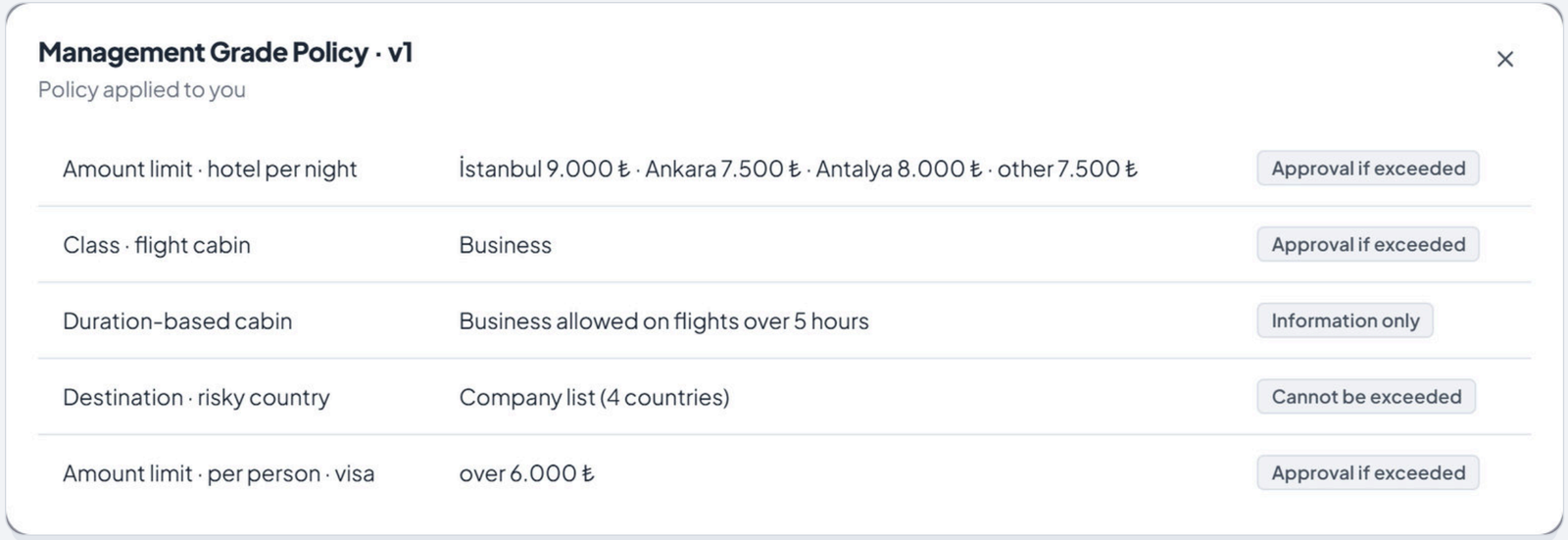


03 · HOME AND DASHBOARD

Policy applied to you – all rules

Before searching, users see every rule of the policy applied to them and what happens when a rule is exceeded.

- Policy name and version
- Hotel nightly limit per city
- Flight cabin and duration-based cabin rule
- Risky country and visa amount limit
- Result: Approval if exceeded, Cannot be exceeded, Information only



04

Search and Booking

Flight, hotel, transfer, car rental and visa searches; policy checks at search time; cart, approval path and purchase from the company wallet in one flow.

IN THIS SECTION · 33 SCREENS

- Flight search
- Picking dates
- Passengers and cabin
- Flight results
- Flight filters
- Flight details
- Choosing a fare package (branded fare)
- Selection bar – both legs selected
- Hotel search
- Rooms and guests
- Hotel results
- Out-of-policy hotels
- Map view
- Hotel details – overview

and 19 more screens

04 · SEARCH AND BOOKING · FLOW

The journey of a trip: from search to documents

Your rules work automatically at every step of the trip; nobody has to memorise a rule book.

1

Search

Flight, hotel, transfer, car, tour, yacht and visa from one search screen.

2

Policy check

Every option is flagged “In policy” or “Out of policy” at search time.

3

Cart and reason

Items go into one travel file; a reason is asked for an out-of-policy item.

4

Approval

If needed, the request goes to the approver with its reason; the decision is made in the portal or from e-mail.

5

Booking

Once approved, the purchase is made automatically and paid from the company wallet.

6

Documents

The itinerary (PDF) and vouchers are ready in the travel file.

All items in policy

No approval needed · “Purchase” confirms it at once from the company wallet.

An item is out of policy

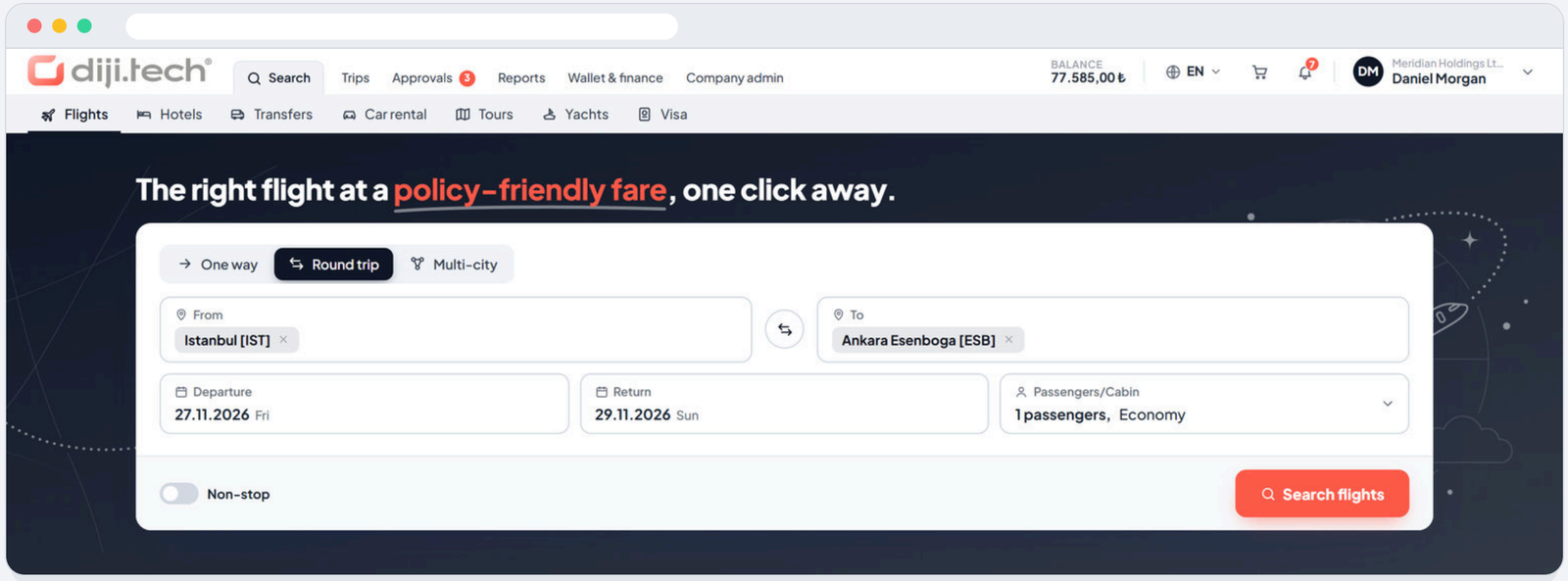
A reason is entered · “Send for approval” · the approver approves / approves an alternative / rejects.

04 · SEARCH AND BOOKING

Flight search

Flights are searched from a single form with one-way, round-trip and multi-city options.

- One way / Round trip / Multi-city
- From – To: Istanbul – Ankara Esenboga
- Departure and return dates
- Passengers and cabin, Non-stop option

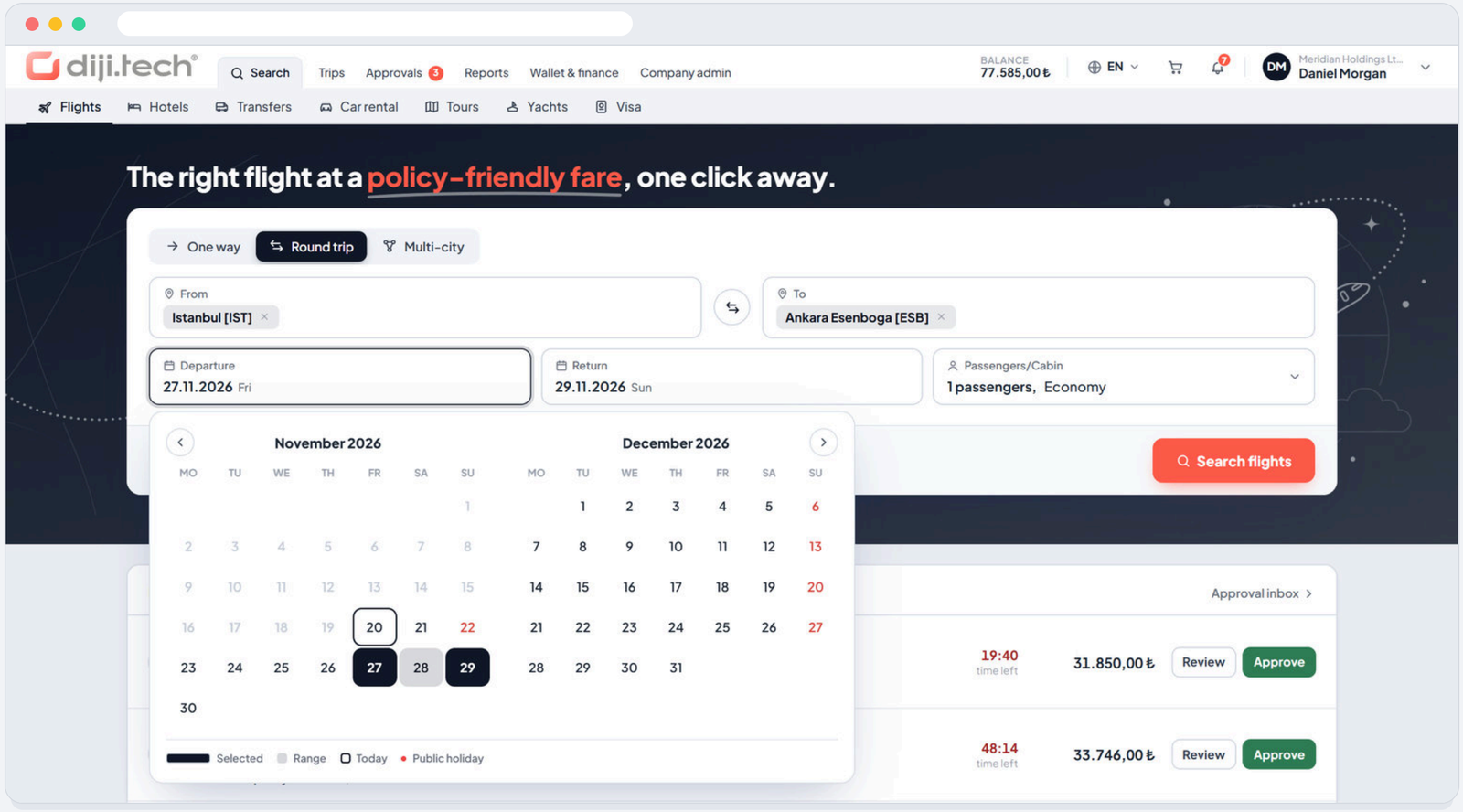


04 · SEARCH AND BOOKING

Picking dates

Departure and return dates are picked as a range on a two-month calendar.

- Two months side by side
- Selected date range highlighted
- Today and public holidays marked

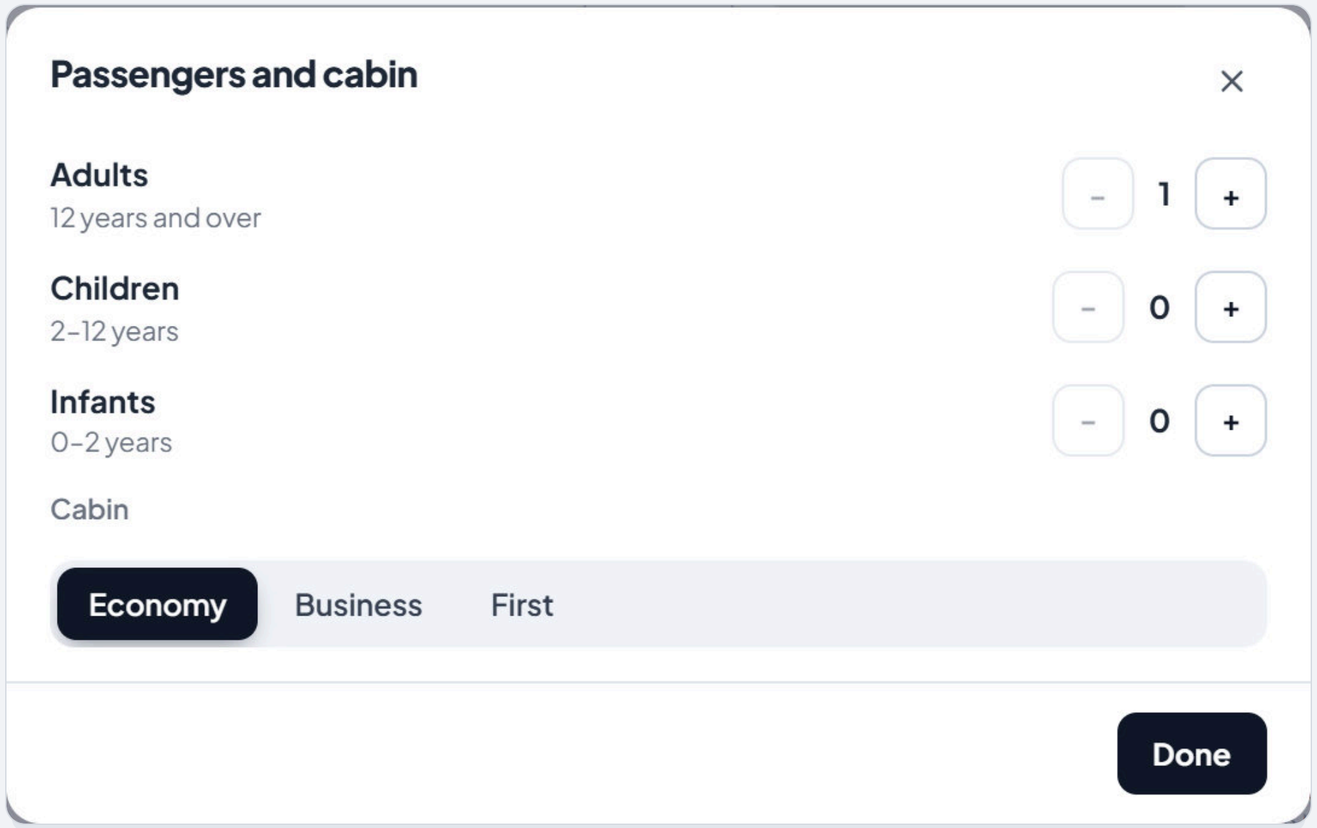


04 · SEARCH AND BOOKING

Passengers and cabin

The number of adults, children and infants and the cabin class are set in one window.

- Adults, Children, Infants counters
- Cabin: Economy, Business, First
- “Done” returns to the search

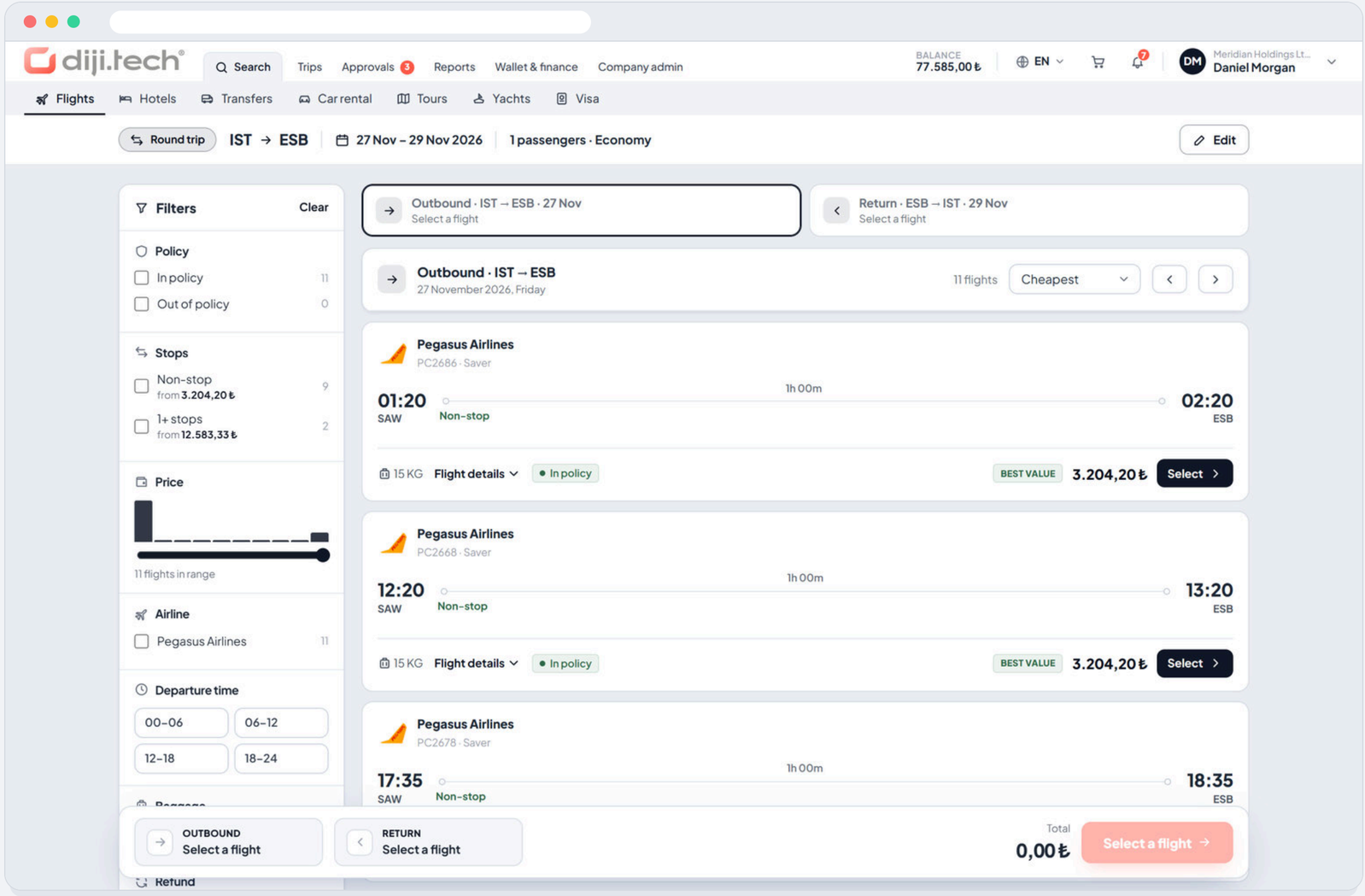


04 · SEARCH AND BOOKING

Flight results

Results are listed with the policy status of each flight; in-policy options stand out at a glance.

- Outbound and return legs are picked separately
- Airline, times, stops and baggage
- “In policy” badge and “Best value” label
- Sorting by price and switching days

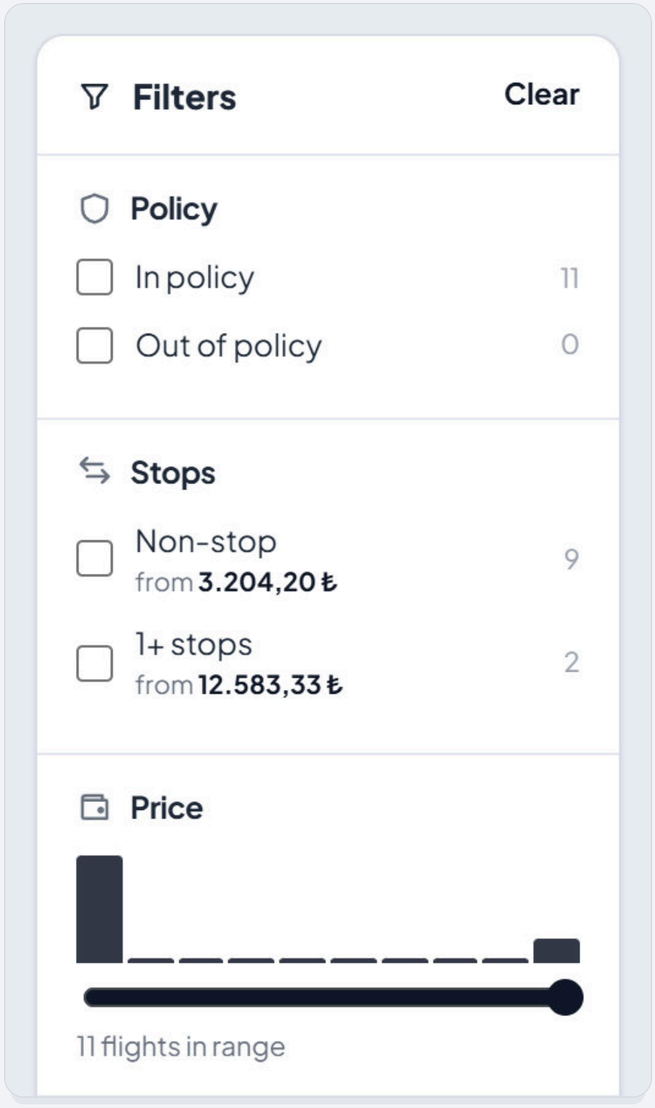


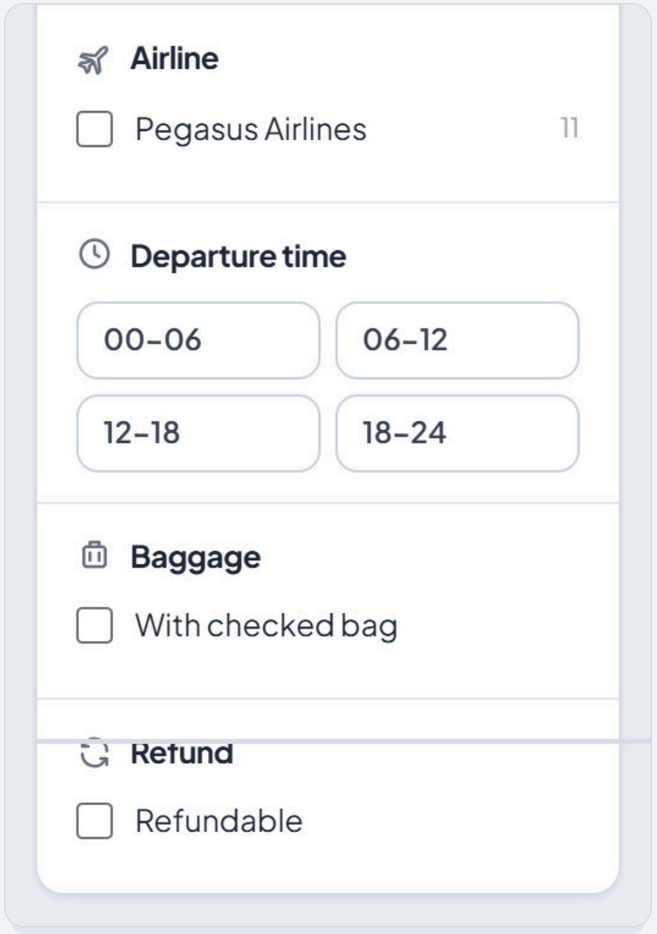
04 · SEARCH AND BOOKING

Flight filters

Filters narrow the results by policy status, stops, price, airline and time.

- In policy / Out of policy
- Non-stop and 1+ stops, with their lowest prices
- Price range
- Airline and departure time



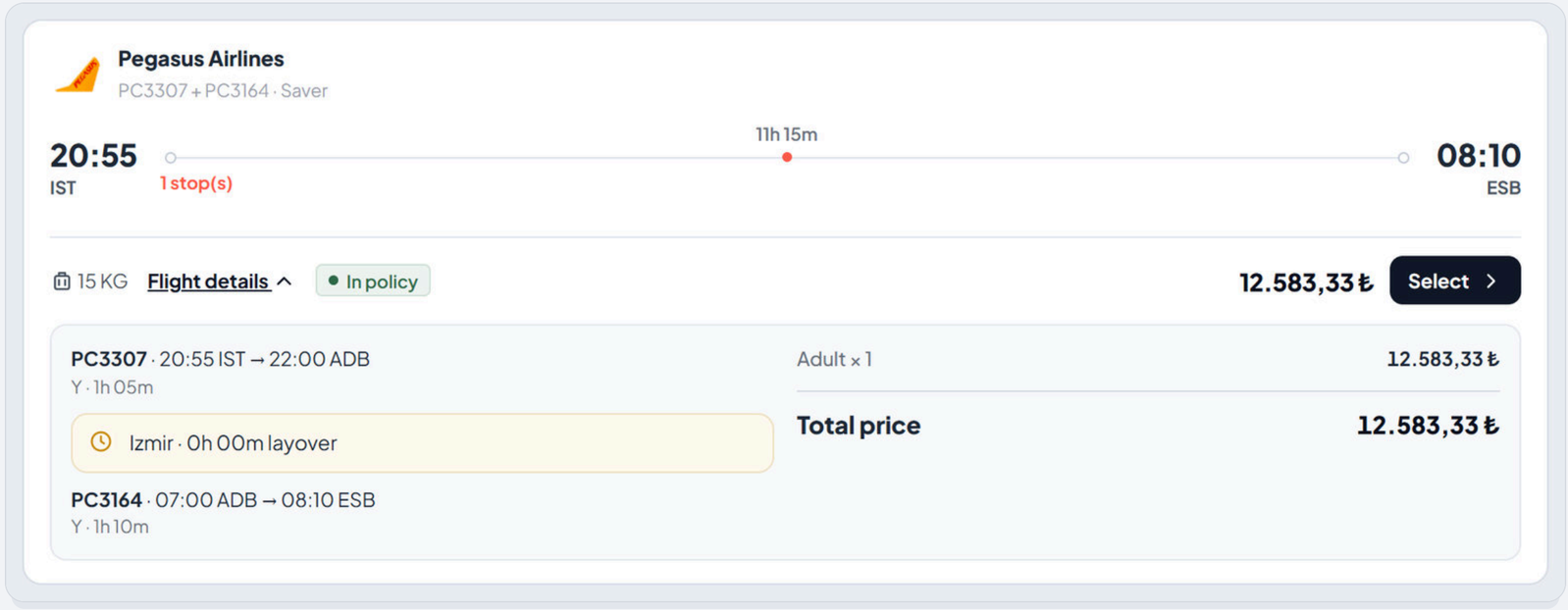


04 · SEARCH AND BOOKING

Flight details

Flight details show the segments, the layover time and the price breakdown.

- Flight numbers and segment times
- Connection point and layover time
- Baggage allowance and policy badge
- Price per passenger and total

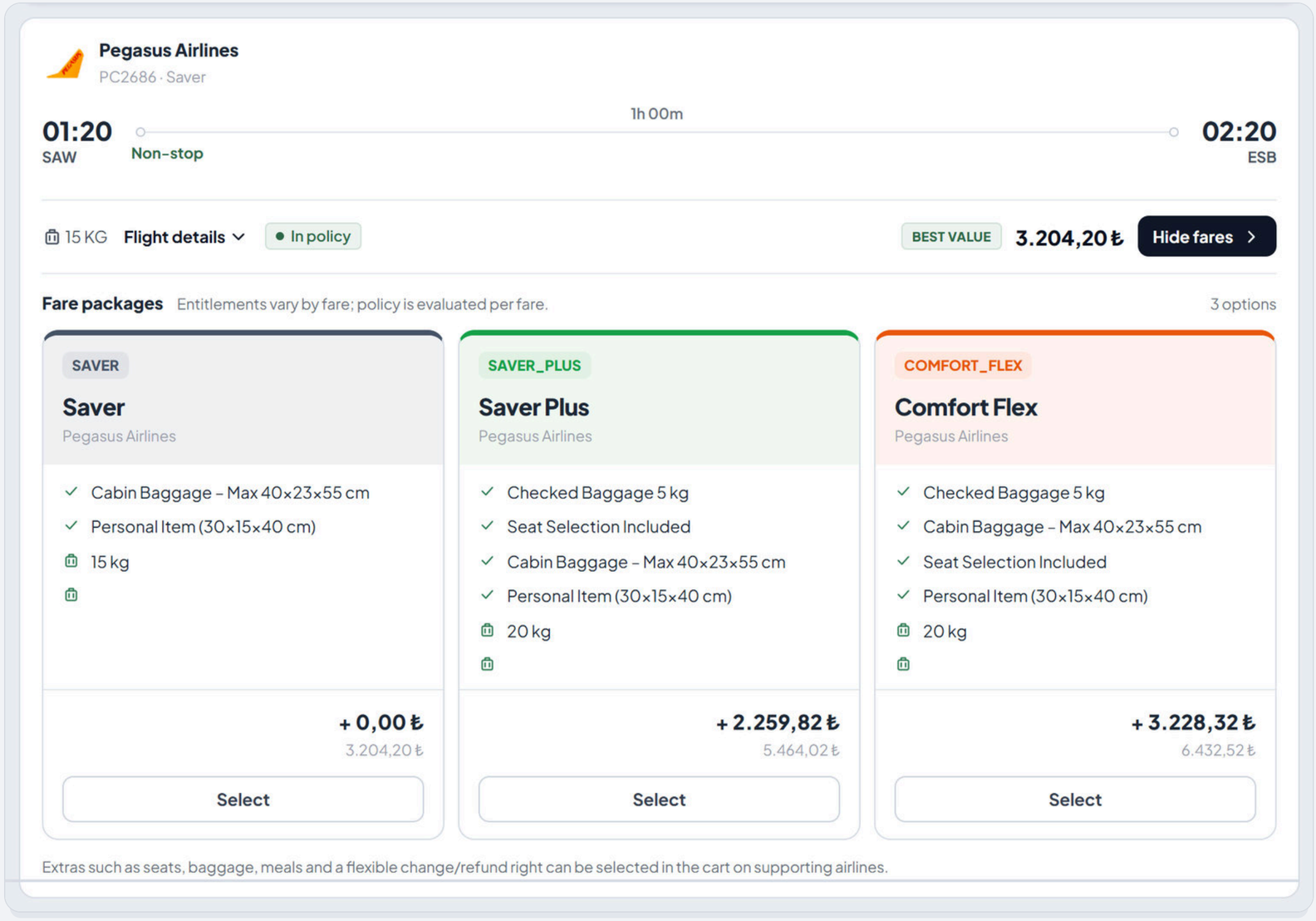


04 · SEARCH AND BOOKING

Choosing a fare package (branded fare)

The airline's fare packages are compared side by side; policy is evaluated for each package separately.

- Saver, Saver Plus, Comfort Flex packages
- Cabin and checked baggage allowances
- Package entitlements and refund conditions
- Package difference and total price

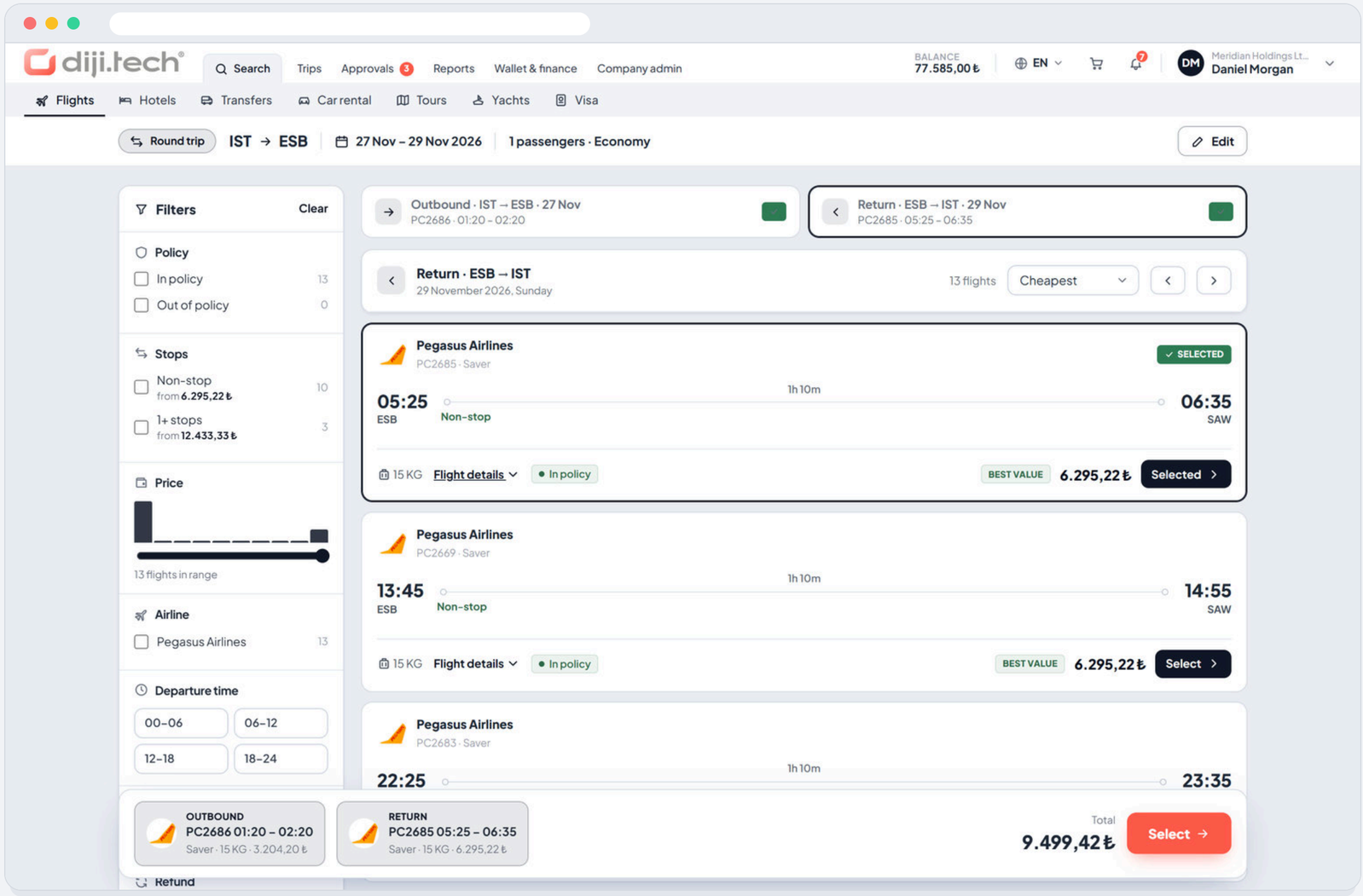


04 · SEARCH AND BOOKING

Selection bar – both legs selected

Once outbound and return are picked, the bottom bar sums up the selection and the total.

- Selected outbound and return flights
- “Selected” mark
- Total amount
- “Select” adds them to the cart

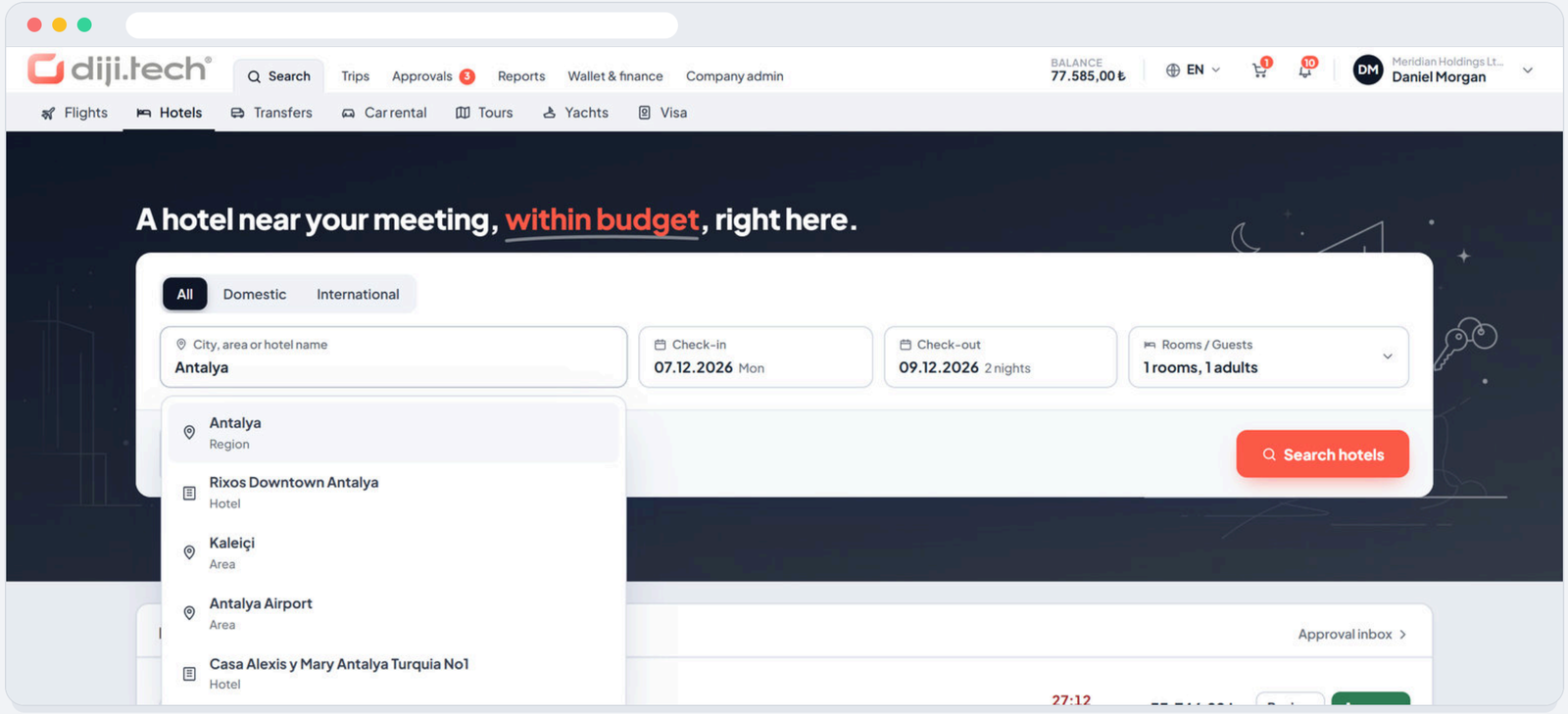


04 · SEARCH AND BOOKING

Hotel search

Hotels are searched by city, area or hotel name; suggestions appear as you type.

- All / Domestic / International
- City, area or hotel name suggestions
- Check-in and check-out dates, number of nights
- Rooms and guests

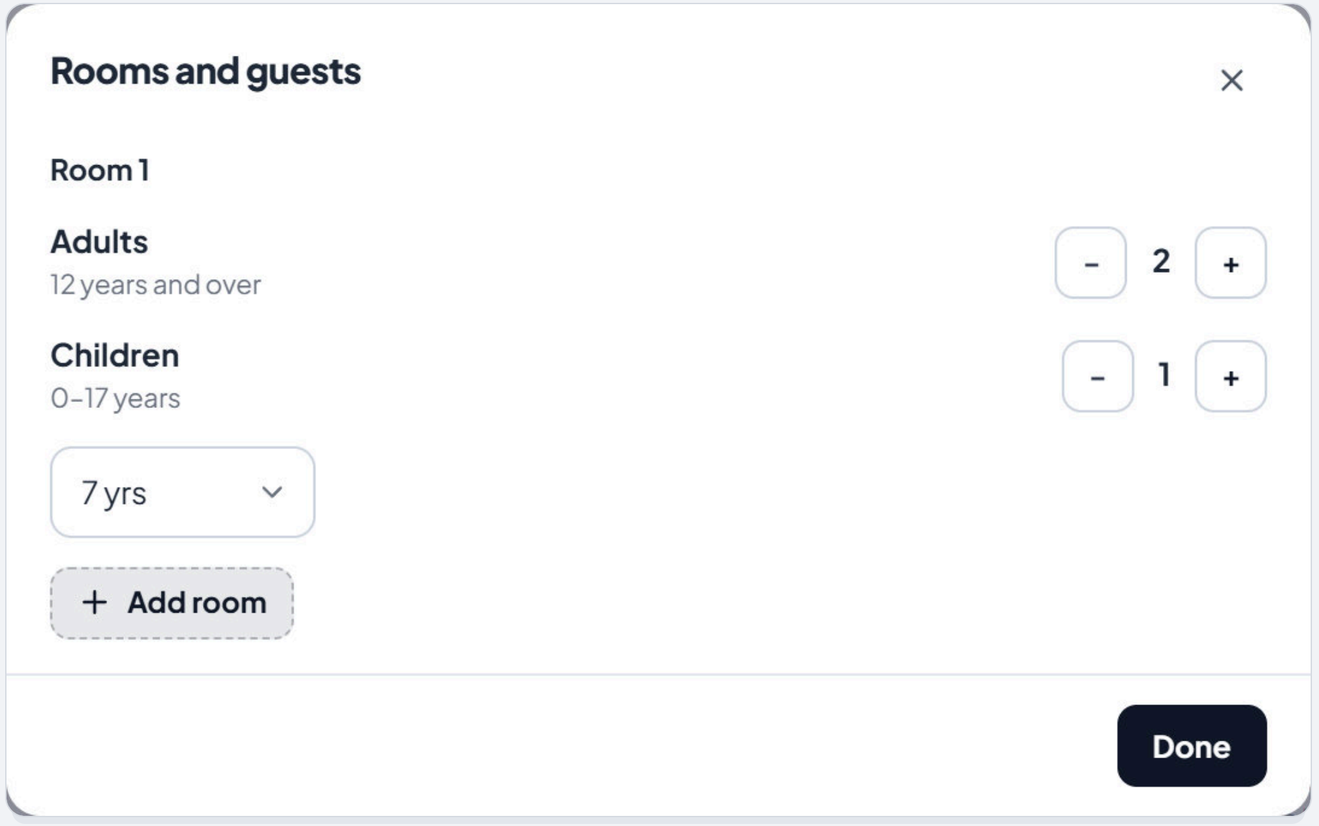


04 · SEARCH AND BOOKING

Rooms and guests

Adults and children are entered for each room, with the children's ages.

- Adults and children per room
- Child age
- Add room

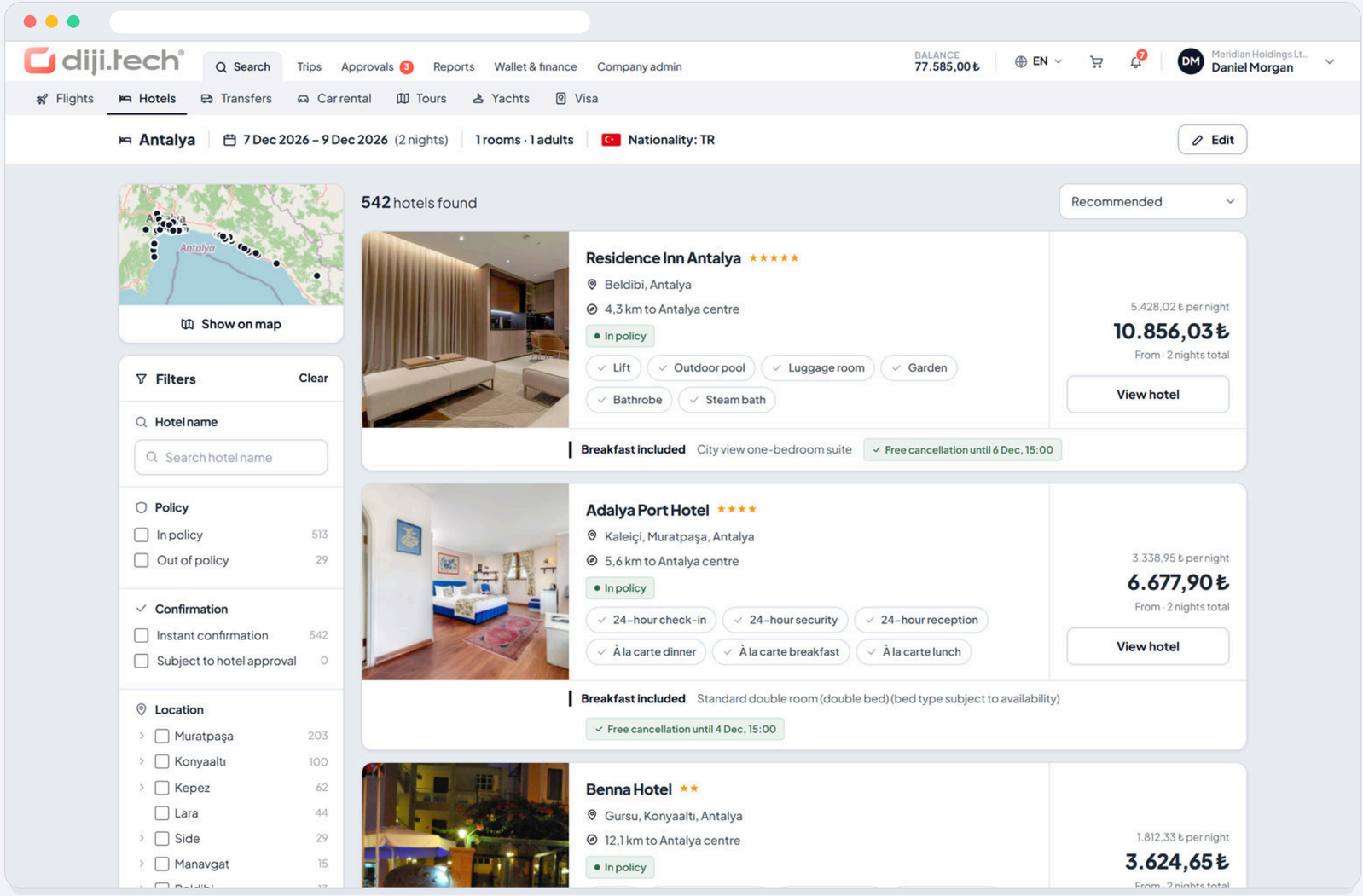


04 · SEARCH AND BOOKING

Hotel results

Hotel results are listed with policy status, cancellation terms and nightly price.

- Number of hotels found and sorting
- Map preview and filters
- In / out of policy badge and the amount over the limit
- Board, room type and free cancellation date

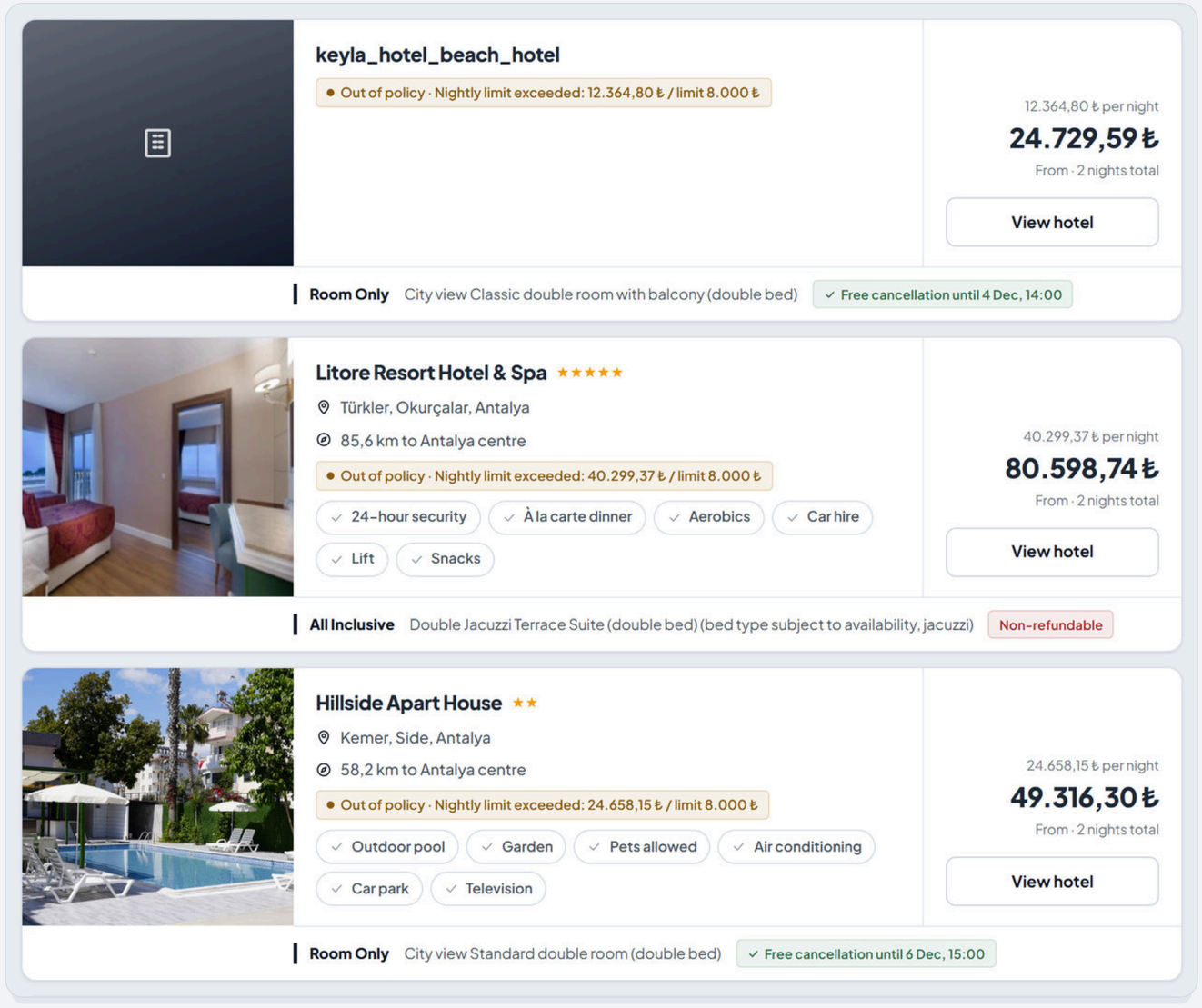


04 · SEARCH AND BOOKING

Out-of-policy hotels

Out-of-policy hotels are not hidden; the label says exactly how far the limit is exceeded.

- “Out of policy · Nightly limit exceeded” label
- Nightly and total price
- Hotel facilities
- Non-refundable and free cancellation information

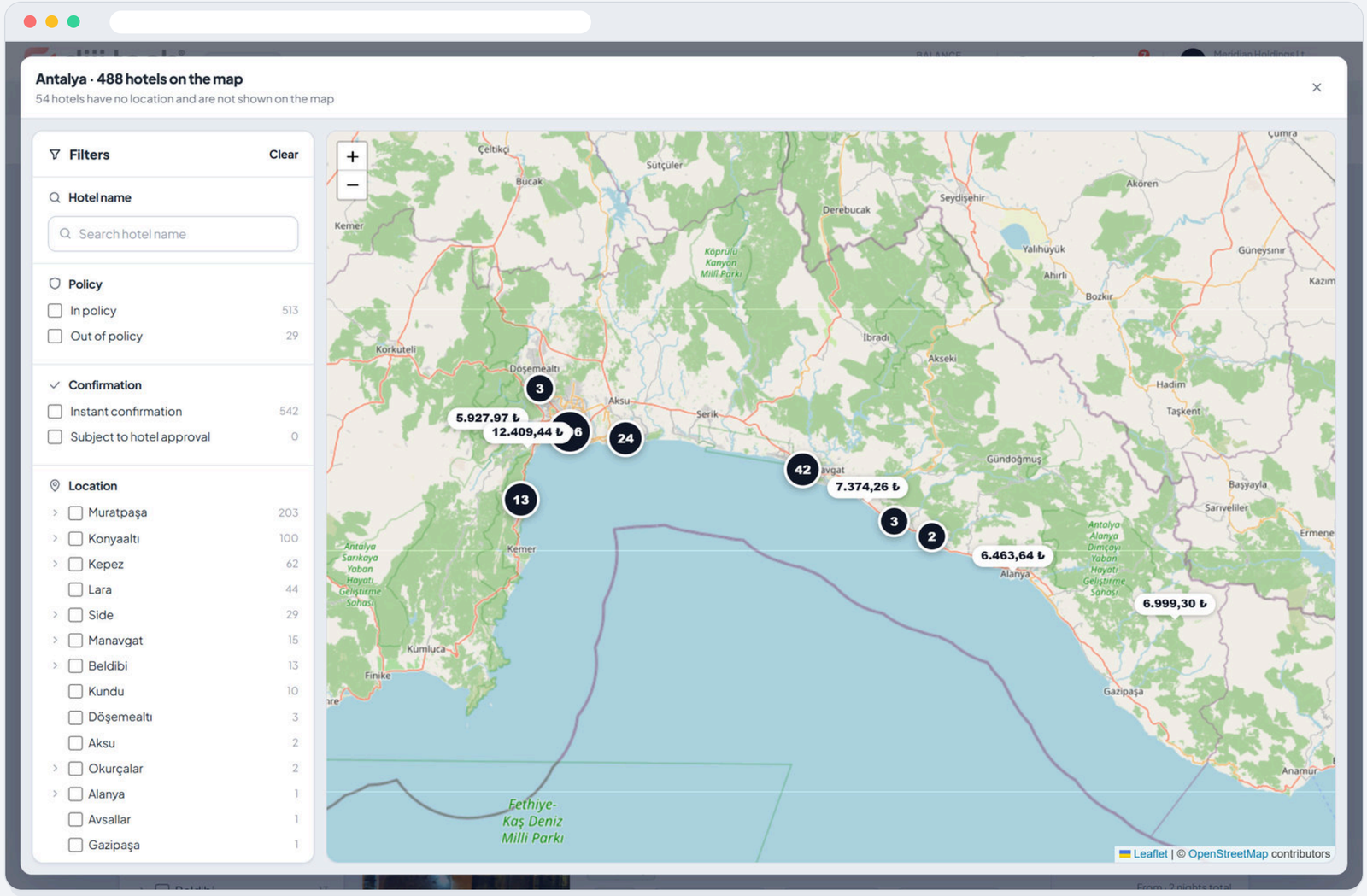


04 · SEARCH AND BOOKING

Map view

Hotels are shown on the map with their prices; filters work in the map view too.

- Map markers with prices, and clusters
- Hotel name search
- Policy and confirmation filters
- Hotel counts per location

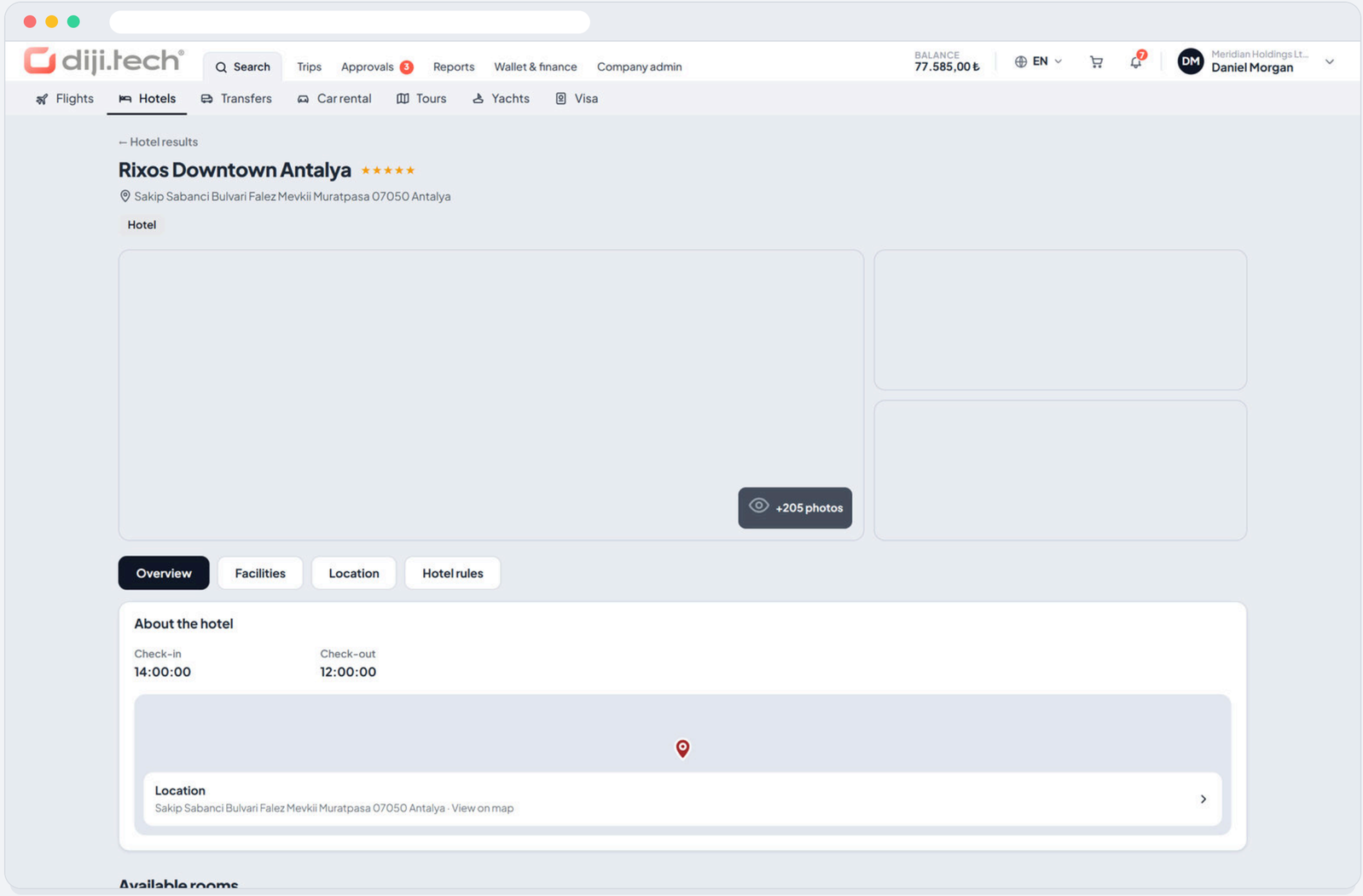


04 · SEARCH AND BOOKING

Hotel details – overview

The hotel page shows the address, check-in and check-out times and the location on one page.

- Hotel name, stars and address
- Overview, Facilities, Location, Hotel rules tabs
- Check-in and check-out times
- Map and location card

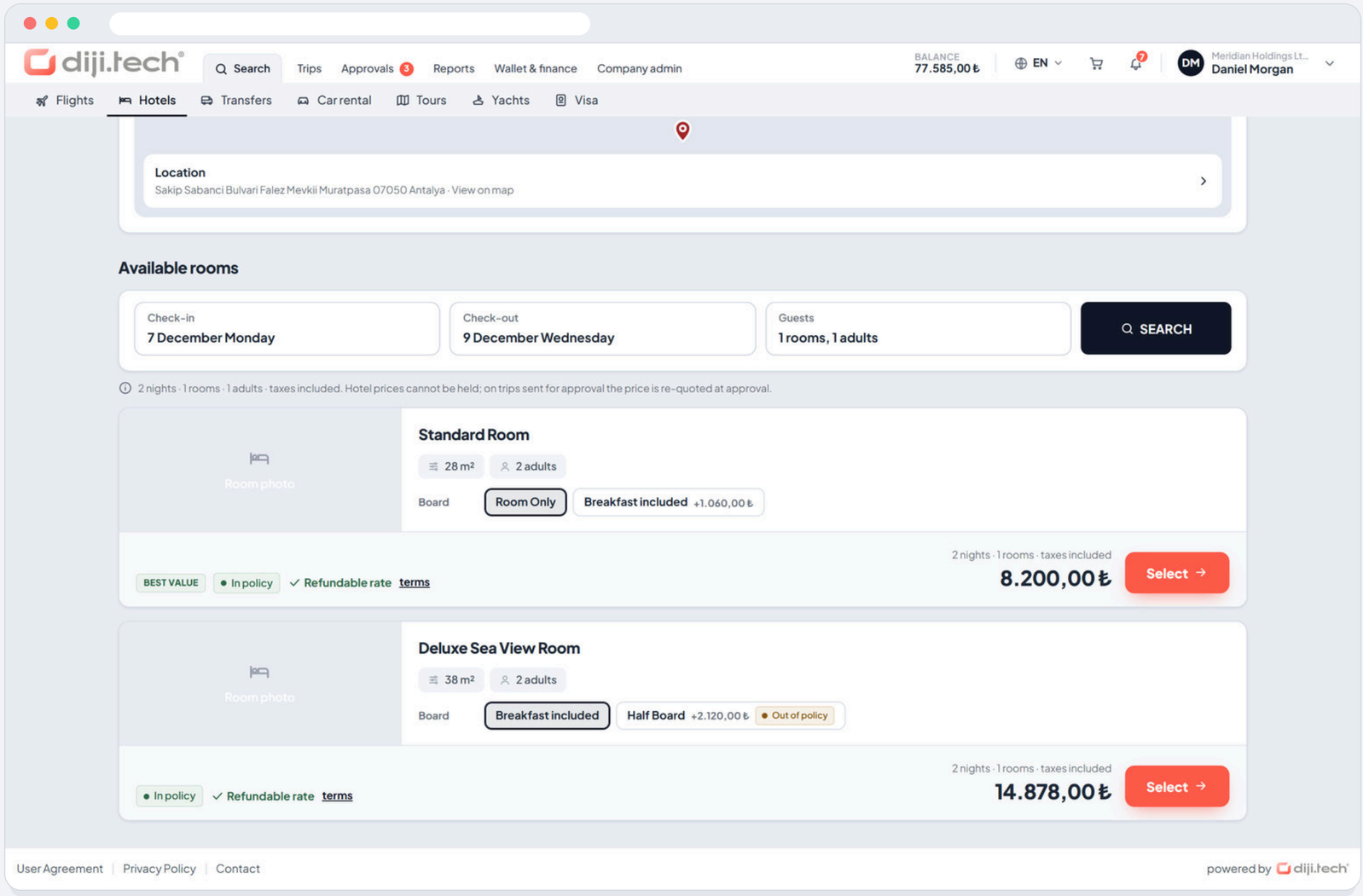


04 · SEARCH AND BOOKING

Available rooms and rate options

For each room type the board options are compared with their policy status and cancellation terms.

- Search again with other dates or guests
- Room type, size and capacity
- Board options: Room Only, Breakfast included, Half Board
- In / out of policy badge and refundable rate terms

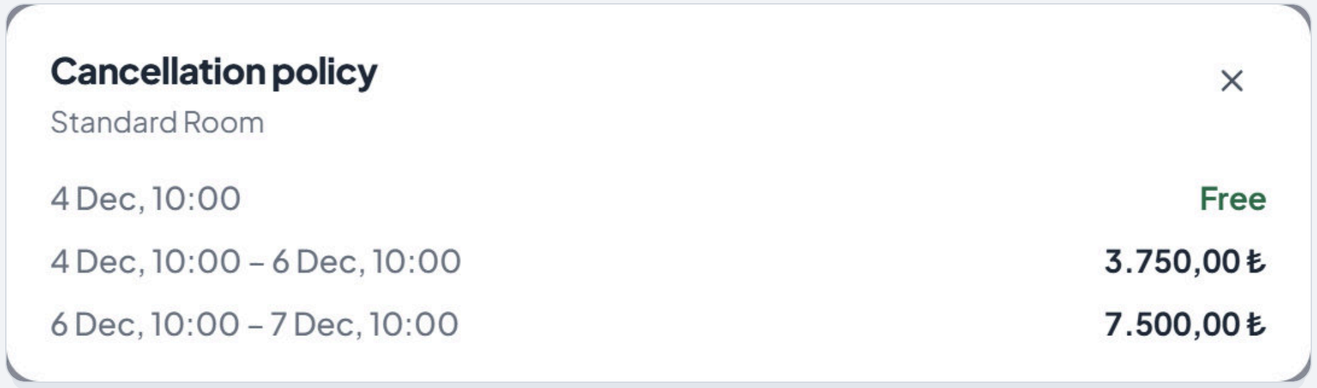


04 · SEARCH AND BOOKING

Cancellation policy details

The cancellation policy shows the penalty amounts by date range.

- Free cancellation deadline
- Penalty amounts by date range
- Shown for each room option

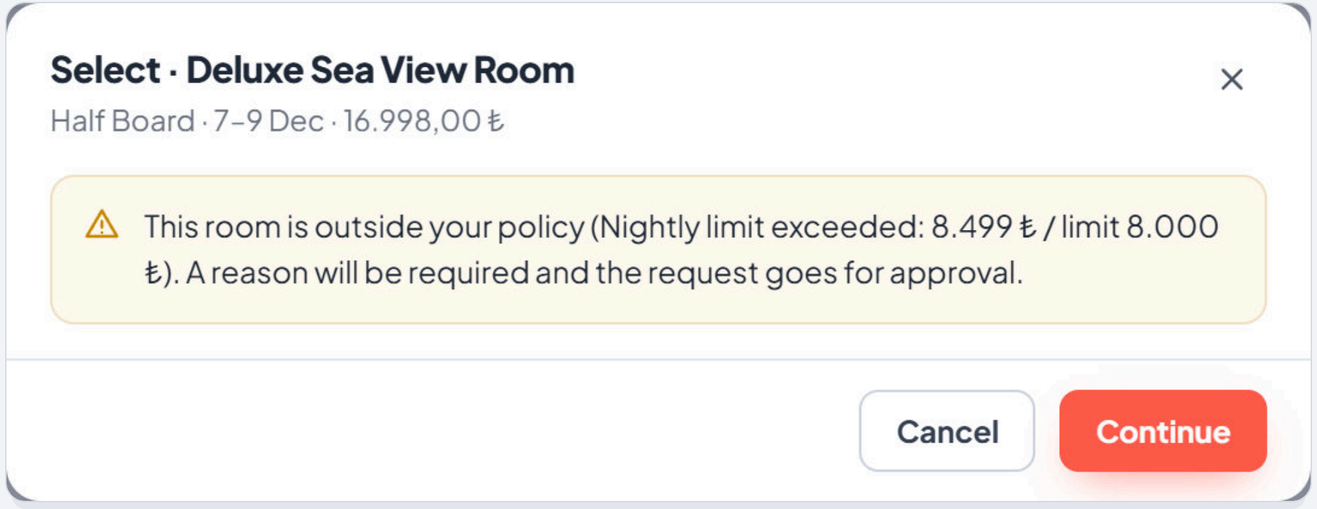


04 · SEARCH AND BOOKING

Out-of-policy choice warning

When an out-of-policy room is selected, the user sees the reason and the consequence up front.

- Selected room, board, dates and amount
- Violation: nightly limit exceeded and the limit
- A reason is required and the request goes for approval
- Cancel / Continue

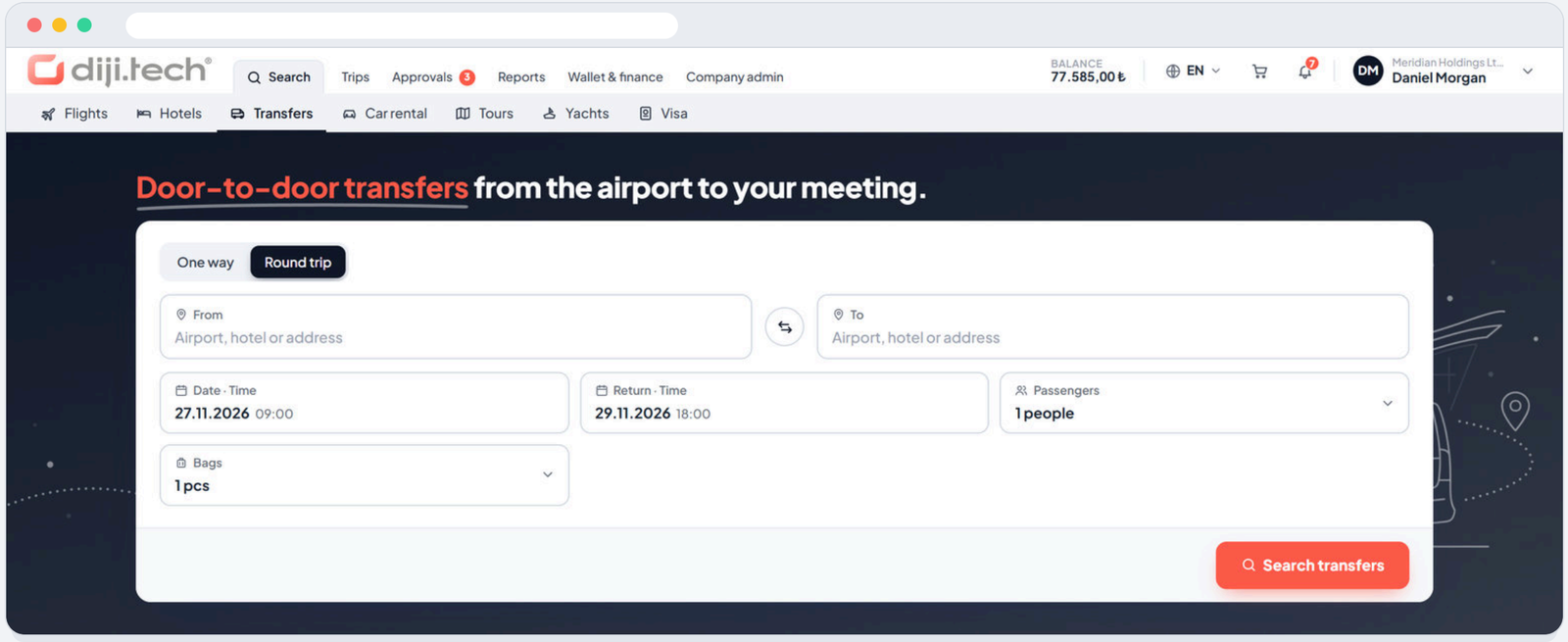


04 · SEARCH AND BOOKING

Transfer search

Door-to-door transfers from the airport to the meeting are searched in the same portal.

- One way / Round trip
- Airport, hotel or address
- Date and time
- Passengers and bags

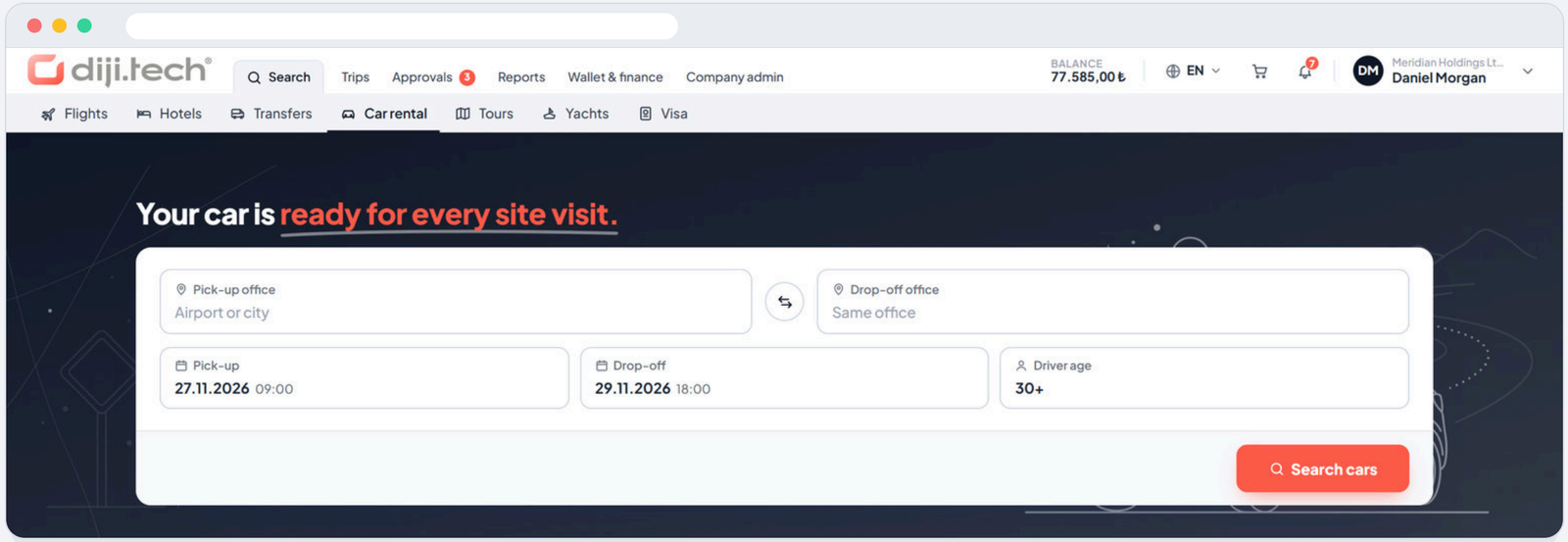


04 · SEARCH AND BOOKING

Car rental search

Cars for site visits are rented with the same search experience.

- Pick-up and drop-off office
- Pick-up and drop-off date and time
- Driver age

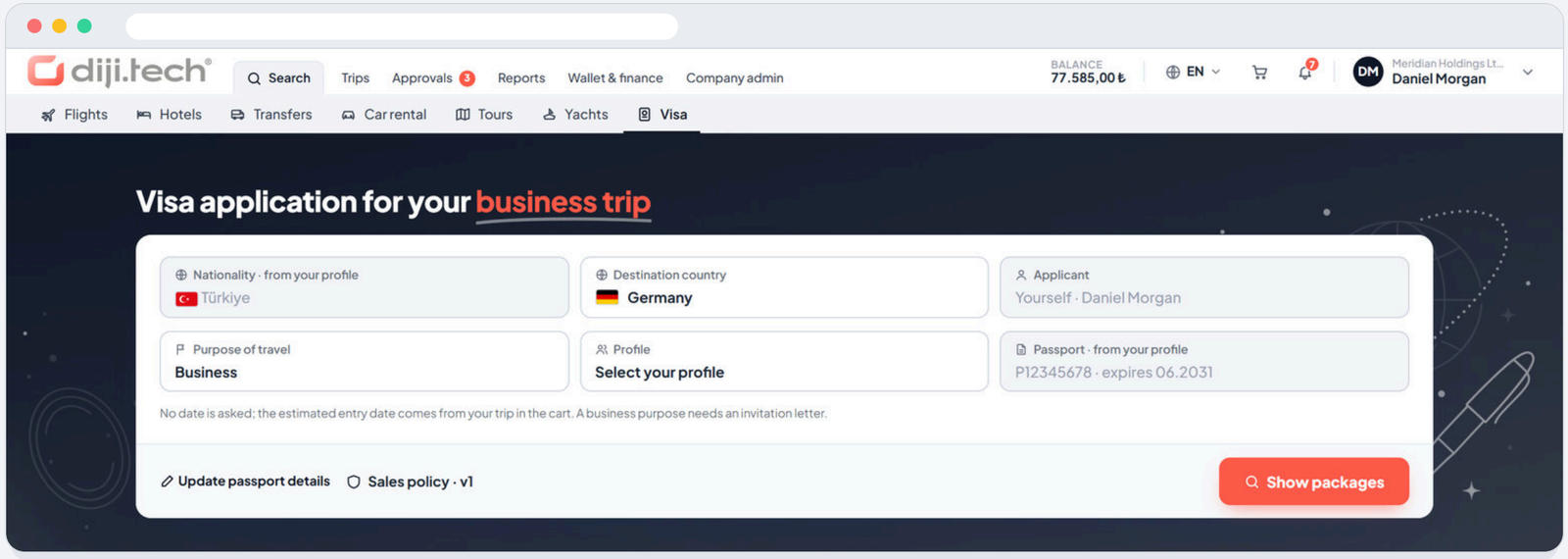


04 · SEARCH AND BOOKING

Visa application

The visa search starts from the nationality and passport in the profile; employees do not retype their details.

- Nationality and passport come from the profile
- Destination country and applicant
- Purpose of travel: Business / Tourism
- Update passport details, Sales policy, Show packages

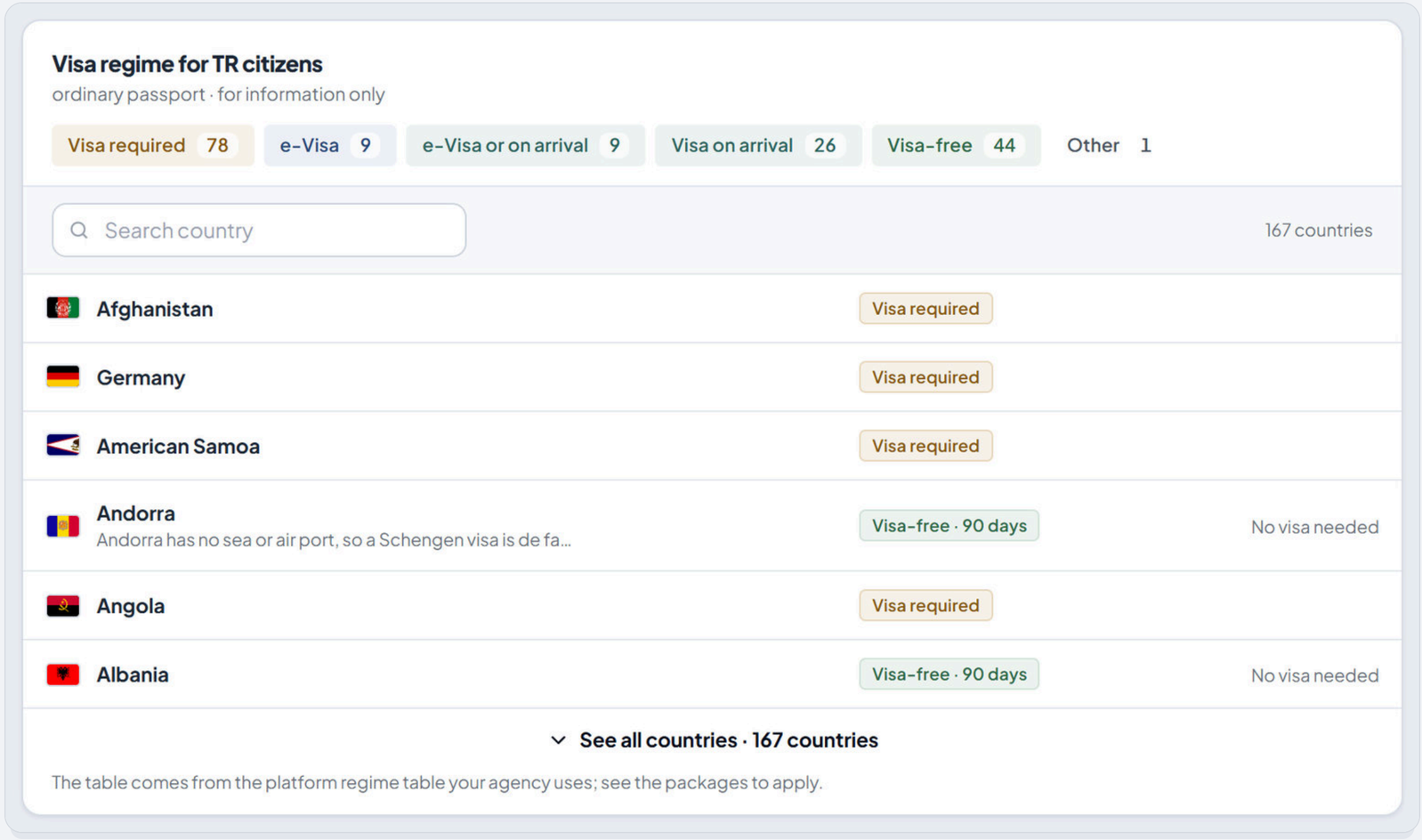


04 · SEARCH AND BOOKING

Visa regime table

The visa regime for Turkish citizens is shown per country in a single table.

- Regime summary: Visa required, e-Visa, Visa on arrival, Visa-free
- Country search and a list of 167 countries
- Regime badge and note per country

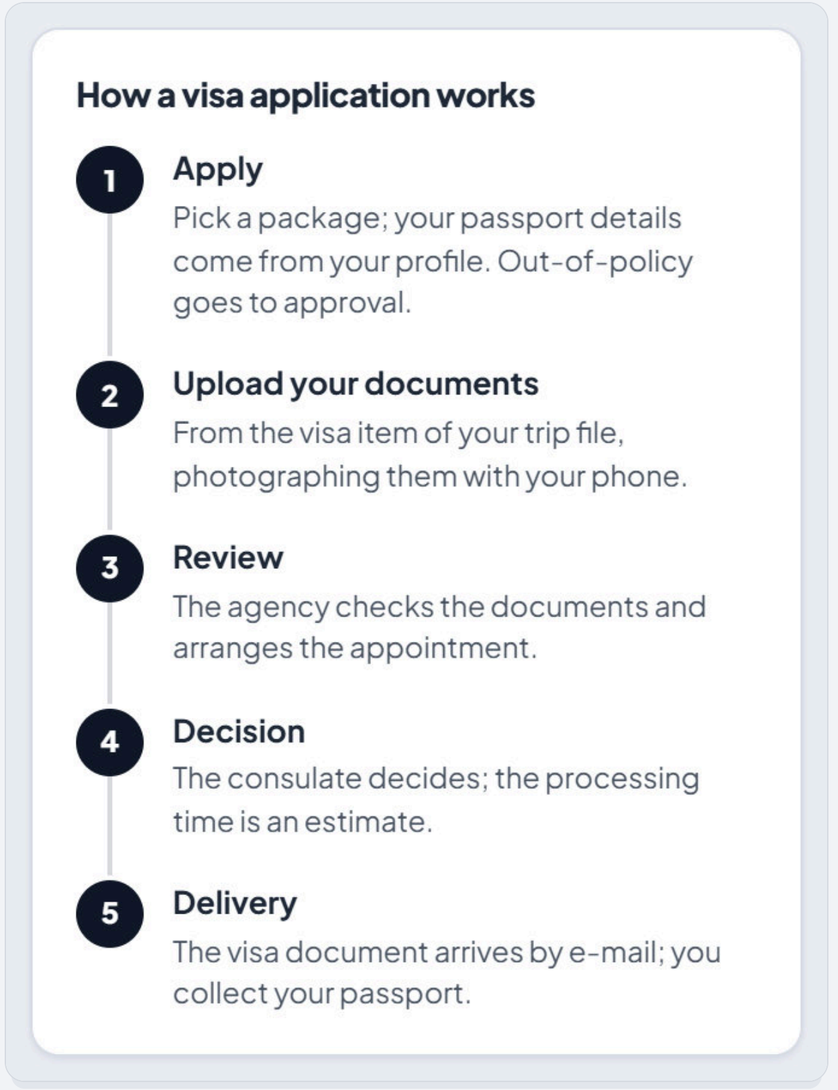


04 · SEARCH AND BOOKING

How a visa application works

The visa process is explained in five steps, so employees know what happens when.

- 1. Apply: pick a package; passport details come from the profile
- 2. Upload documents, also by photographing them with a phone
- 3. Review: your agency checks the documents and arranges the appointment
- 4. Decision and 5. Delivery

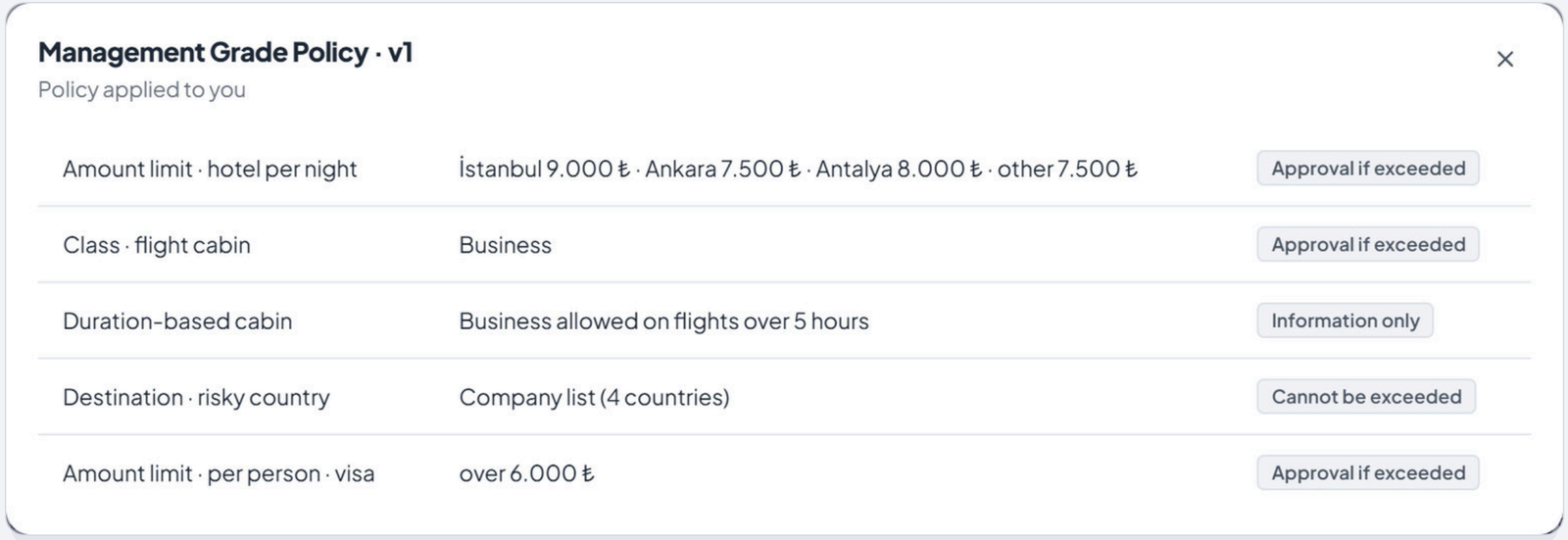


04 · SEARCH AND BOOKING

Applied policy

The travel policy also applies to visa applications; the rules are visible before applying.

- Visa amount limit per person
- Risky country: Cannot be exceeded
- Other travel rules and their results

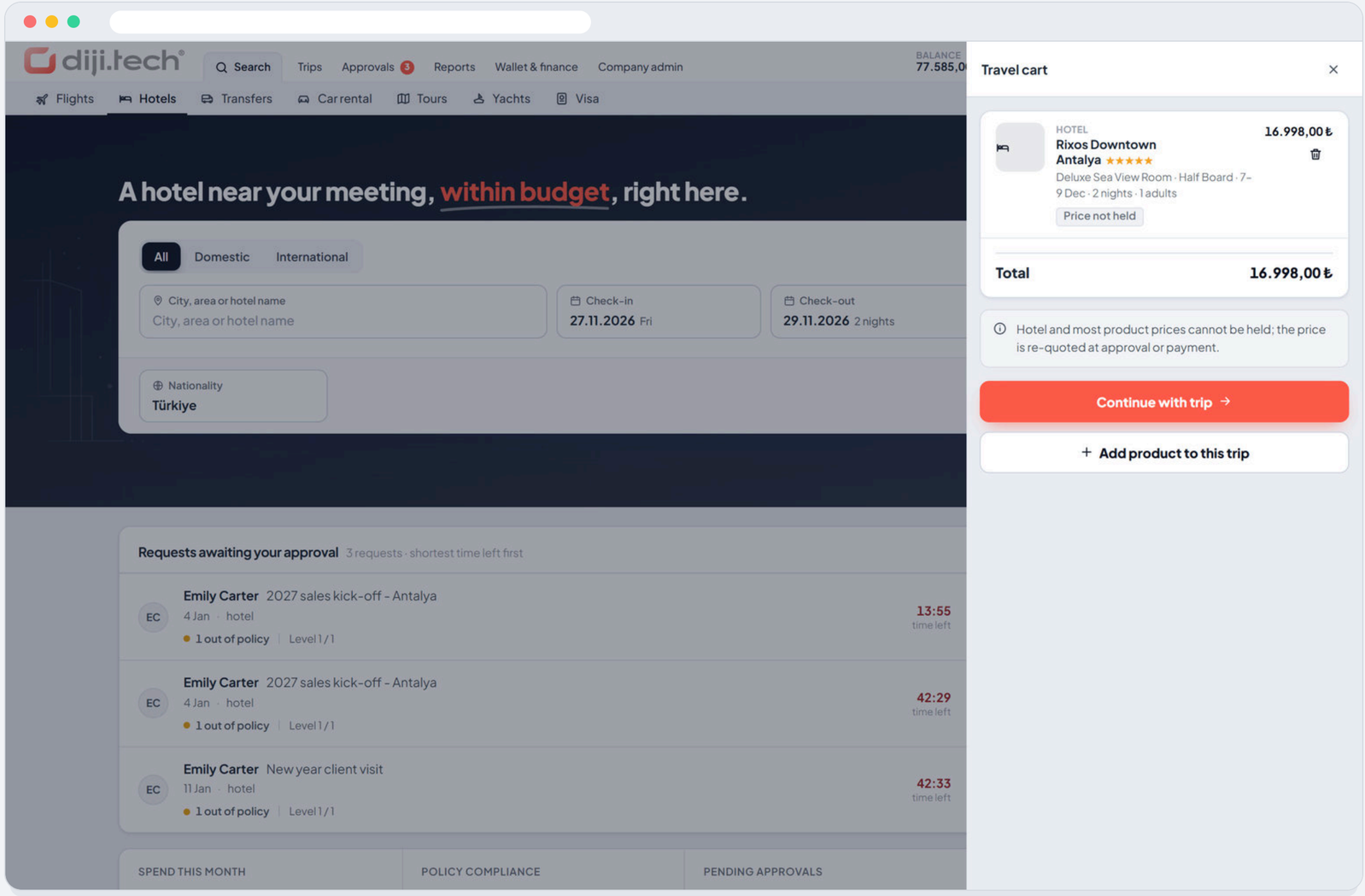


04 · SEARCH AND BOOKING

Cart drawer

Selected products collect in the cart drawer; more products can be added to the same trip.

- Hotel item: room, board, dates and guests
- Total amount
- “Price not held” note
- Continue with trip / Add product to this trip

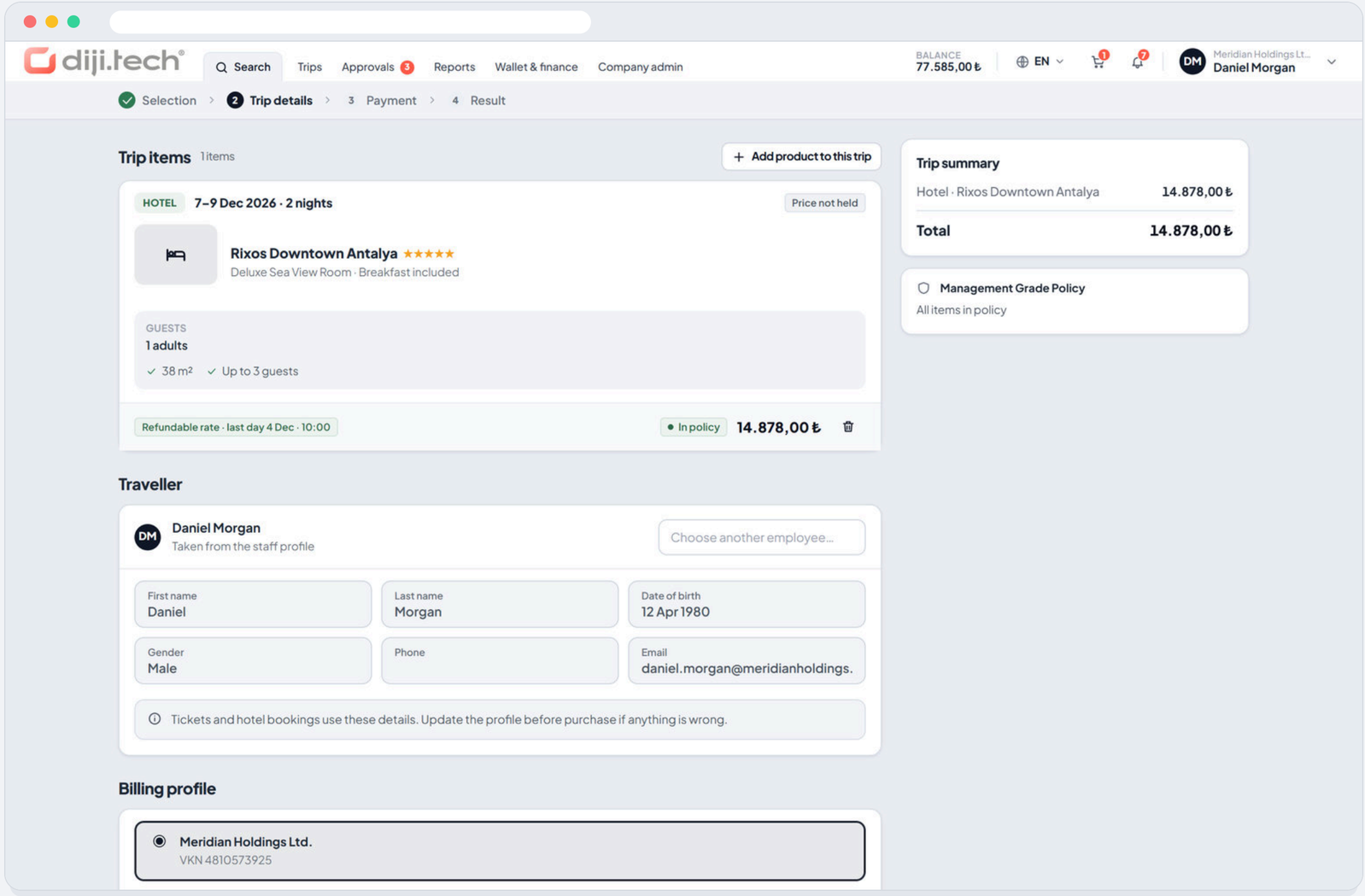


04 · SEARCH AND BOOKING

Trip details and items

The cart page brings the trip items, the traveller, the billing profile and the policy summary together on one screen.

- Steps: Selection, Trip details, Payment, Result
- Trip items and the cancellation deadline
- Traveller details from the staff profile
- Trip summary and the applied policy

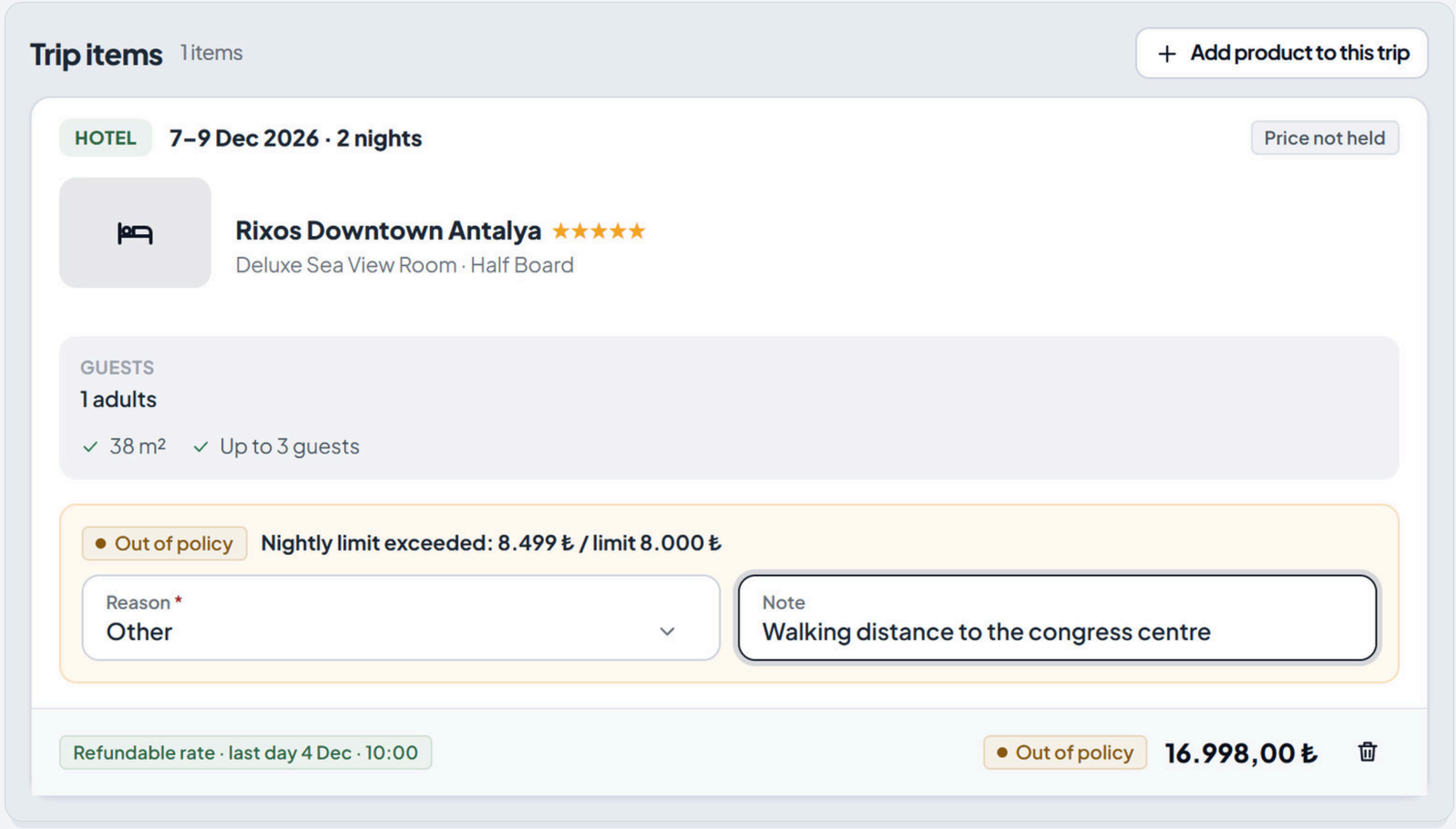


04 · SEARCH AND BOOKING

Reason for an out-of-policy choice

An out-of-policy item needs a reason; one of the preset reasons is selected and a note is added.

- “Out of policy · Nightly limit exceeded” banner
- Preset reason list
- Note field
- Item amount and cancellation terms

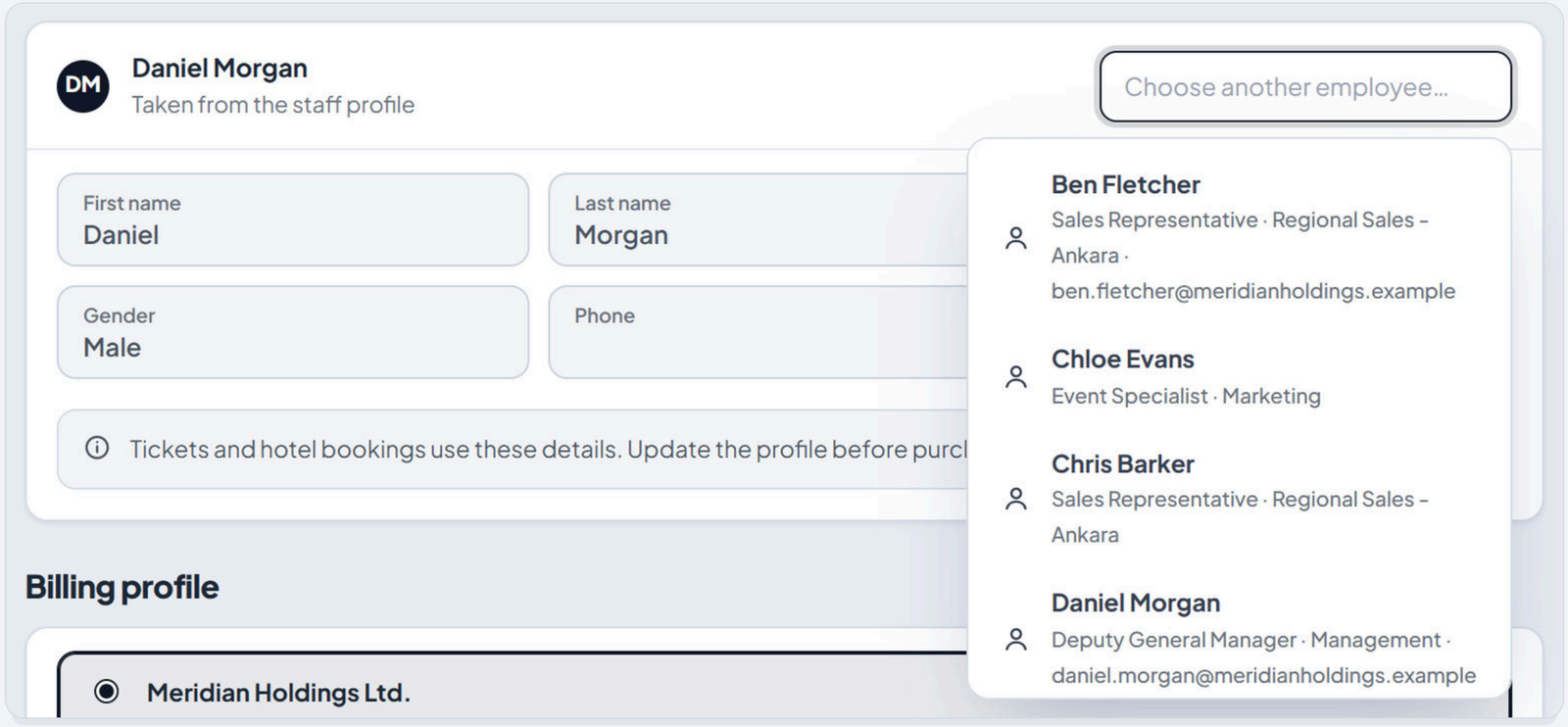


04 · SEARCH AND BOOKING

Booking for someone else

An authorised user books for someone else by picking the traveller from the staff list.

- “Choose another employee…” search
- Staff: job title, department, e-mail
- Traveller details are filled in from the profile

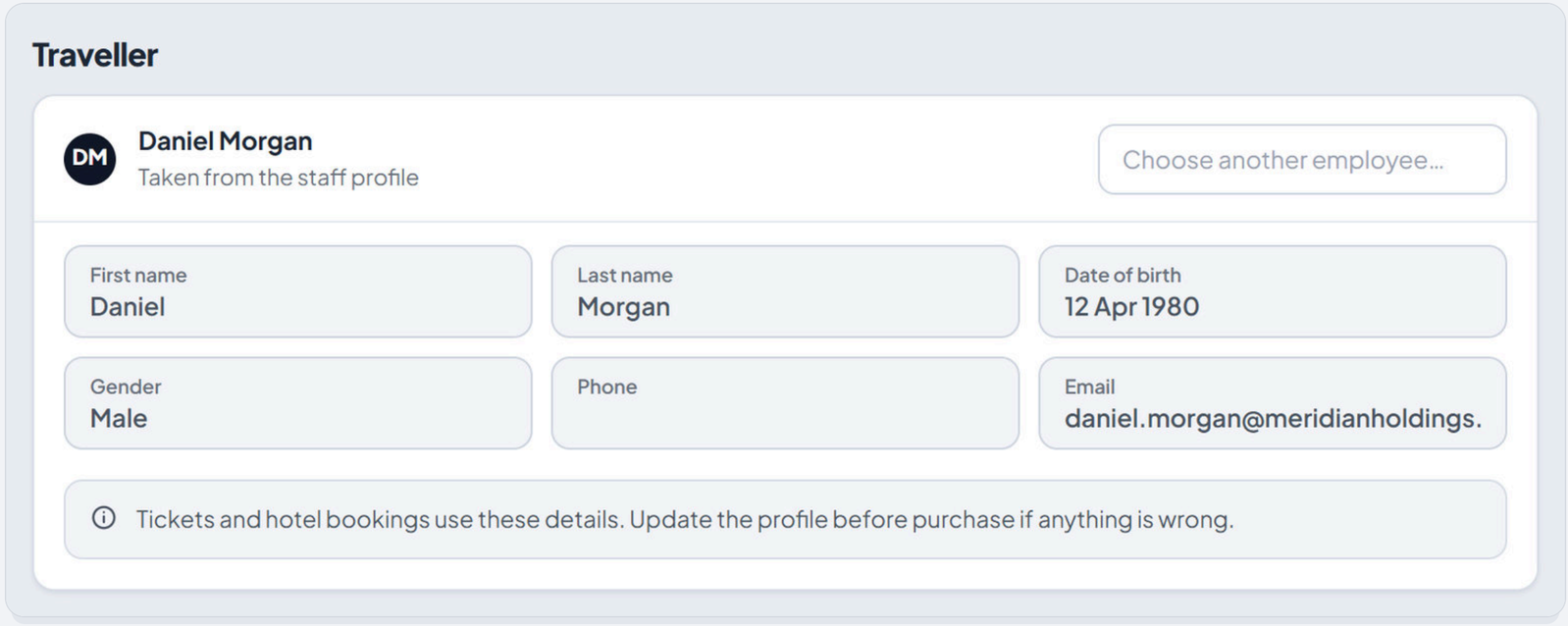


04 · SEARCH AND BOOKING

Traveller details

Tickets and hotel bookings use the identity details in the staff profile; employees do not retype them.

- First name, last name, date of birth
- Gender, phone, e-mail
- Note that the details come from the profile
- Choosing another employee



04 · SEARCH AND BOOKING

Billing profile

Each booking is invoiced separately to the selected billing profile.

- Company billing profile and tax ID
- Profile selection
- “Each booking is invoiced separately” note

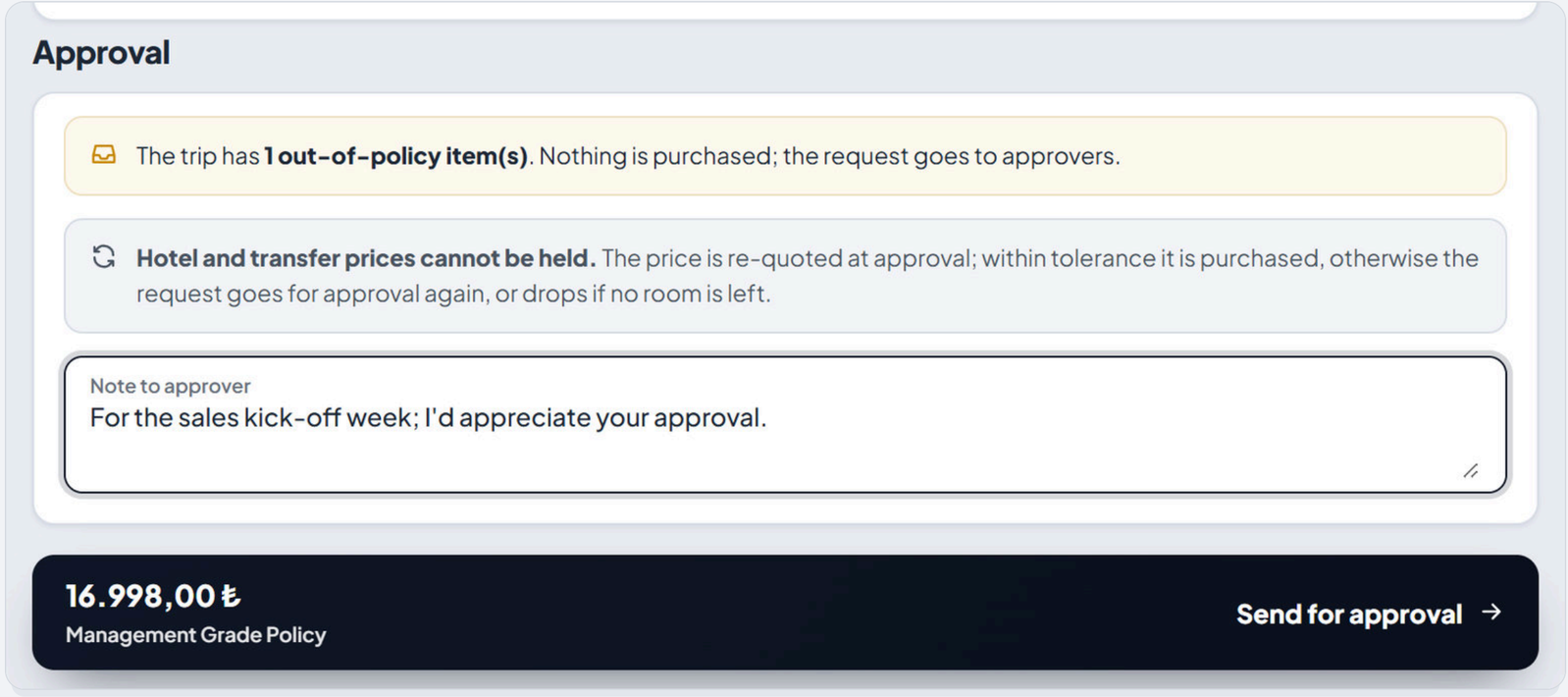


04 · SEARCH AND BOOKING

Approval path – send for approval

A trip with an out-of-policy item is not purchased; it goes to the approvers as one request.

- Out-of-policy item warning
- The hotel price is re-quoted at approval
- Note to approver
- Total amount and “Send for approval”

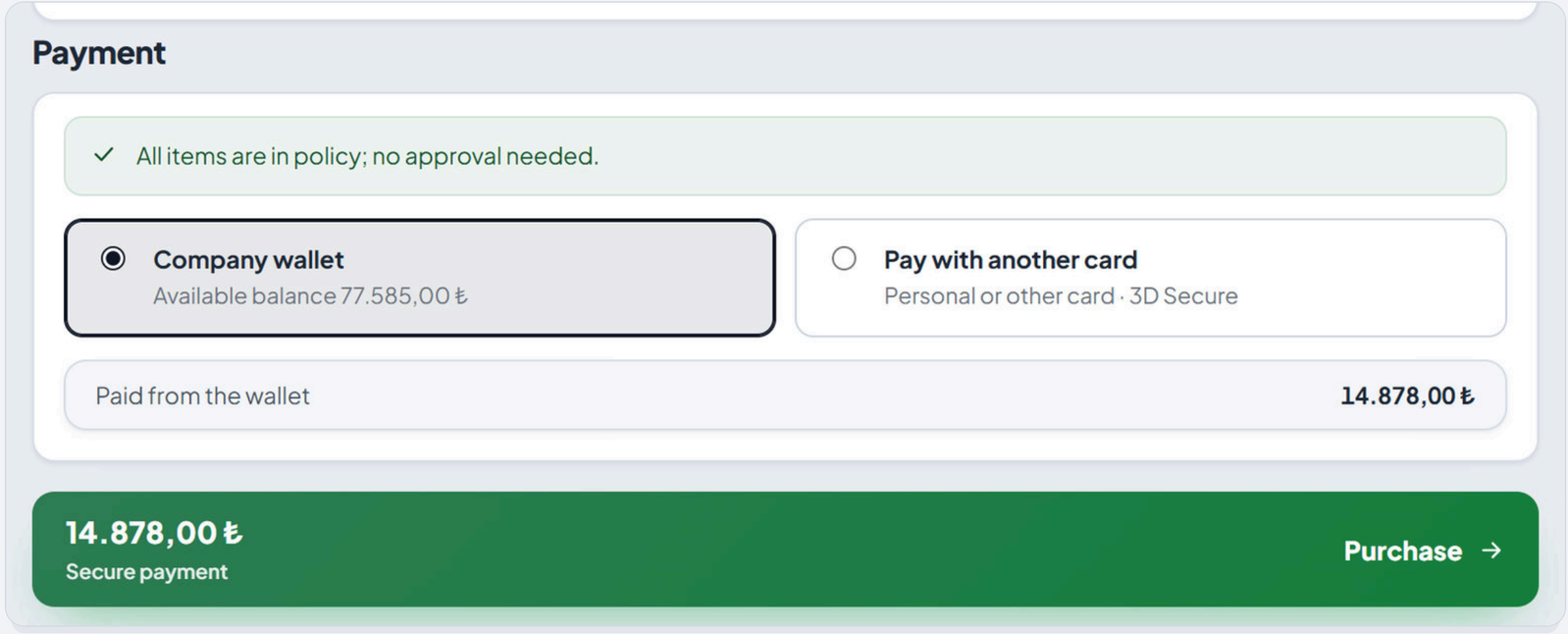


04 · SEARCH AND BOOKING

Payment – company wallet

If all items are in policy no approval is needed and the trip is purchased straight from the company wallet.

- “All items are in policy; no approval needed.”
- Company wallet and available balance
- Amount paid from the wallet
- “Purchase”

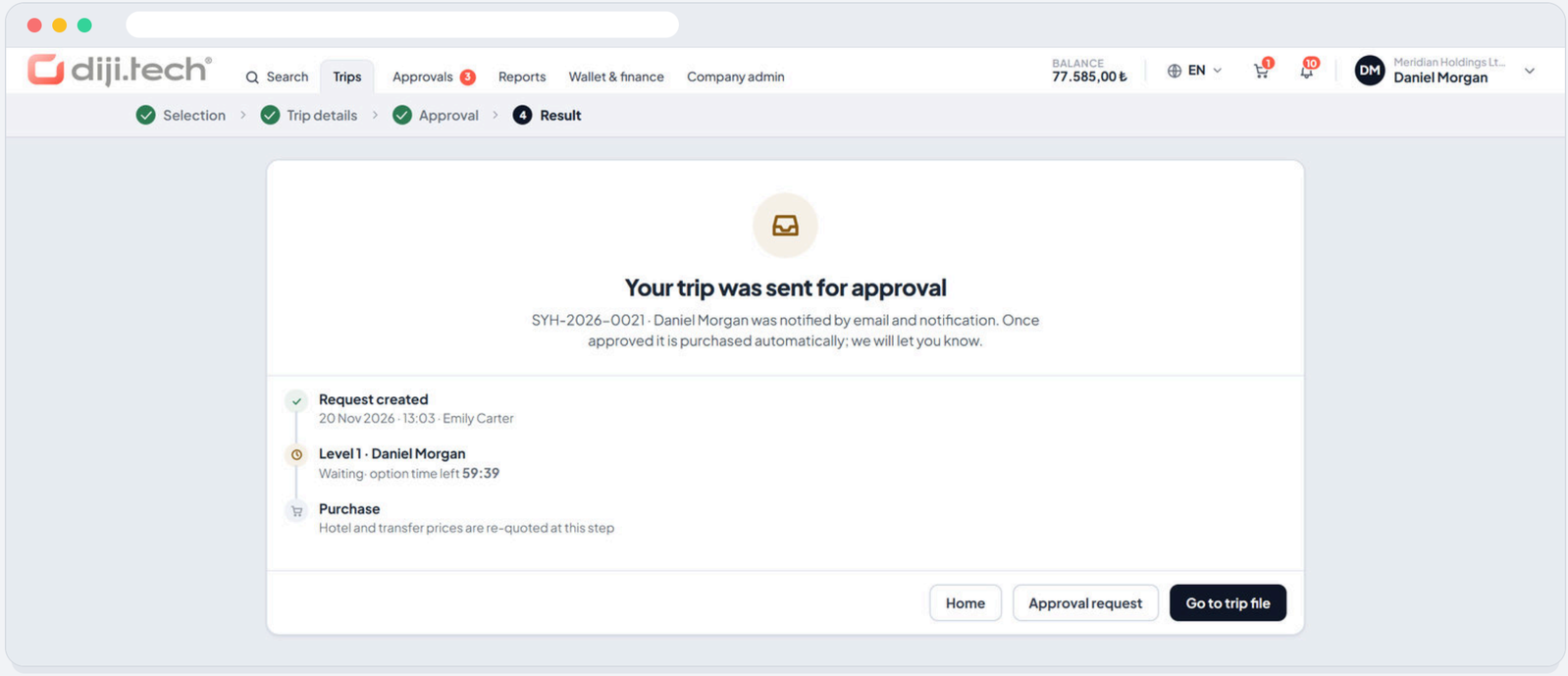


04 · SEARCH AND BOOKING

Trip sent for approval

A timeline shows which stage the trip sent for approval has reached.

- Trip number
- Request created
- Level 1: approver and time left
- Purchase step and the re-quote note
- Home, approval request, go to the trip file

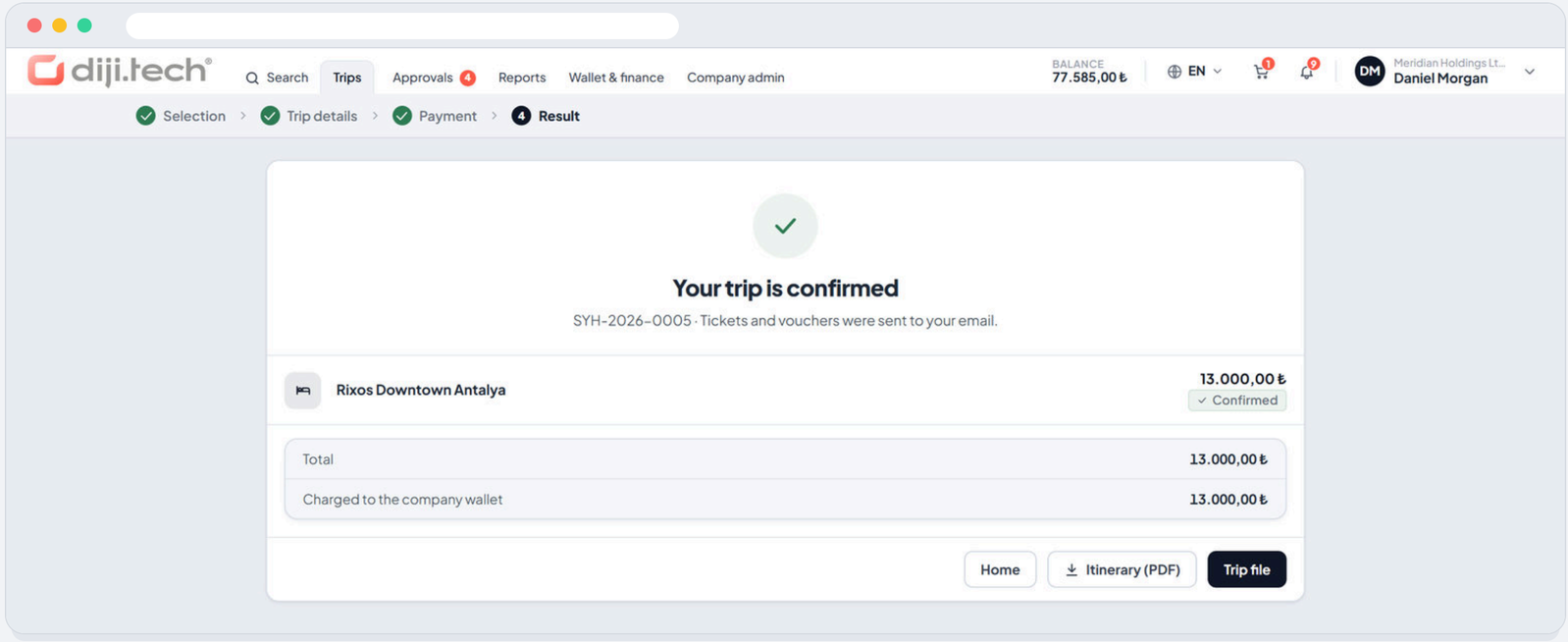


04 · SEARCH AND BOOKING

Trip confirmed

A purchased trip is confirmed with the item status and a payment summary.

- Trip number and “Confirmed” status
- Item amount
- Total and the amount taken from the company wallet
- Itinerary (PDF) and trip file



05

Trips

All travel files of the company: status tracking, documents, change and cancellation requests.

IN THIS SECTION · 8 SCREENS

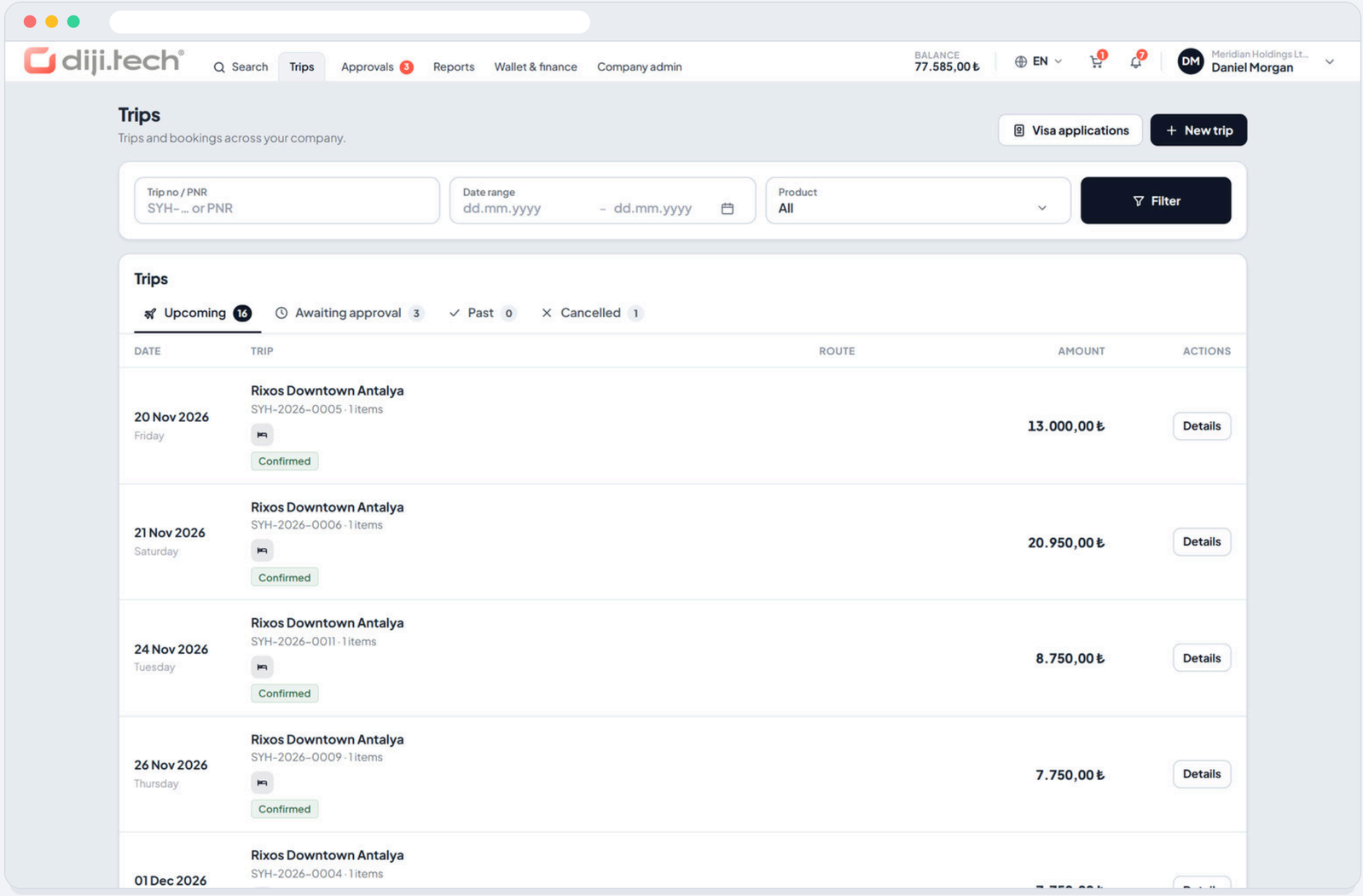
- Trips
- Trip file – approved and purchased
- Trip file – awaiting approval
- Rejected trip
- Approver chose an alternative
- Change request
- Documents
- Cancellation preview

05 · TRIPS

Trips

All company trips are followed in one list with status tabs and filters.

- Trip no / PNR, date range and product filter
- Tabs: Upcoming, Awaiting approval, Past, Cancelled
- Date, trip, amount and status
- Visa applications and New trip

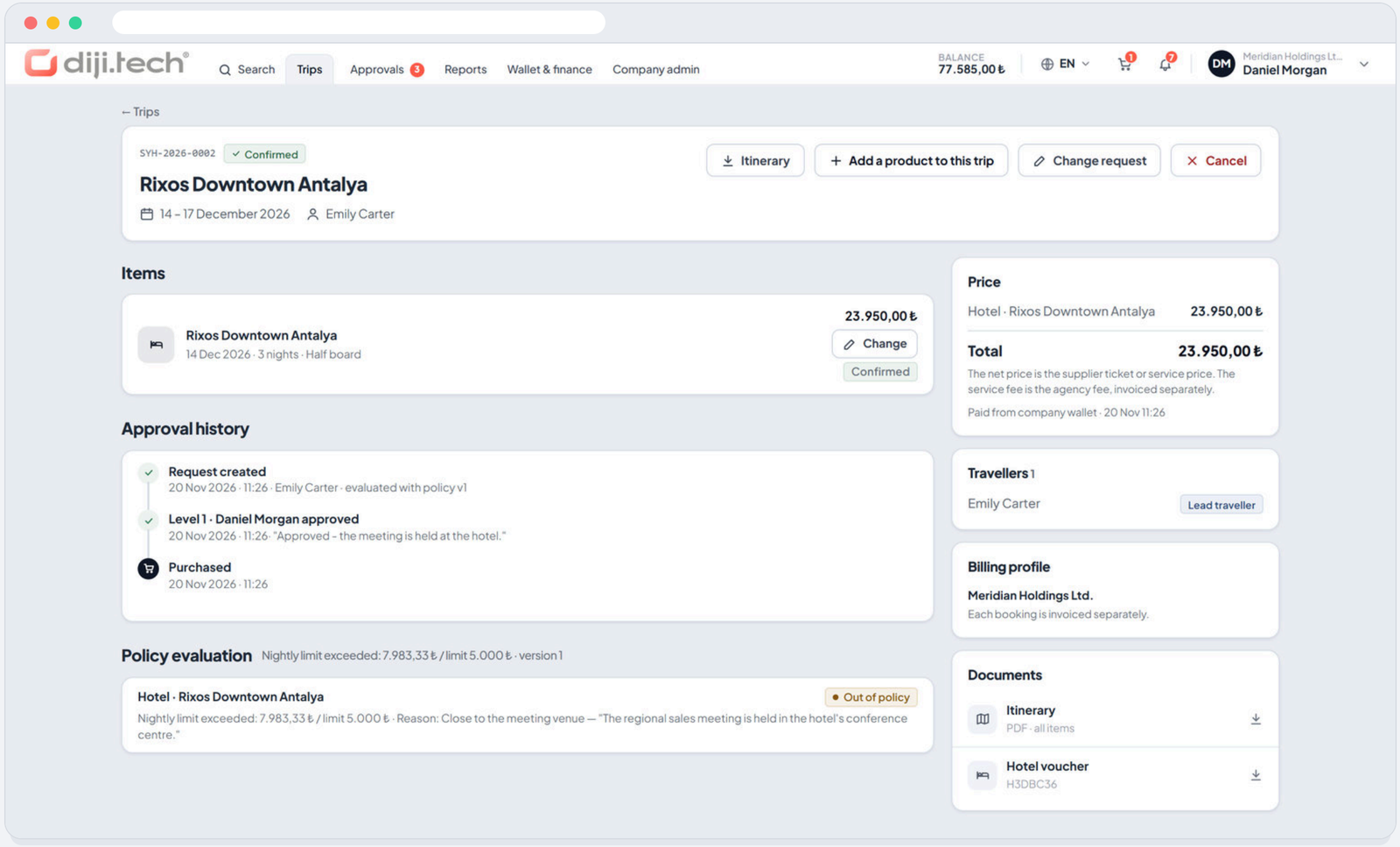


05 · TRIPS

Trip file – approved and purchased

The trip file keeps the items, approval history, policy evaluation and documents together.

- Items and their status
- Approval history: request, level approval, purchase
- Policy evaluation and reason
- Price, travellers, billing profile, documents
- Itinerary, Add a product to this trip, Change request, Cancel

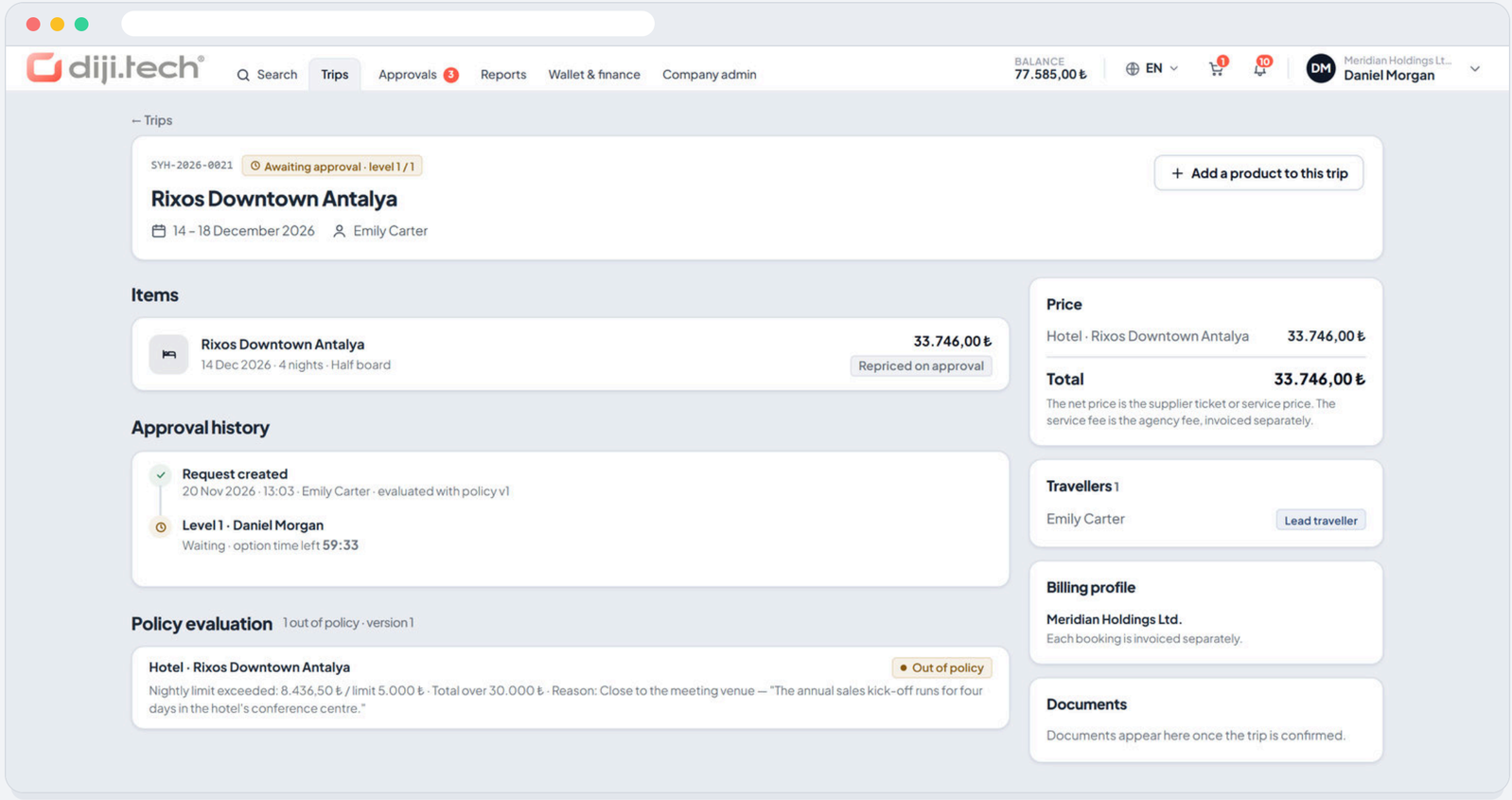


05 · TRIPS

Trip file – awaiting approval

A trip awaiting approval shows the level it is waiting at and the time left.

- “Awaiting approval · level 1/1” status
- Note that the price is re-quoted at approval
- Pending approver and time left
- Policy violation and reason

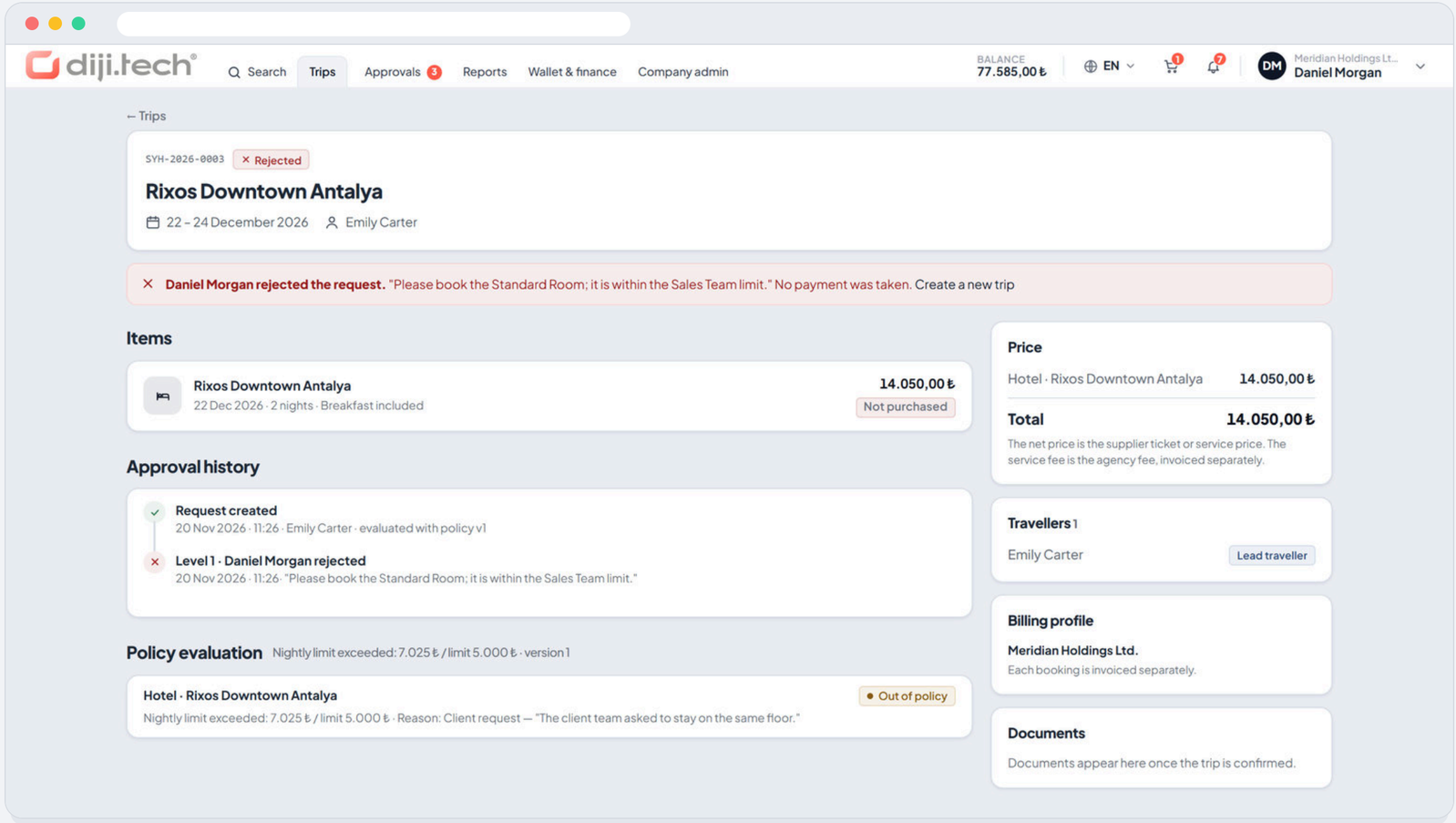


05 · TRIPS

Rejected trip

A rejected trip clearly shows the approver's reason, and a new trip can be created.

- Rejection banner with the approver's note
- "Not purchased" item status
- Rejection entry in the approval history
- "Create a new trip"

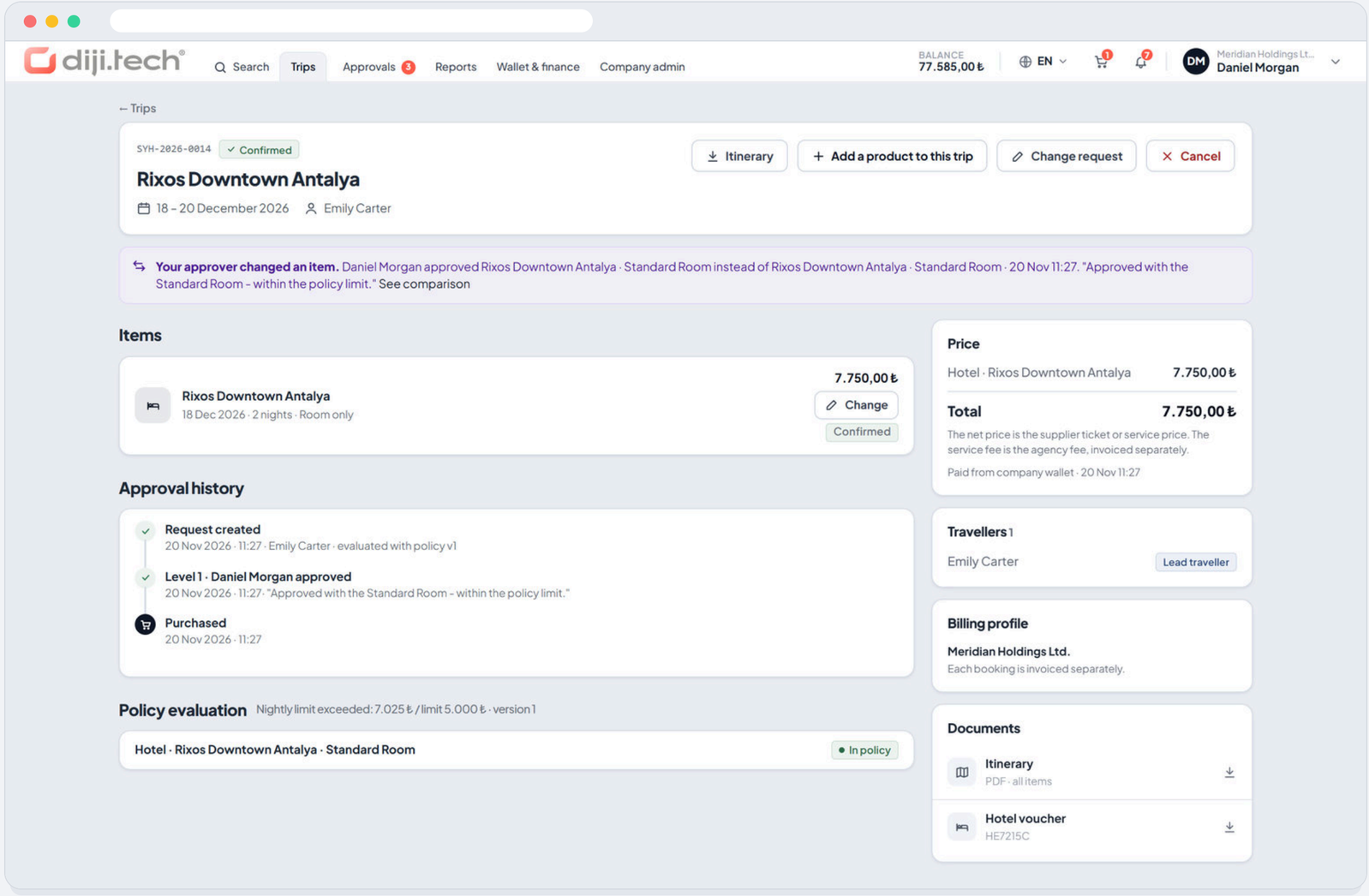


05 · TRIPS

Approver chose an alternative

When the approver picks an in-policy alternative, the trip file states which option was approved.

- “Your approver changed an item.” banner
- Approved alternative and note
- Confirmed item and price
- Policy evaluation: in policy



05 · TRIPS · FLOW

After-sales: changes and cancellations

For purchased trips, change and cancellation requests are sent from the portal; your agency's expert team carries them out.

1

Travel file

Items, payment, travellers and documents in one file.

2

Change request

Date/time, name correction or other requests are sent with a description.

3

Cancellation preview

The penalty and refund are shown per item before cancelling.

4

Your agency handles it

The expert team settles the request with the supplier.

5

Refund

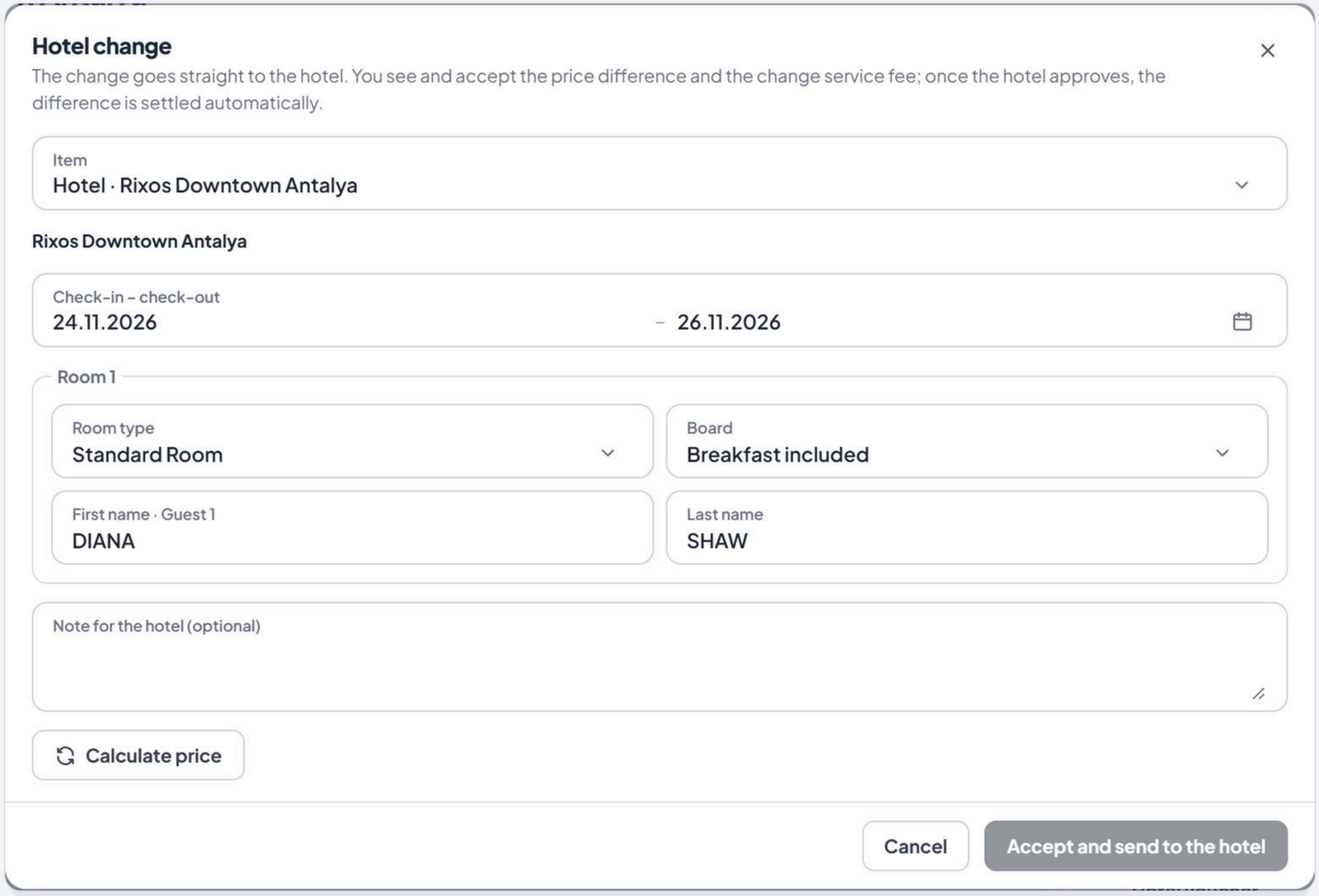
The refund goes back to the company wallet; the movement shows on the statement.

05 · TRIPS

Change request

A hotel change is prepared in the trip file: you see the price difference and the change service fee, and nothing changes without your acceptance.

- Item selection
- New dates, room type, board and guest names
- Note for the hotel
- “Calculate price” and “Accept and send to the hotel”

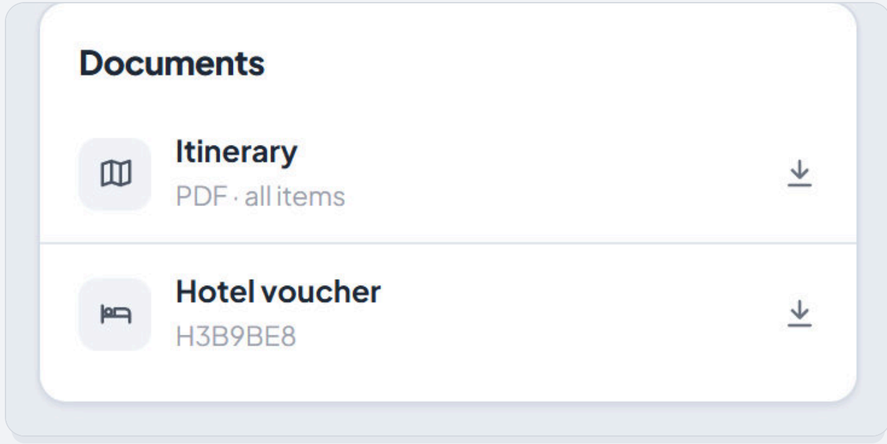


05 · TRIPS

Documents

Documents of a confirmed trip are downloaded from the trip file.

- Itinerary: PDF, all items
- Hotel voucher
- Download buttons

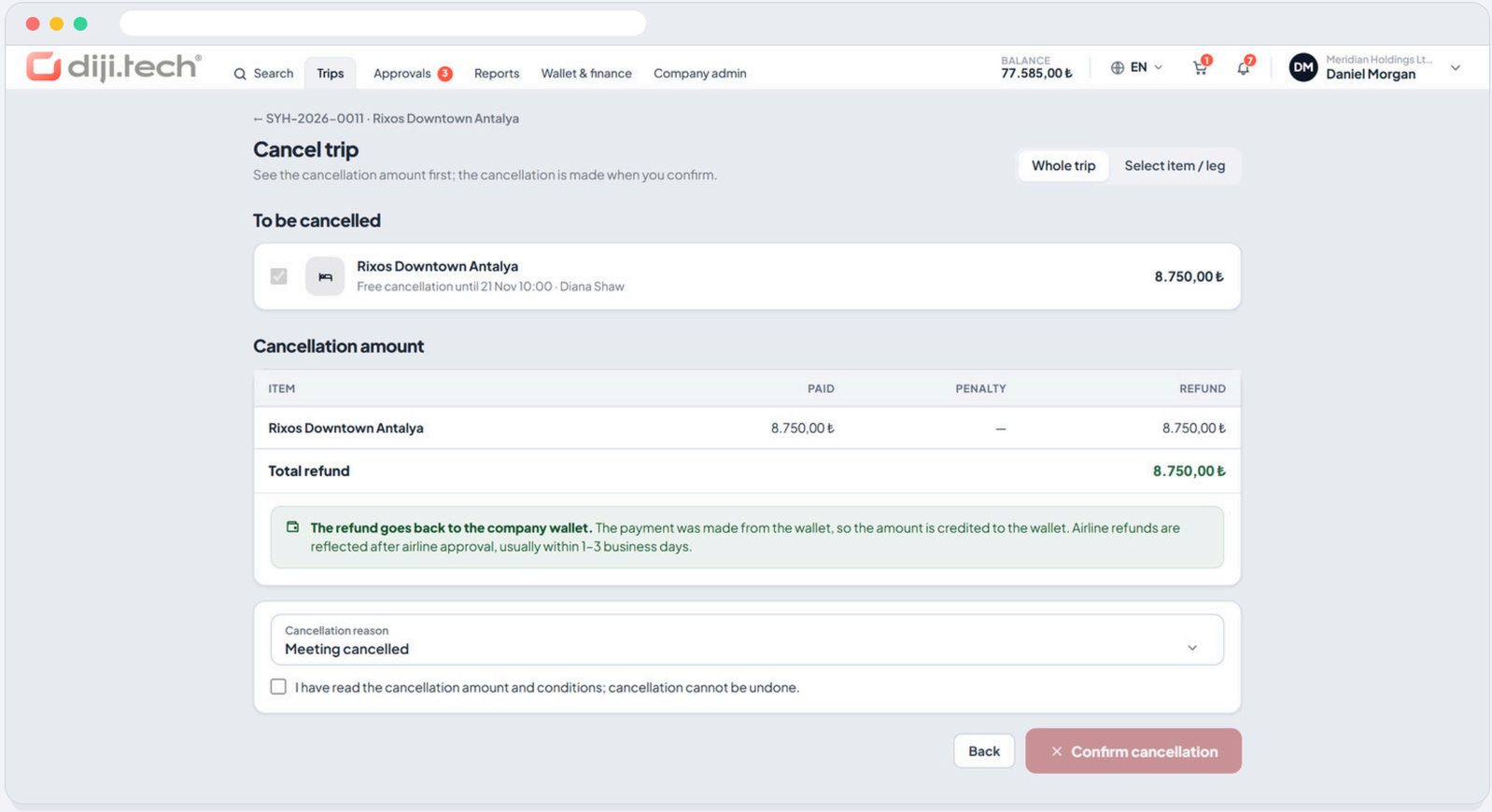


05 · TRIPS

Cancellation preview

Before cancelling, the penalty and the refund are shown per item; your agency processes the confirmed cancellation request.

- Whole trip or selected item / leg
- Items to be cancelled
- Paid, penalty and refund table
- Refund back to the company wallet
- Cancellation reason and acceptance of the terms



06

Approvals

The live approval list of out-of-policy requests: approve, reject or approve with a better alternative, in the portal or from e-mail.

IN THIS SECTION · 12 SCREENS

- Approvals – live list
- Concluded requests
- Delegation
- Live feed
- Approval request details
- Choosing an alternative
- Approve with an alternative
- Reject the request
- Budget impact
- Concluded request
- One-click approval from e-mail
- Rejecting from e-mail

06 · APPROVALS · FLOW

How does the approval flow work?

Policy and budget decide which request goes to approval; the approval flow you define decides who approves it.

1

A request is created

A trip with an out-of-policy item or a budget overrun comes to approval with its reason.

2

Level 1

Example: the traveller's manager. Time per level and escalation follow the rule.

3

Level 2

Example: the Finance role for requests over 25,000 ₺; sequential or parallel.

4

Decision

Approve, approve with a better alternative or reject with a reason.

5

Purchase

When every level has approved, the purchase is made automatically and paid from the company wallet.

Decide from anywhere

The live list in the portal, the notification bell or the single-use link in the e-mail.

Nothing stalls

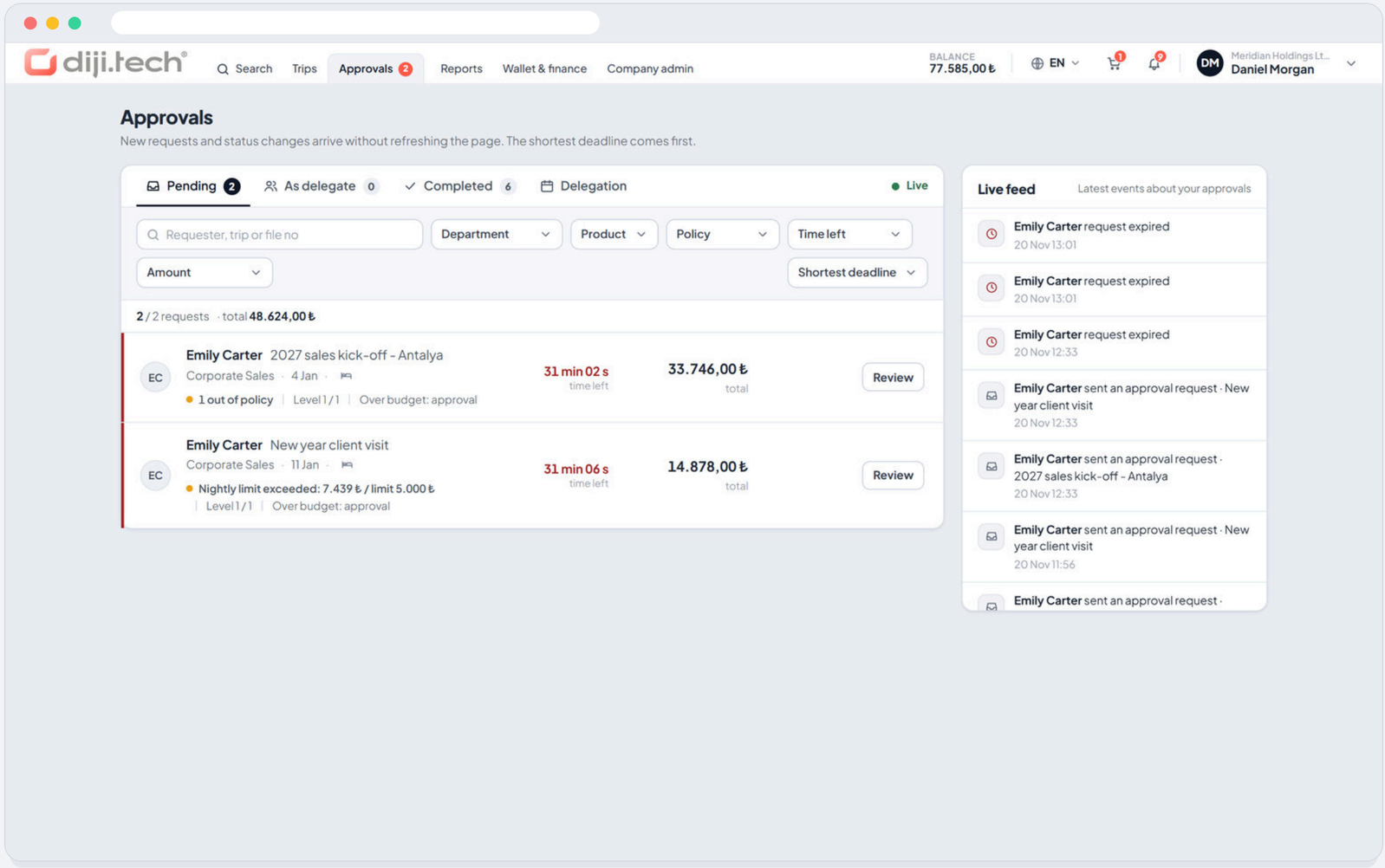
A delegate during leave; escalation to the next level when the time runs out.

06 · APPROVALS

Approvals – live list

The approval list updates without reloading the page; the request with the least time left stays on top.

- Tabs: Pending, As delegate, Concluded, Delegation
- Filters: department, product, policy, time left, amount
- Requester, trip, violation and level
- Time left and amount
- Live feed panel

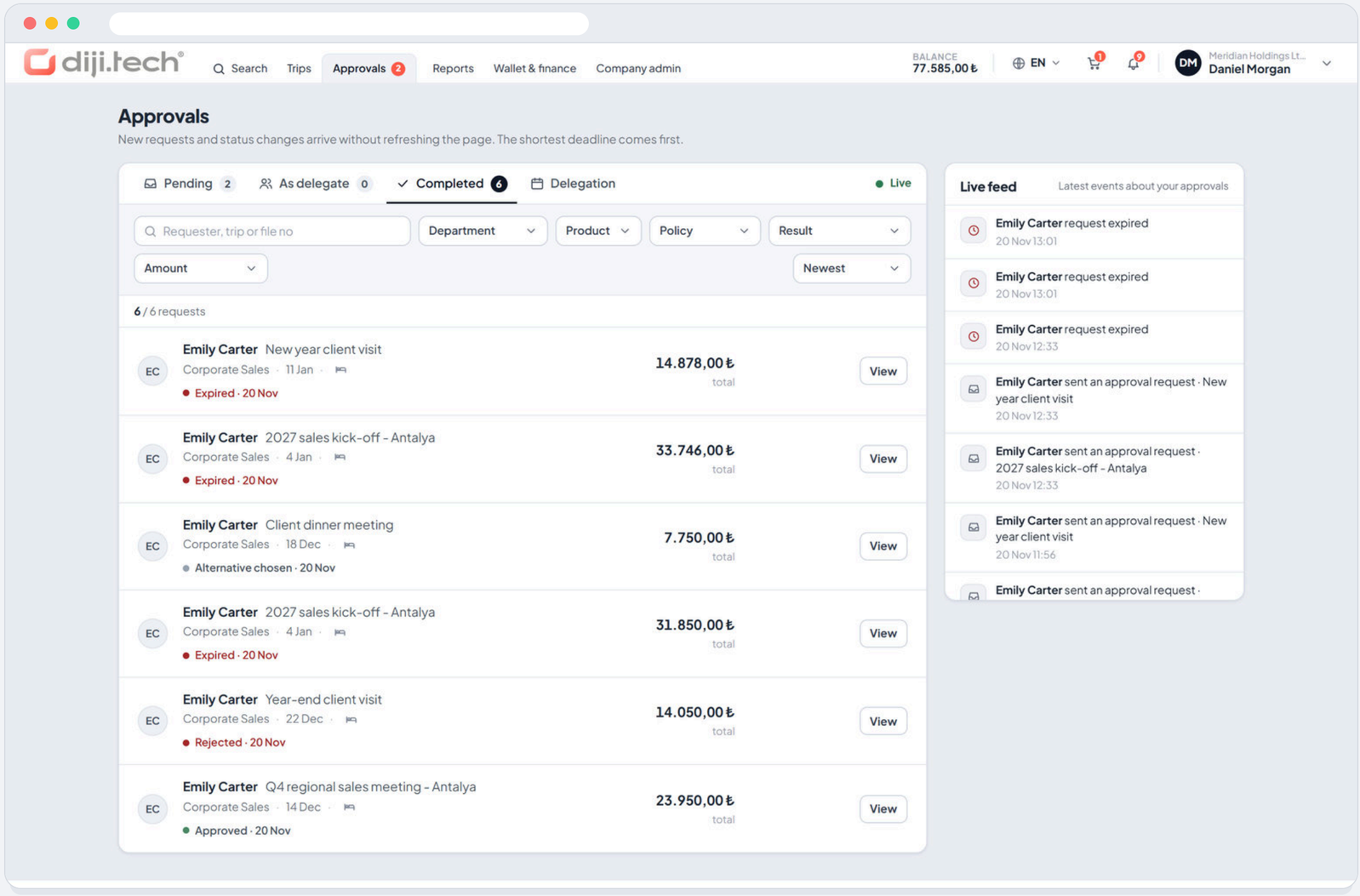


06 · APPROVALS

Concluded requests

Concluded requests are listed as approved, rejected, alternative chosen or expired.

- Result filter and sorting
- Status: Approved, Rejected, Alternative chosen, Expired
- Request amount
- View

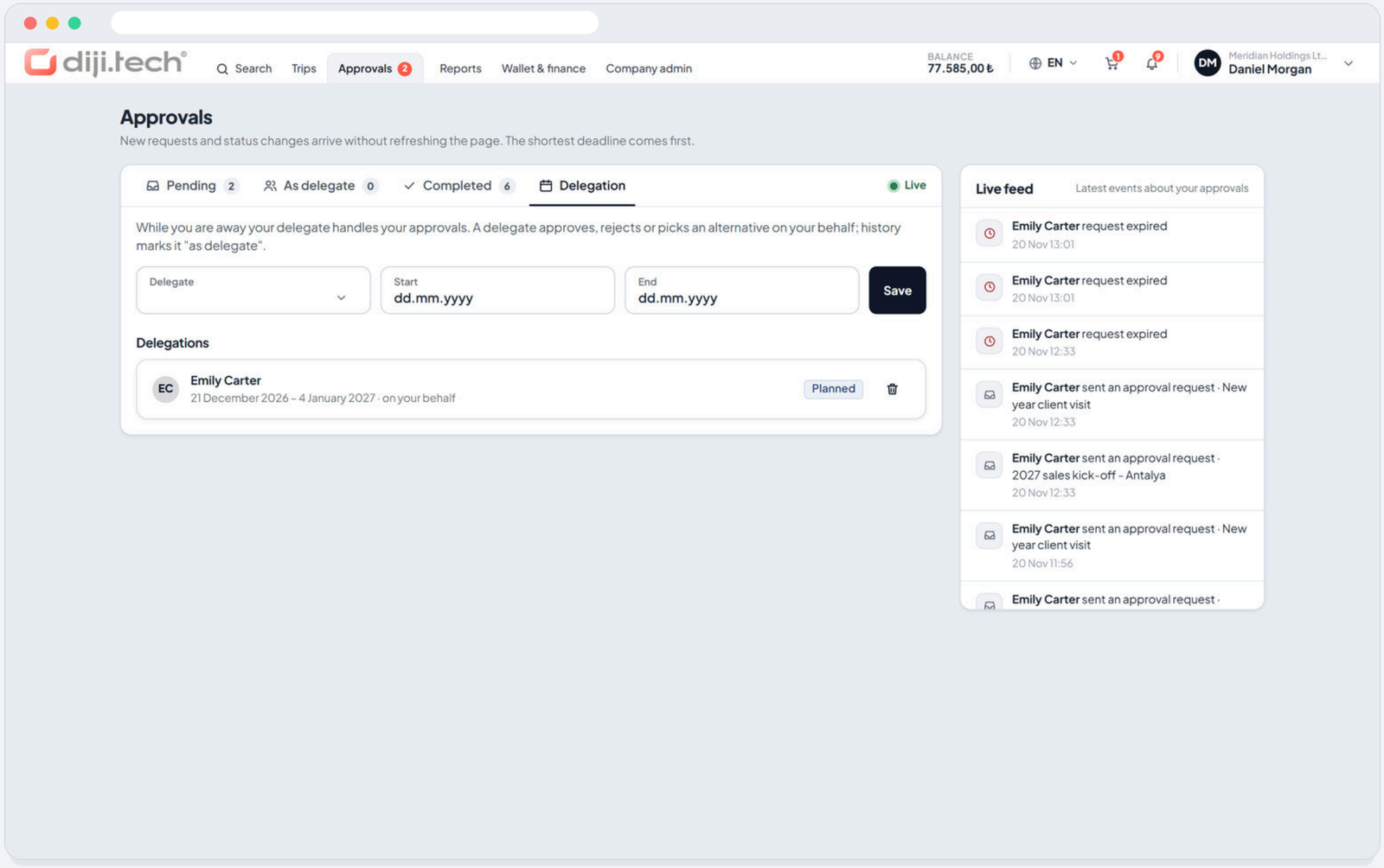


06 · APPROVALS

Delegation

While you are away, your delegate handles your approvals; the delegate's decisions are marked "as delegate" in the history.

- Choosing a delegate
- Start and end date
- Planned delegations and their status
- Live feed panel

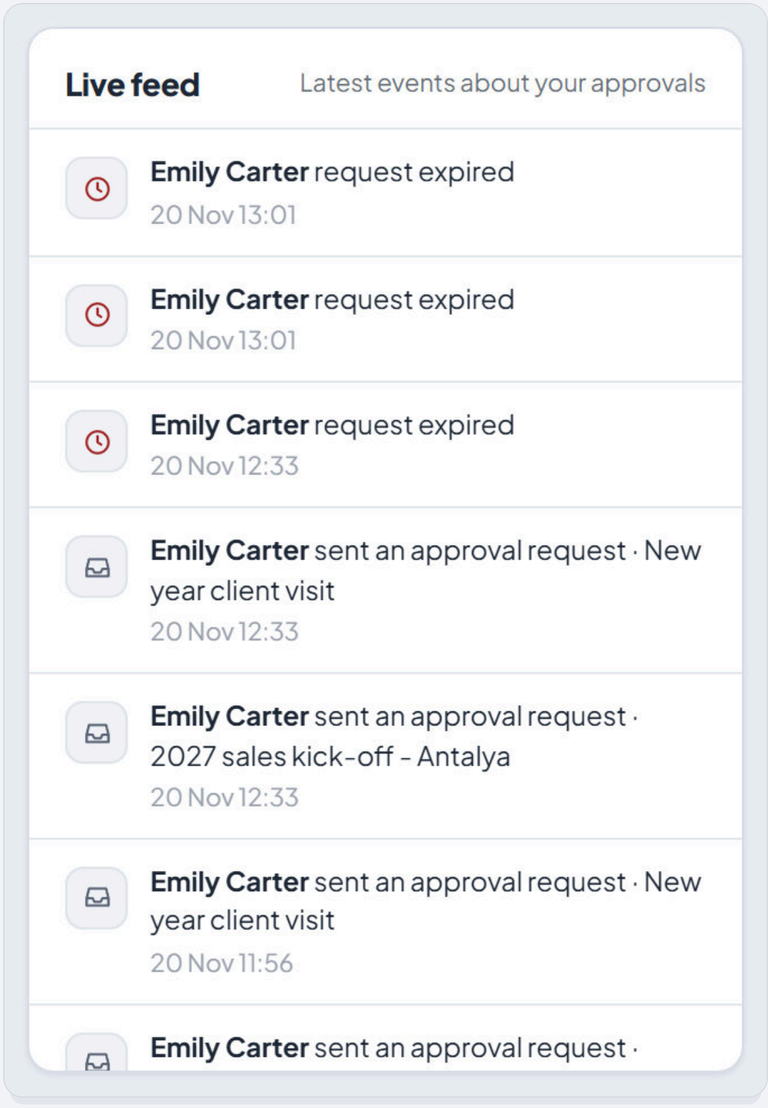


06 · APPROVALS

Live feed

Recent approval events appear in the live feed in time order.

- New approval requests
- Expired requests
- Event time

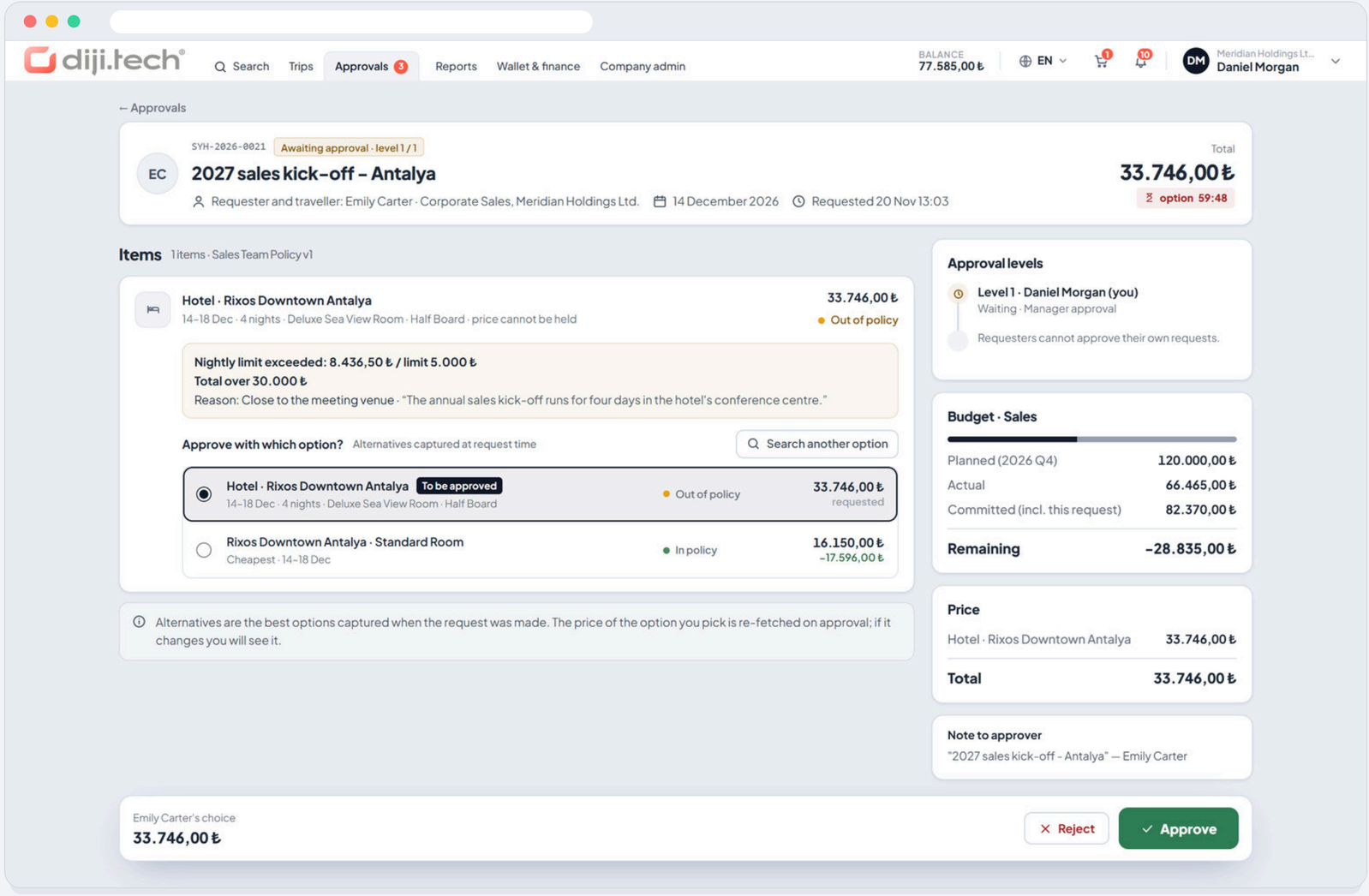


06 · APPROVALS

Approval request details

The approver assesses the request on one screen with items, violations, reason, budget and price.

- Requester, traveller, date and time left for approval
- Violation and the traveller's reason
- Alternatives captured at request time
- Approval levels, budget and price
- Reject / Approve

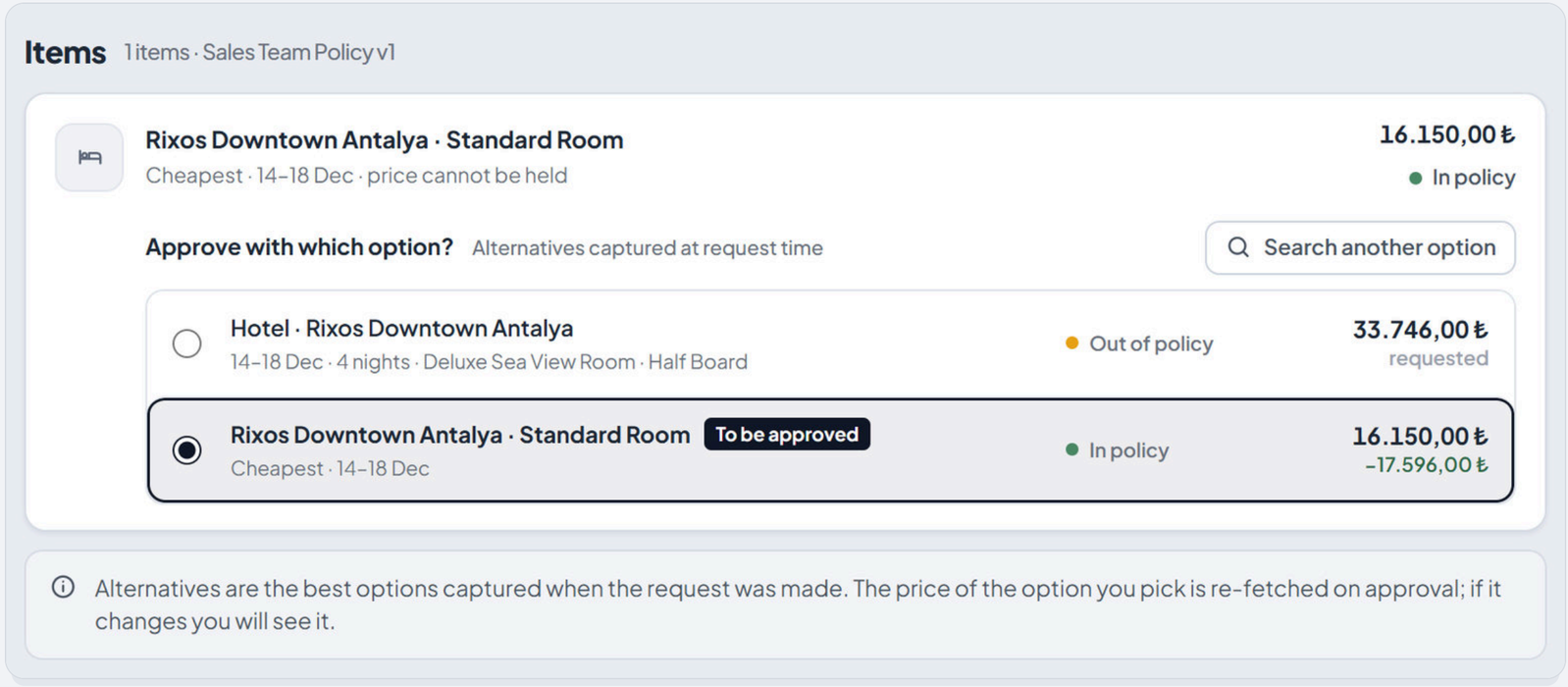


06 · APPROVALS

Choosing an alternative

The approver can approve with one of the in-policy alternatives captured at request time.

- Requested option: out of policy
- Cheapest alternative: in policy, with the difference
- “To be approved” mark
- “Search another option”

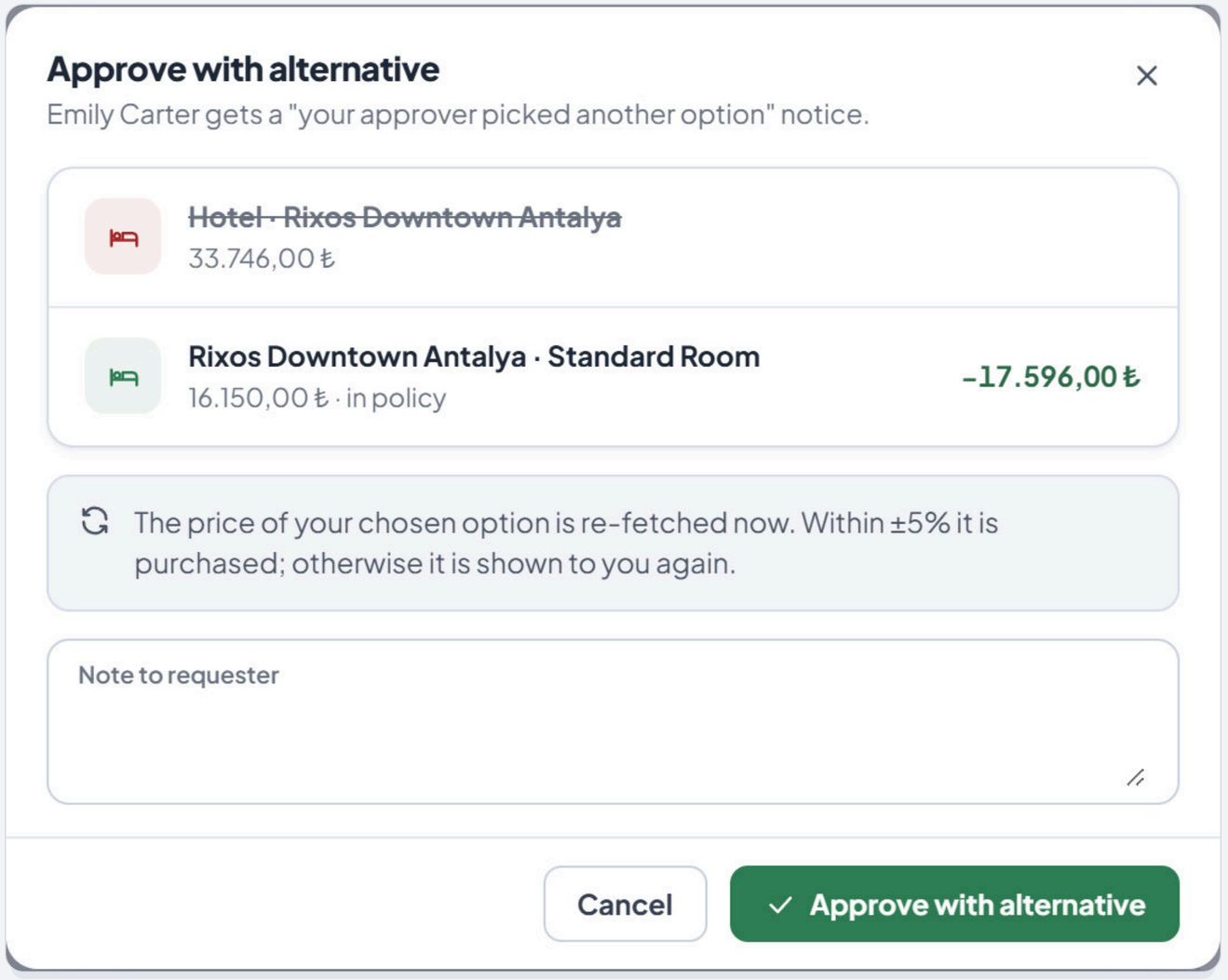


06 · APPROVALS

Approve with an alternative

Approving with an alternative shows the old and new option and the saving; the requester is notified.

- Requested and approved option
- Difference
- The price is re-quoted at approval; ±5% tolerance
- Note to the requester

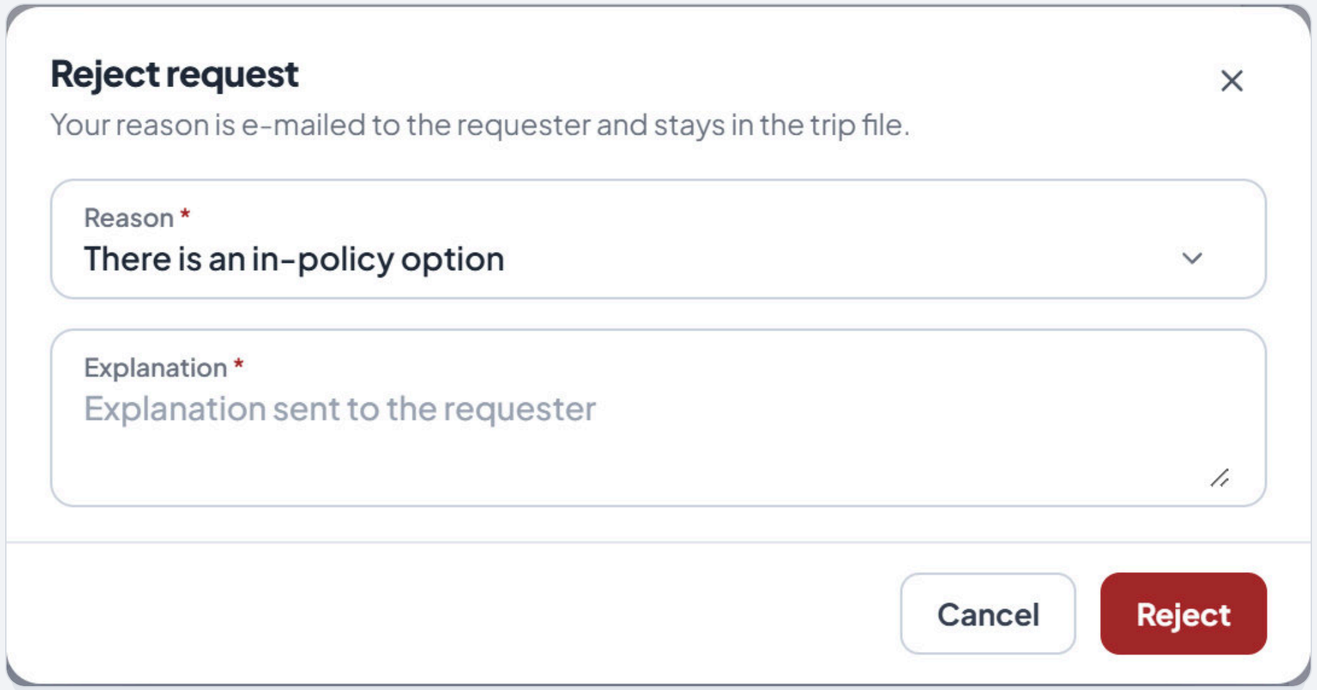


06 · APPROVALS

Reject the request

A rejection needs a reason and an explanation; the reason stays in the trip file.

- Reason list
- Explanation
- Cancel / Reject

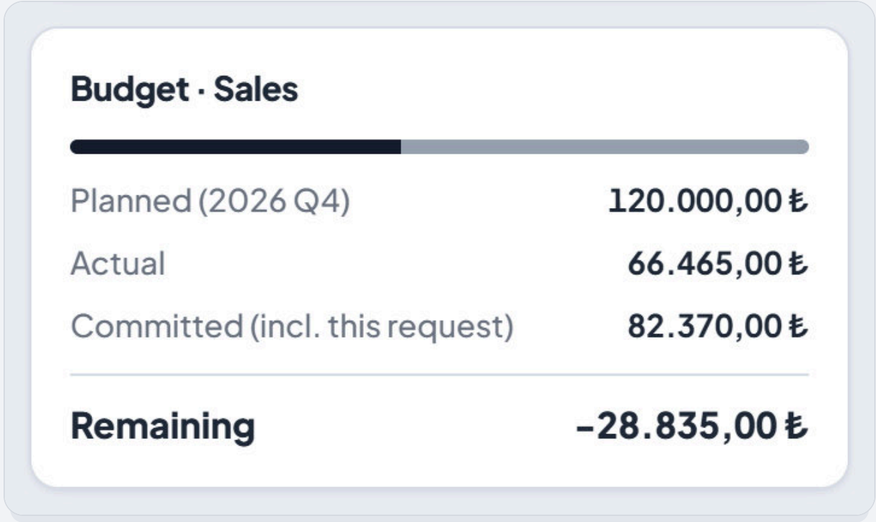


06 · APPROVALS

Budget impact

The approver sees the request's effect on the department budget before deciding.

- Planned budget for the period
- Actual
- Committed (including this request)
- Remaining

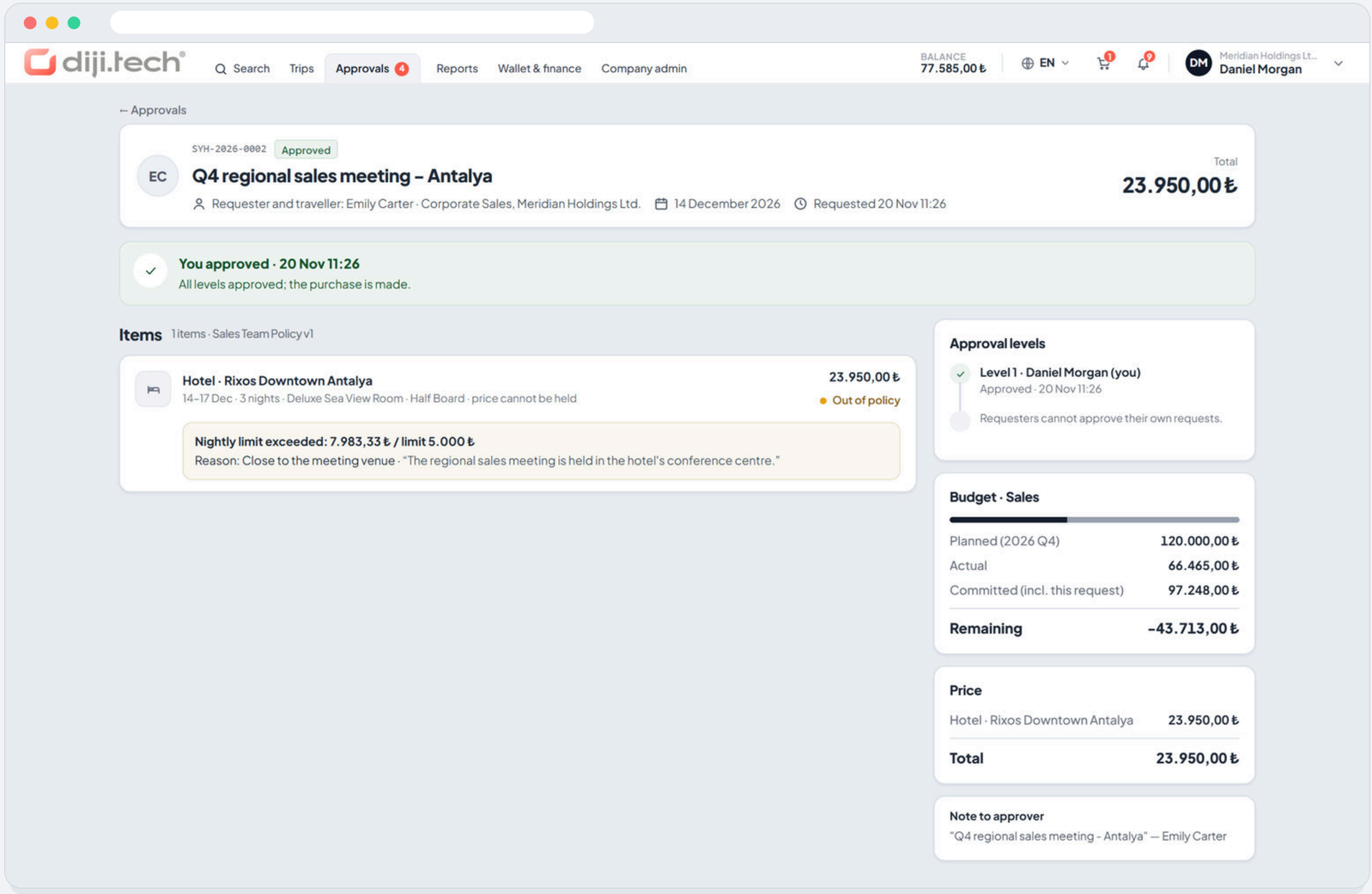


06 · APPROVALS

Concluded request

The decision, the level history and the budget impact of a concluded request stay on record.

- “You approved” banner and date
- Item, violation and reason
- Approval levels
- Budget and price summary

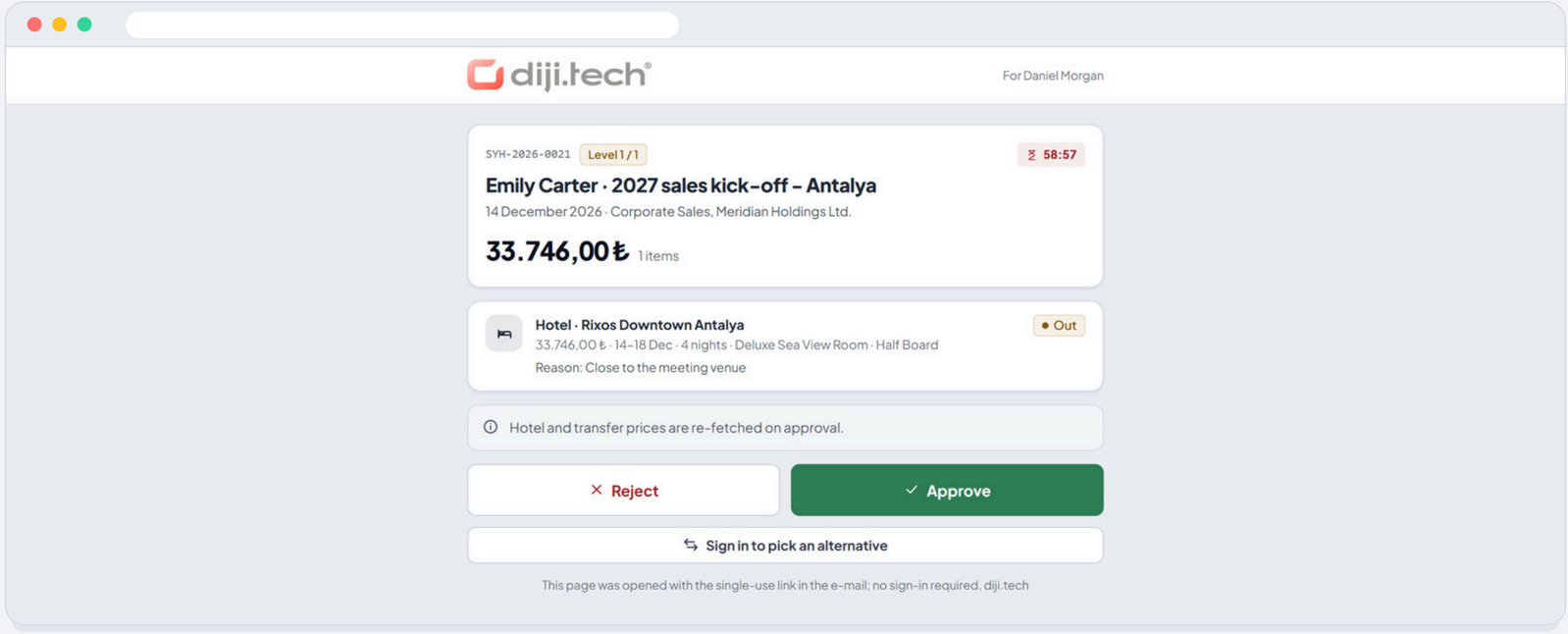


06 · APPROVALS

One-click approval from e-mail

With the single-use link in the e-mail, the approver can approve or reject without signing in.

- Requester, trip and amount
- Item and violation summary
- Time left
- Reject / Approve
- “Sign in to pick an alternative” link

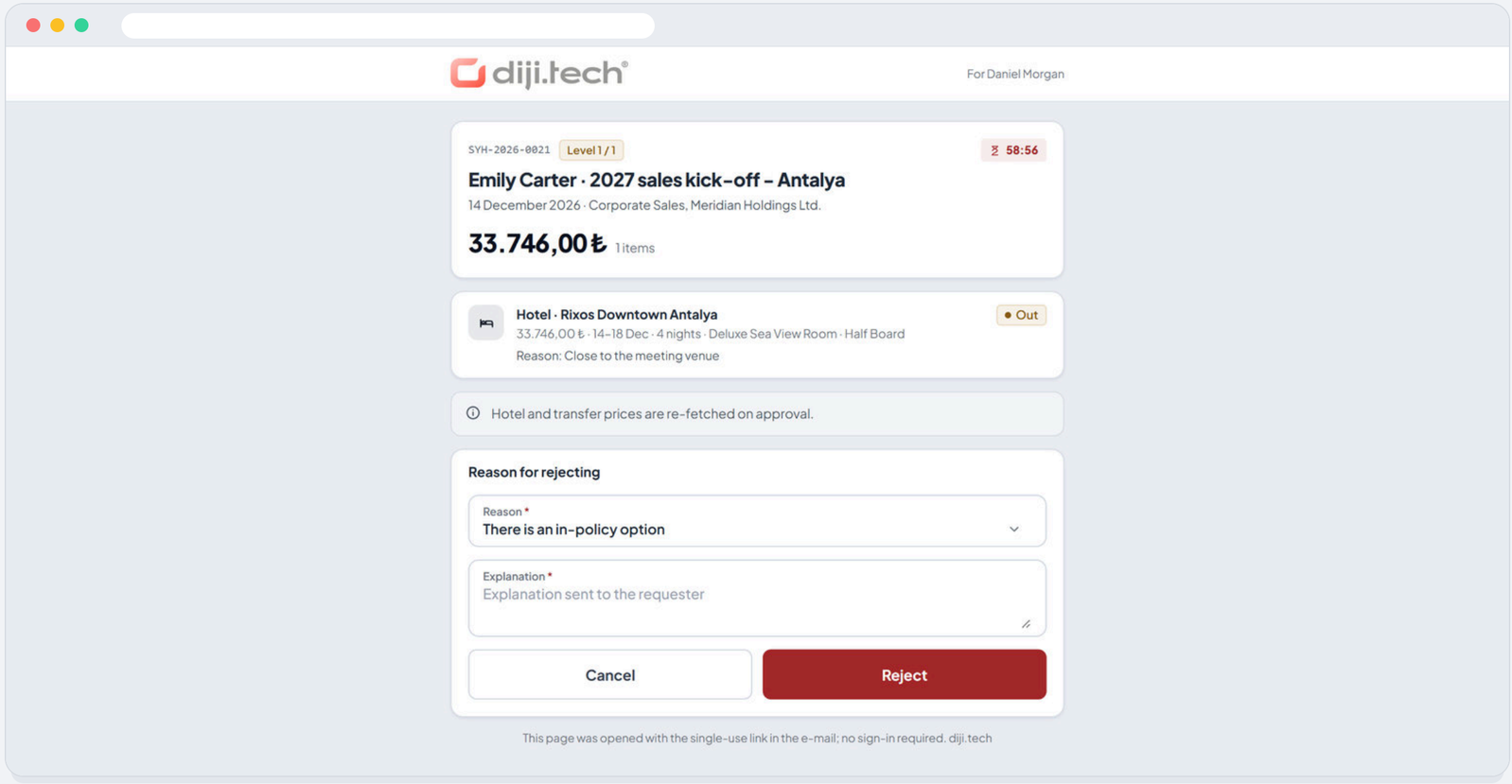


06 · APPROVALS

Rejecting from e-mail

Rejecting from the e-mail also asks for a reason and an explanation.

- Reason for rejecting
- Explanation
- Cancel / Reject
- Single-use link note



07

Reports

Spending, policy compliance, savings, approval times, who is where, carbon, budget and the sales statement; Excel, CSV, PDF and scheduled e-mail.

IN THIS SECTION · 12 SCREENS

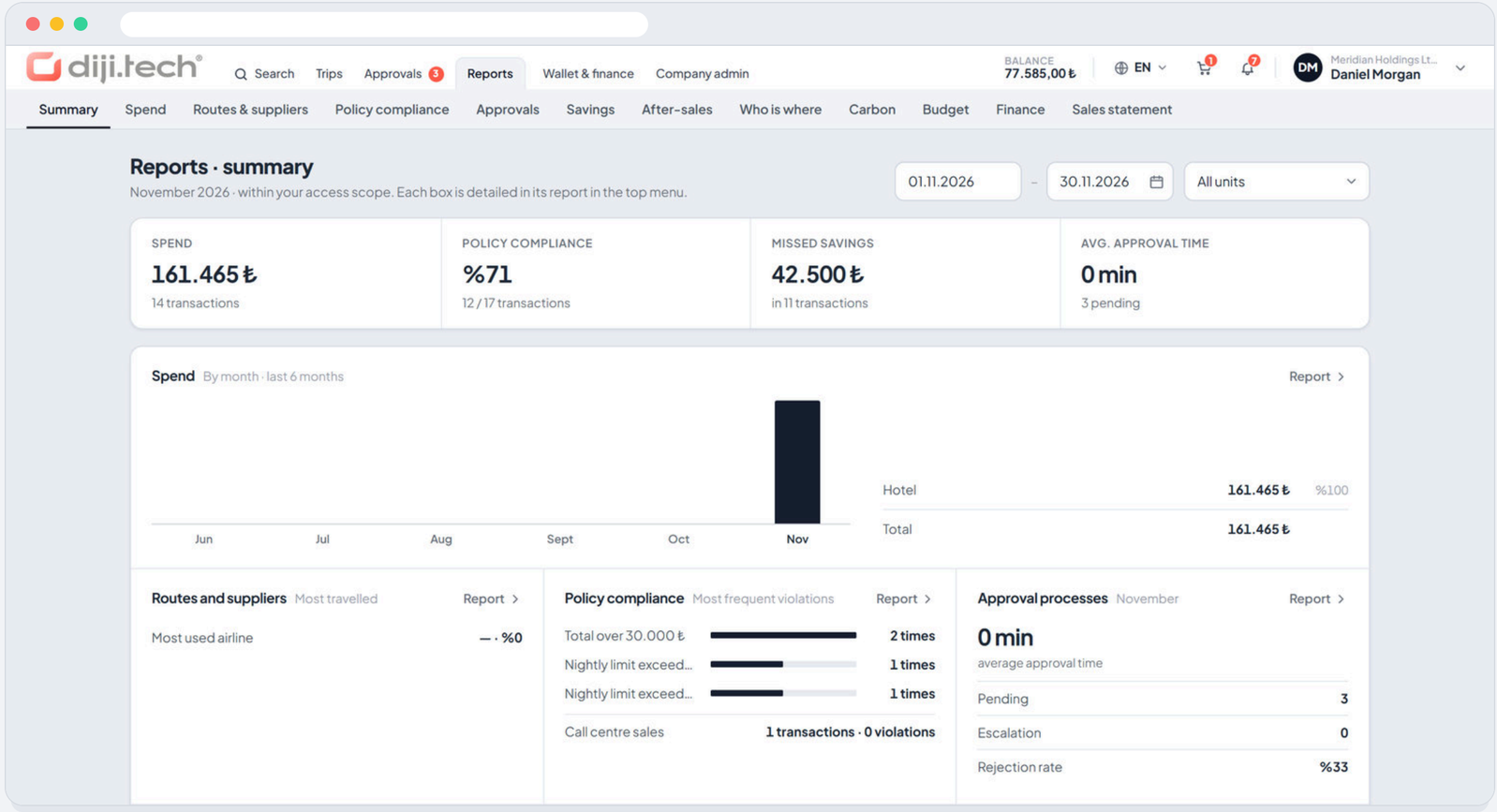
- Reports – summary
- Scheduled reports
- Spend report
- Spend – by person
- Policy compliance report
- Approval process report
- Savings report
- Who is where
- Carbon report
- Budget report
- Sales statement
- Export and schedule

07 · REPORTS

Reports – summary

The report summary brings spend, compliance, savings and approval time together on one page; each box opens the detailed report.

- Date range and unit filter
- Spend, policy compliance, missed savings, average approval time
- Spend by month chart
- Routes and suppliers, policy compliance and approval process boxes

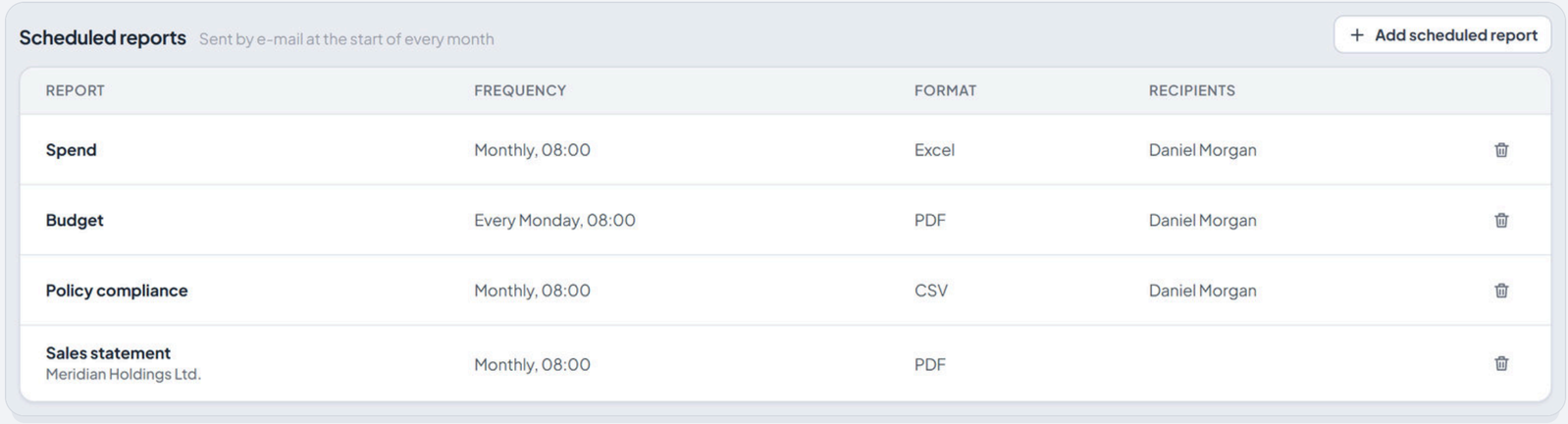


07 · REPORTS

Scheduled reports

Selected reports are e-mailed to recipients at the chosen frequency.

- Report name
- Frequency: monthly, every Monday
- Format: Excel, PDF, CSV
- Recipients and delete
- Add scheduled report

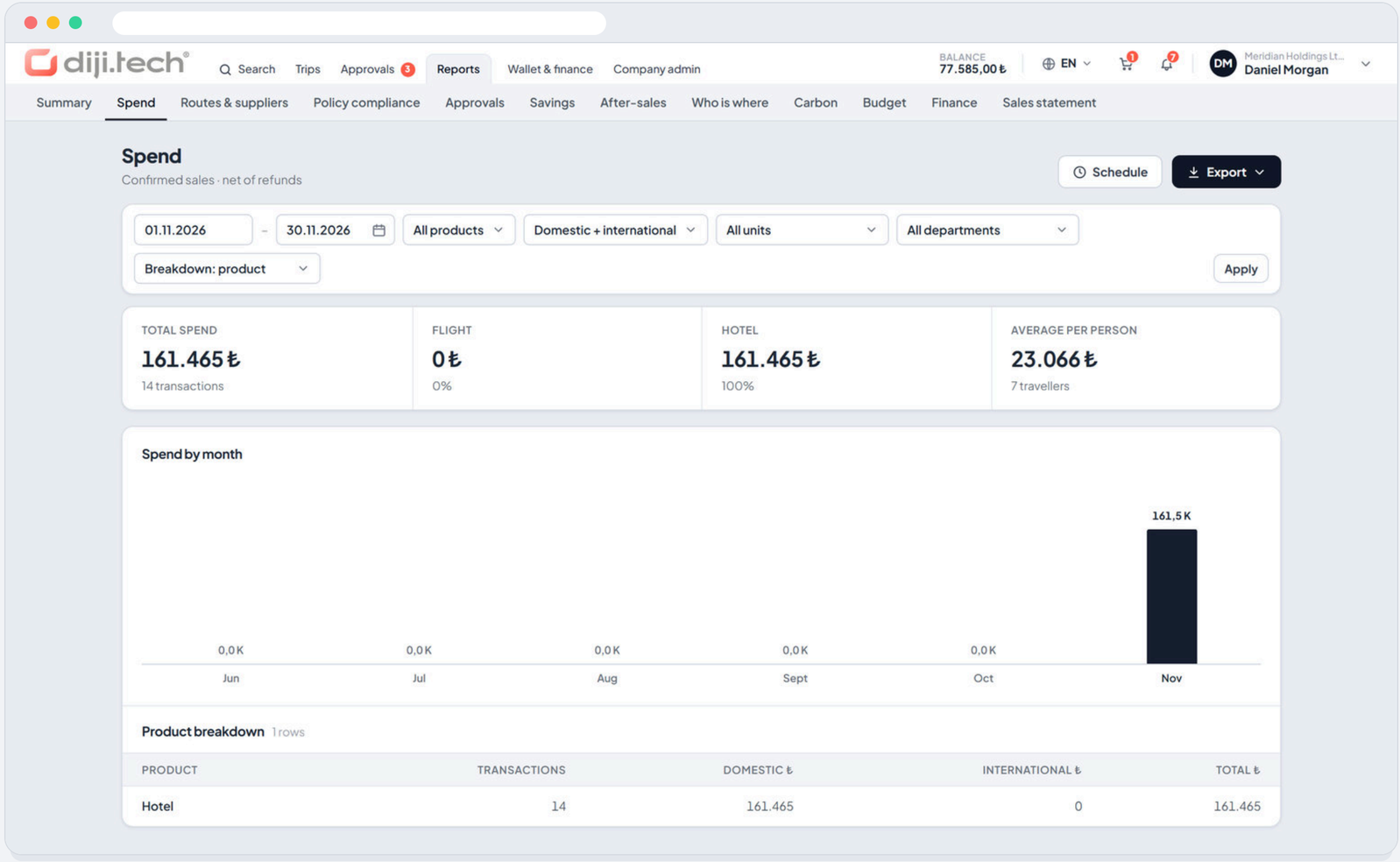


07 · REPORTS

Spend report

The spend report shows confirmed sales net of refunds, by product and period.

- Product, domestic / international, unit, department and breakdown filters
- Total spend, amount per product, average per person
- Spend by month chart
- Product breakdown table
- Schedule and Export



07 · REPORTS

Spend – by person

Spend broken down by person shows who travels how much.

- Person
- Number of transactions
- Domestic and international amount
- Total



Person breakdown 7 rows

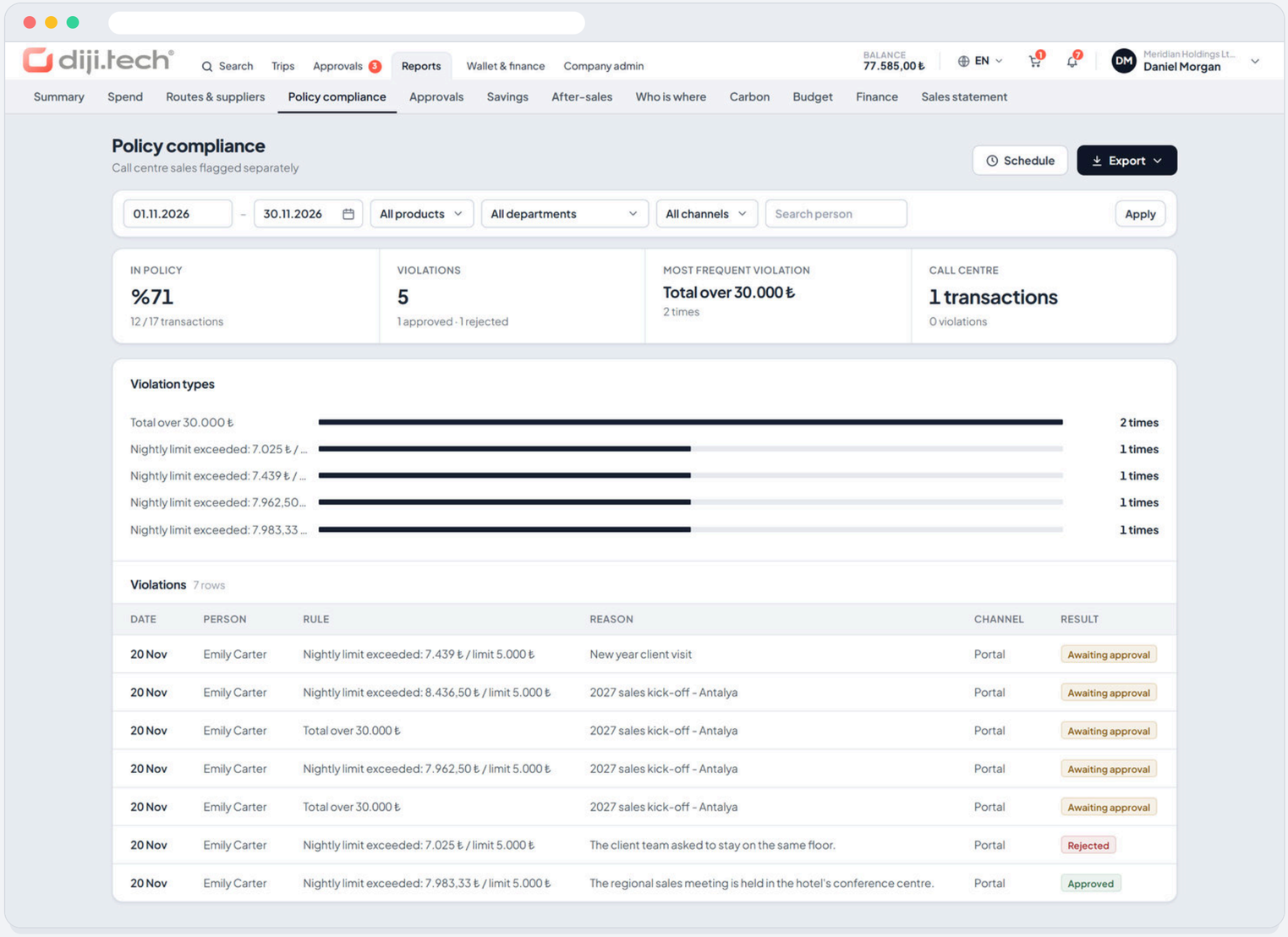
PERSON	TRANSACTIONS	DOMESTIC ₺	INTERNATIONAL ₺	TOTAL ₺
Emily Carter	6	71.765	0	71.765
Daniel Morgan	2	33.950	0	33.950
Oliver Grant	2	21.750	0	21.750
Diana Shaw	1	8.750	0	8.750
Sophie Lane	1	8.750	0	8.750
Ben Fletcher	1	8.750	0	8.750
Kevin Doyle	1	7.750	0	7.750

07 · REPORTS

Policy compliance report

The compliance report lists the in-policy rate, the violation types and the reason given for each violation.

- In-policy rate, violations, most frequent violation
- Call-centre sales flagged separately
- Violation types chart
- Violations: person, rule, reason, channel, result

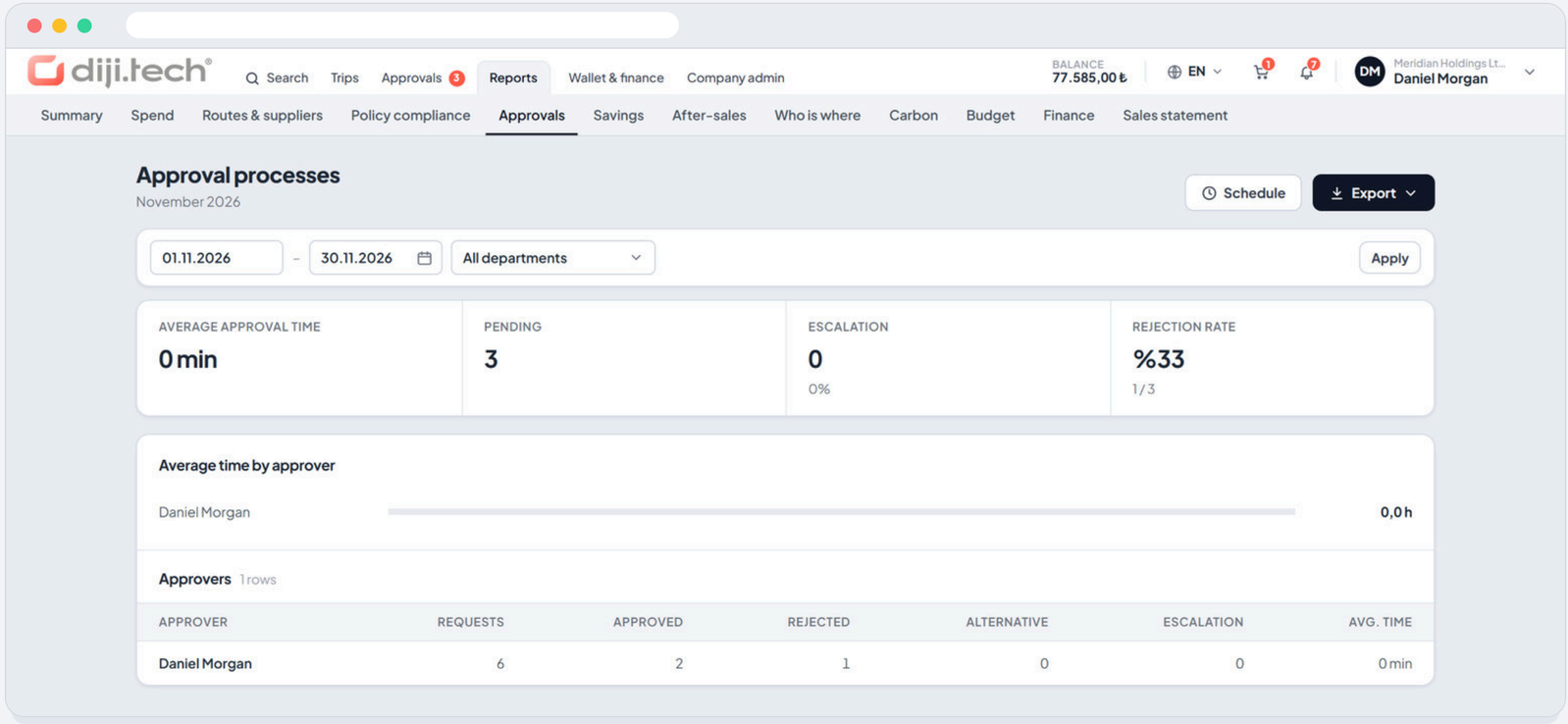


07 · REPORTS

Approval process report

The approval report shows the average approval time, pending requests and the rejection rate per approver.

- Average approval time
- Pending, escalation, rejection rate
- Average time by approver
- Approvers table: requests, approved, rejected, alternative

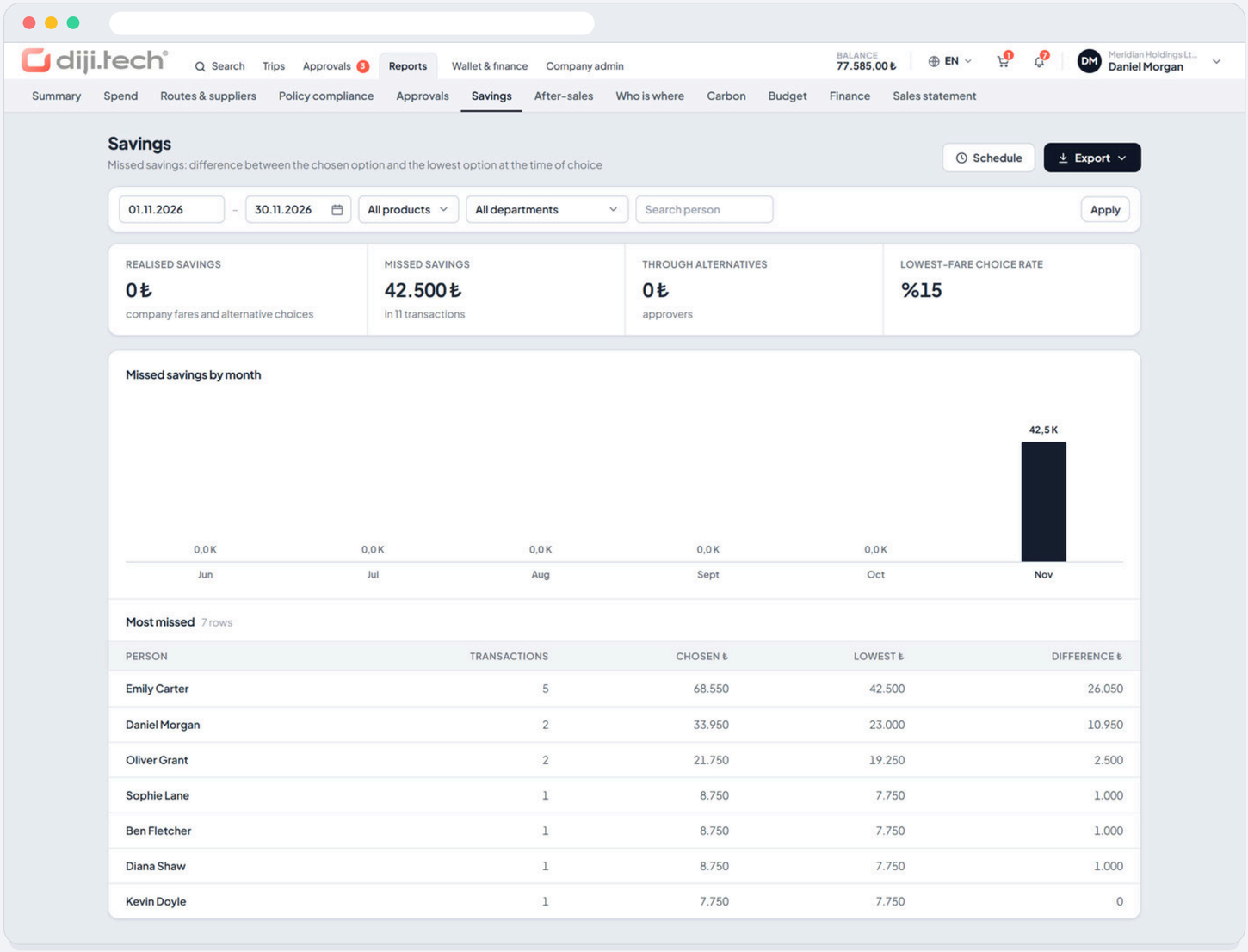


07 · REPORTS

Savings report

The savings report measures the difference between the chosen option and the best option at the time of choice.

- Realised and missed savings
- Savings through alternatives
- Lowest-fare choice rate
- Missed savings by month
- Most missed, by person

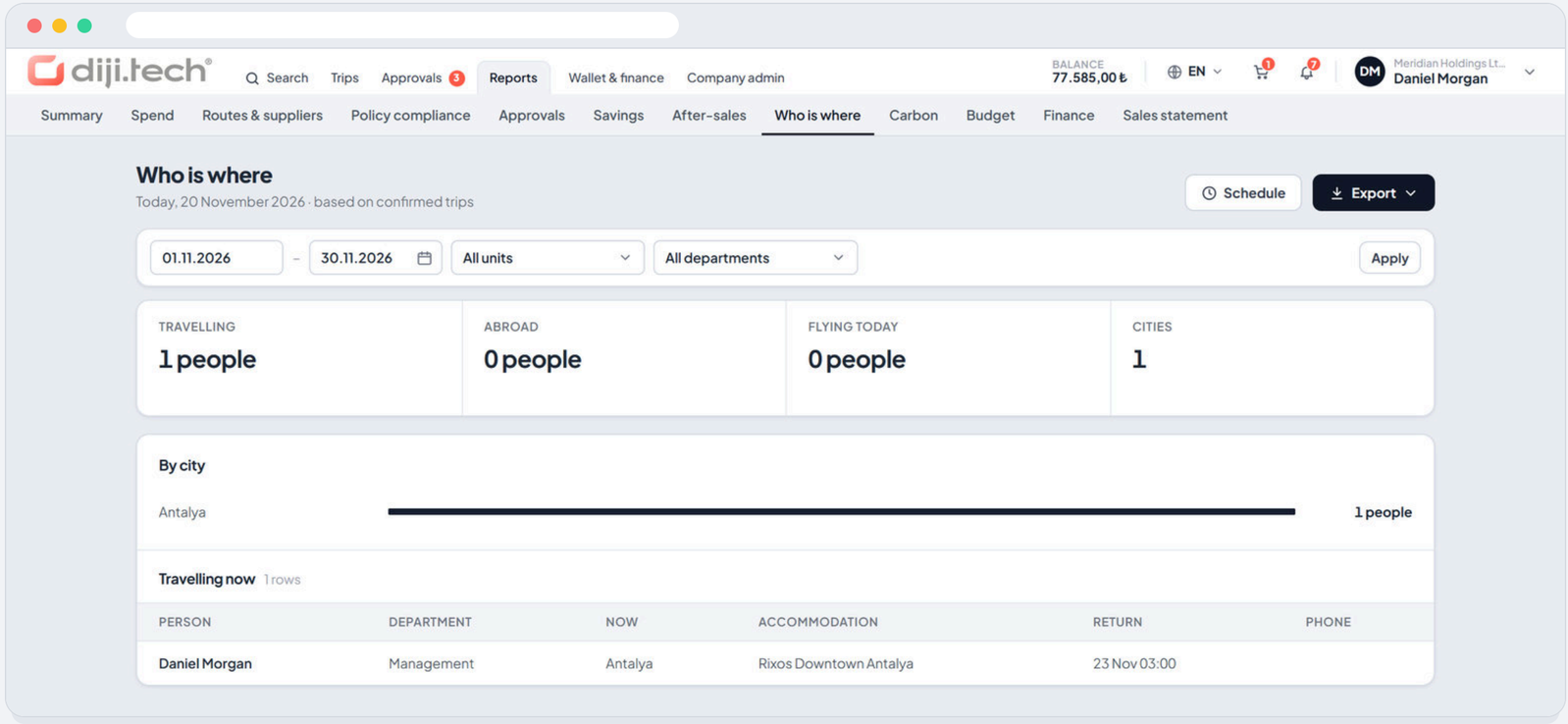


07 · REPORTS

Who is where

Based on confirmed trips, you see who is in which city today.

- Travelling, abroad, flying today, number of cities
- Distribution by city
- Travelling now: department, city, accommodation, return, phone

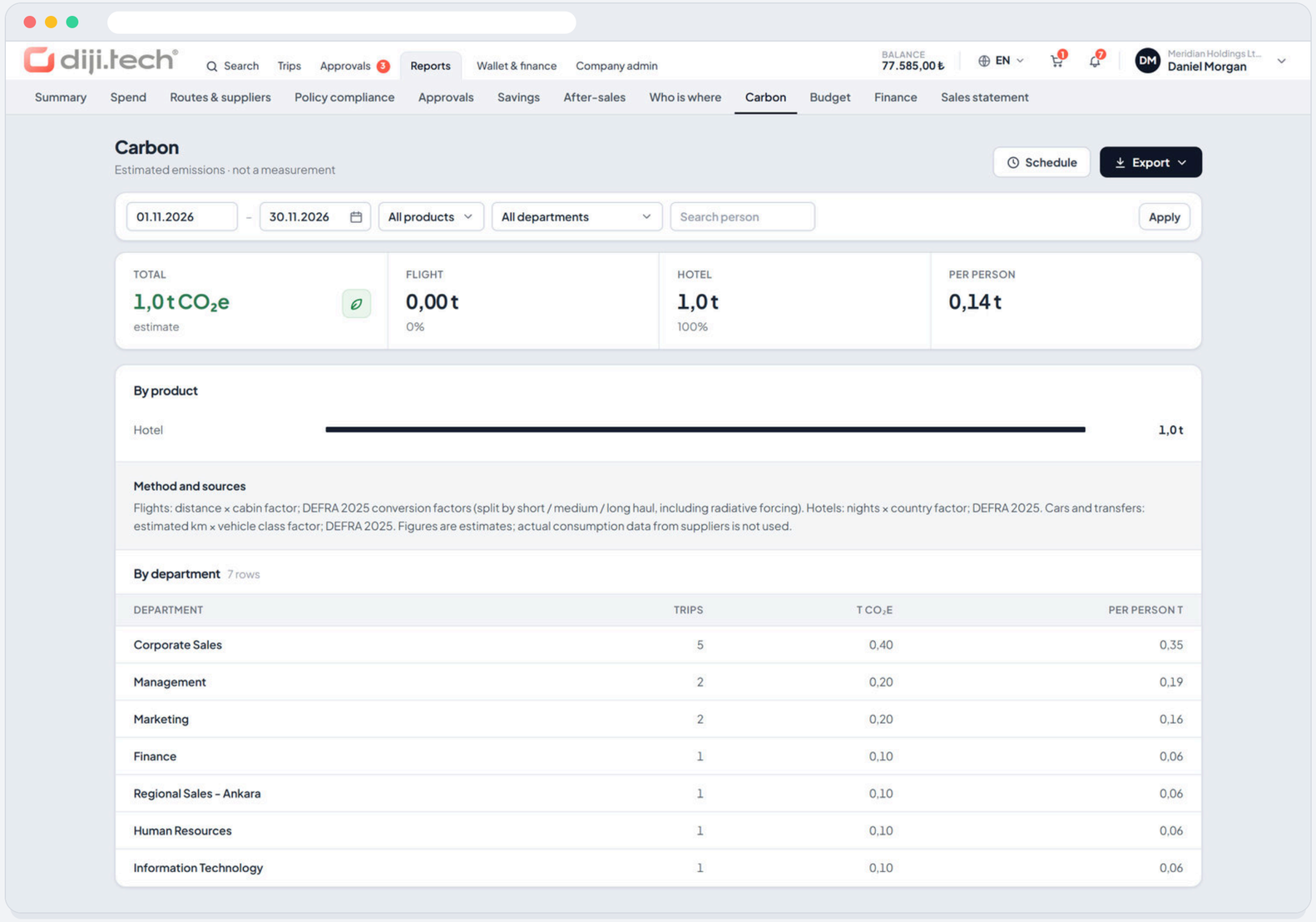


07 · REPORTS

Carbon report

The estimated carbon emissions of trips are reported by product and department.

- Total, flight, hotel and per-person emissions (t CO_2e)
- Distribution by product
- Method and sources: DEFRA 2025 factors
- Emissions by department table

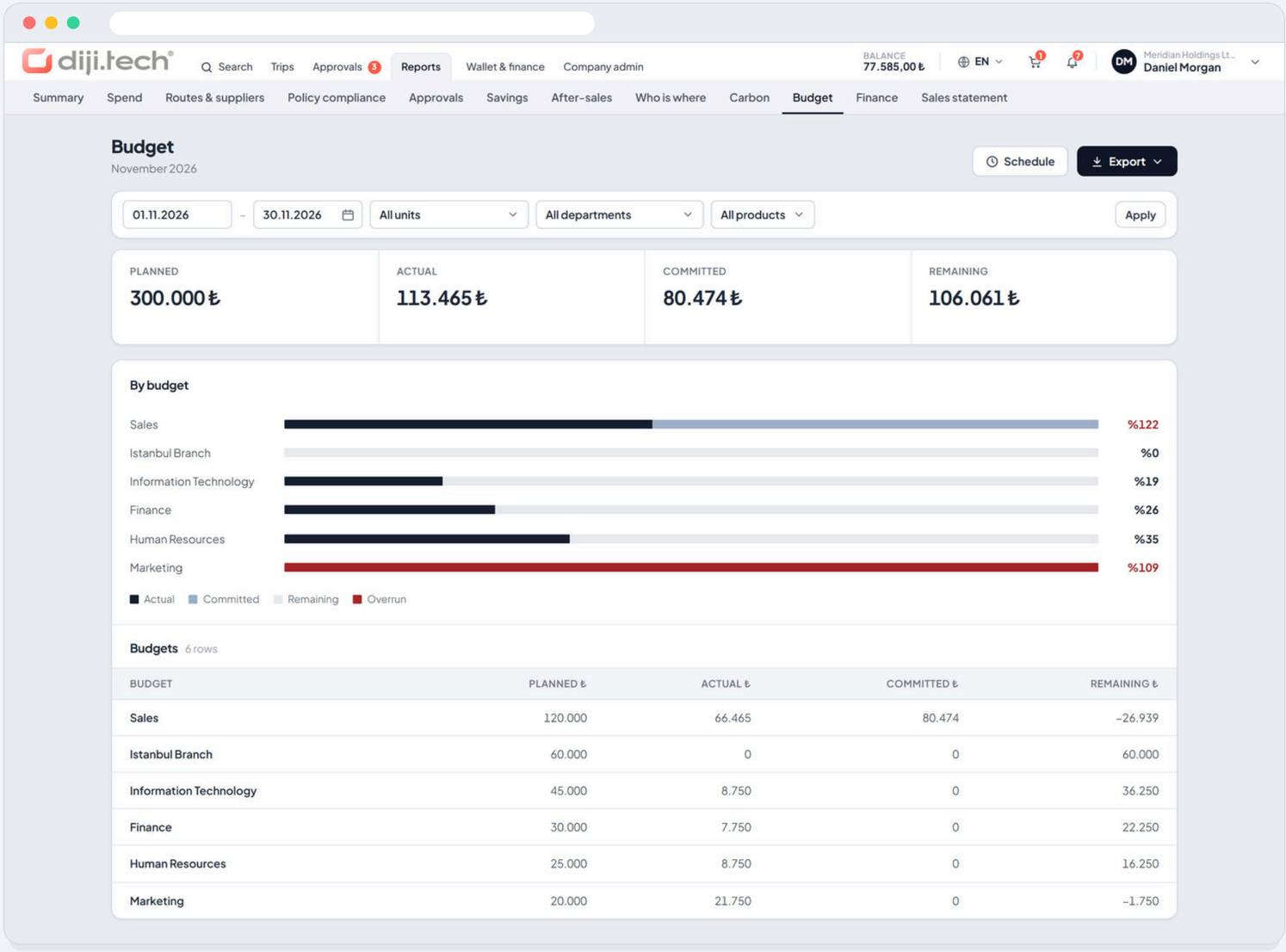


07 · REPORTS

Budget report

The budget report compares planned, actual, committed and remaining amounts per budget.

- Planned, actual, committed, remaining
- Usage and overrun bars per budget
- Budgets table

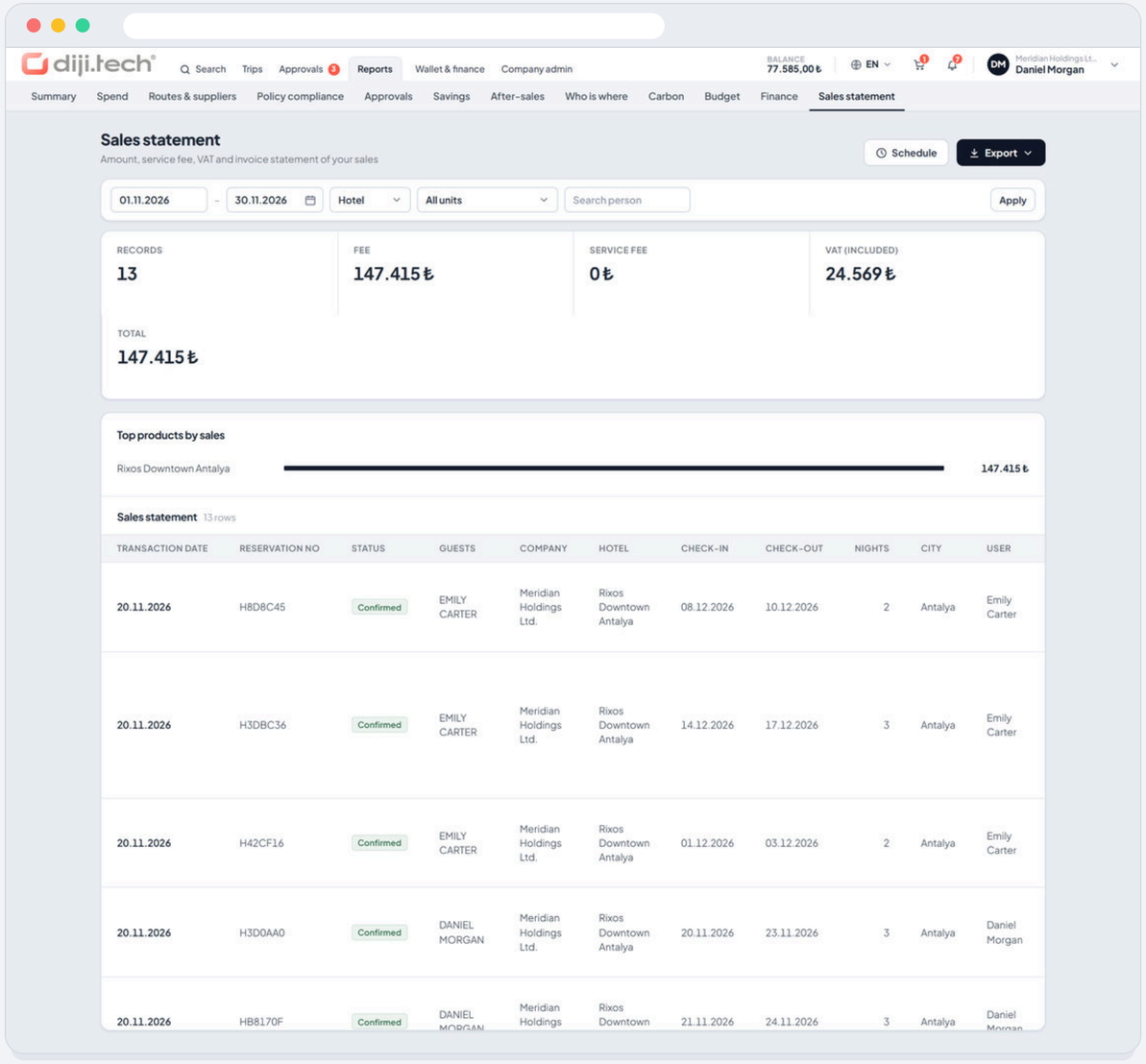


07 · REPORTS

Sales statement

The sales statement lists the amount, service fee, VAT and invoice details of every booking, row by row.

- Records, fee, service fee, VAT, total
- Top products by sales
- Reservation no, status, guests, company, hotel, dates
- Product, unit and person filters

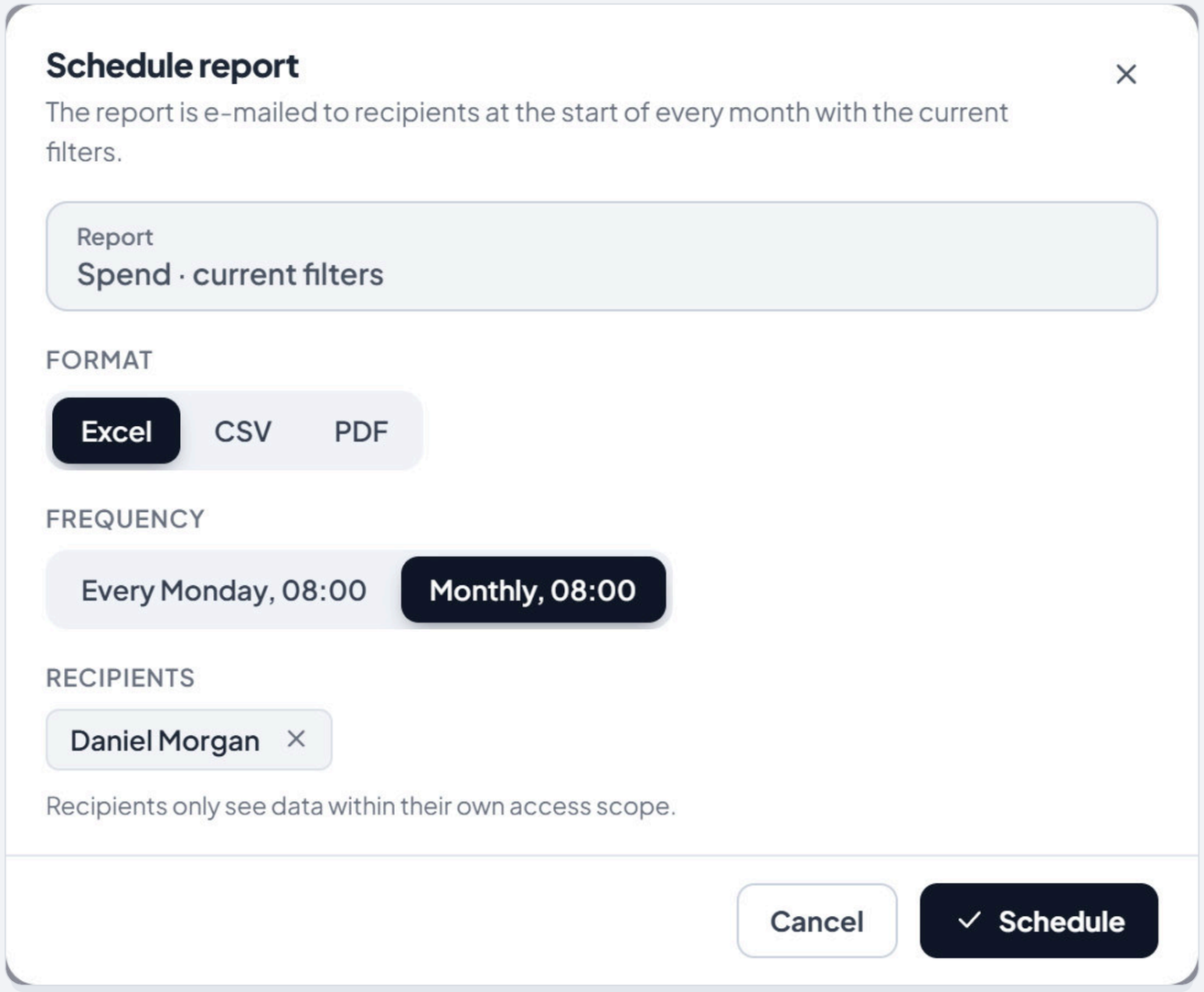


07 · REPORTS

Export and schedule

Every report can be exported with the selected filters or scheduled as a regular e-mail.

- Format: Excel, CSV, PDF
- Frequency: every Monday or monthly, 08:00
- Recipients
- Recipients only see data within their own access scope



08

Notifications and Profile

In-app and e-mail notifications; personal profile: ID, passport, loyalty cards, preferences and security.

IN THIS SECTION · 7 SCREENS

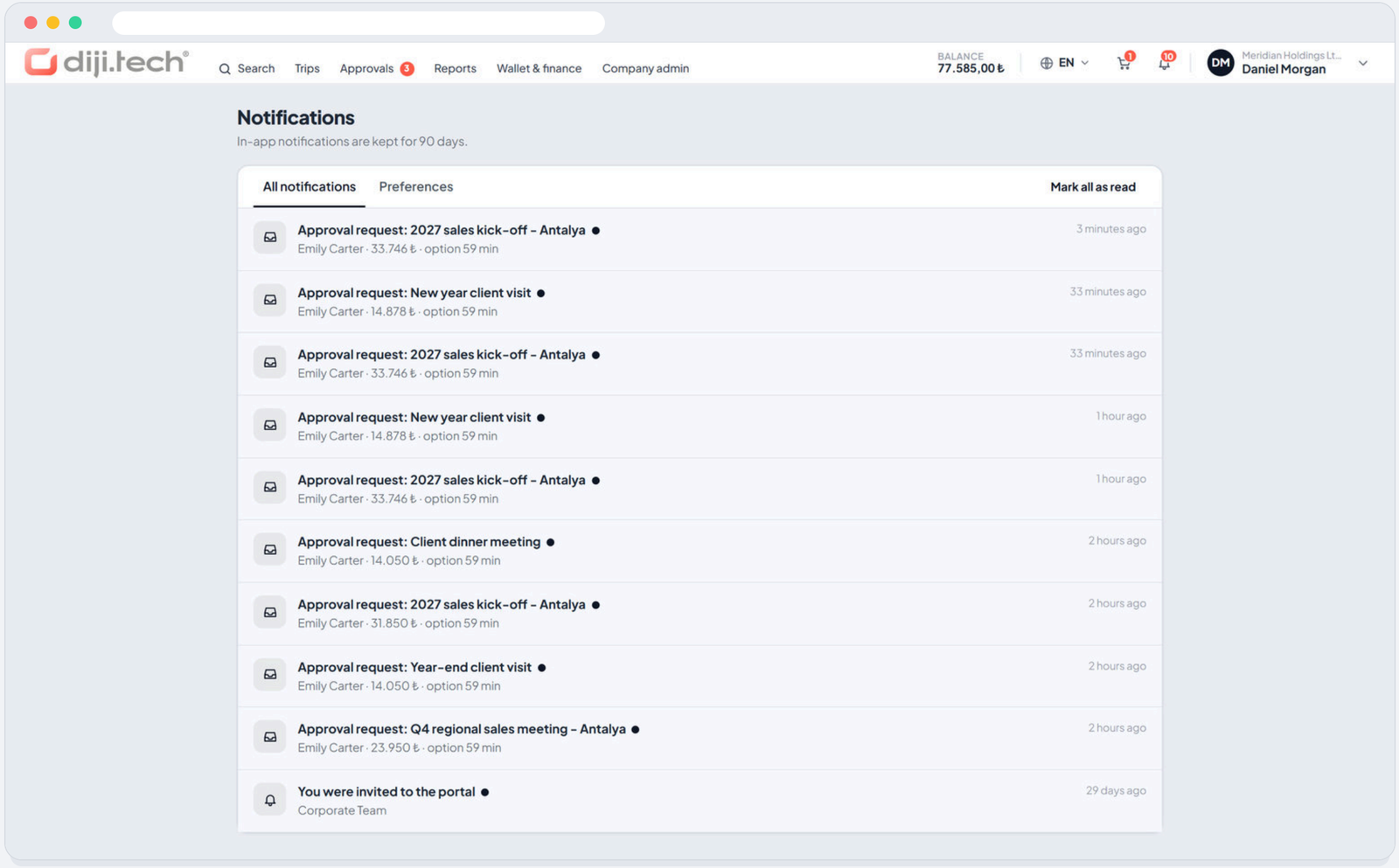
- Notifications
- Notification preferences
- My profile – identity and contact
- Passports and documents
- Loyalty cards
- Travel preferences
- Security

08 · NOTIFICATIONS AND PROFILE

Notifications

In-app notifications are kept for 90 days and followed in one list.

- All notifications / Preferences
- Approval requests: requester, amount, time left
- Unread mark and time
- Mark all as read

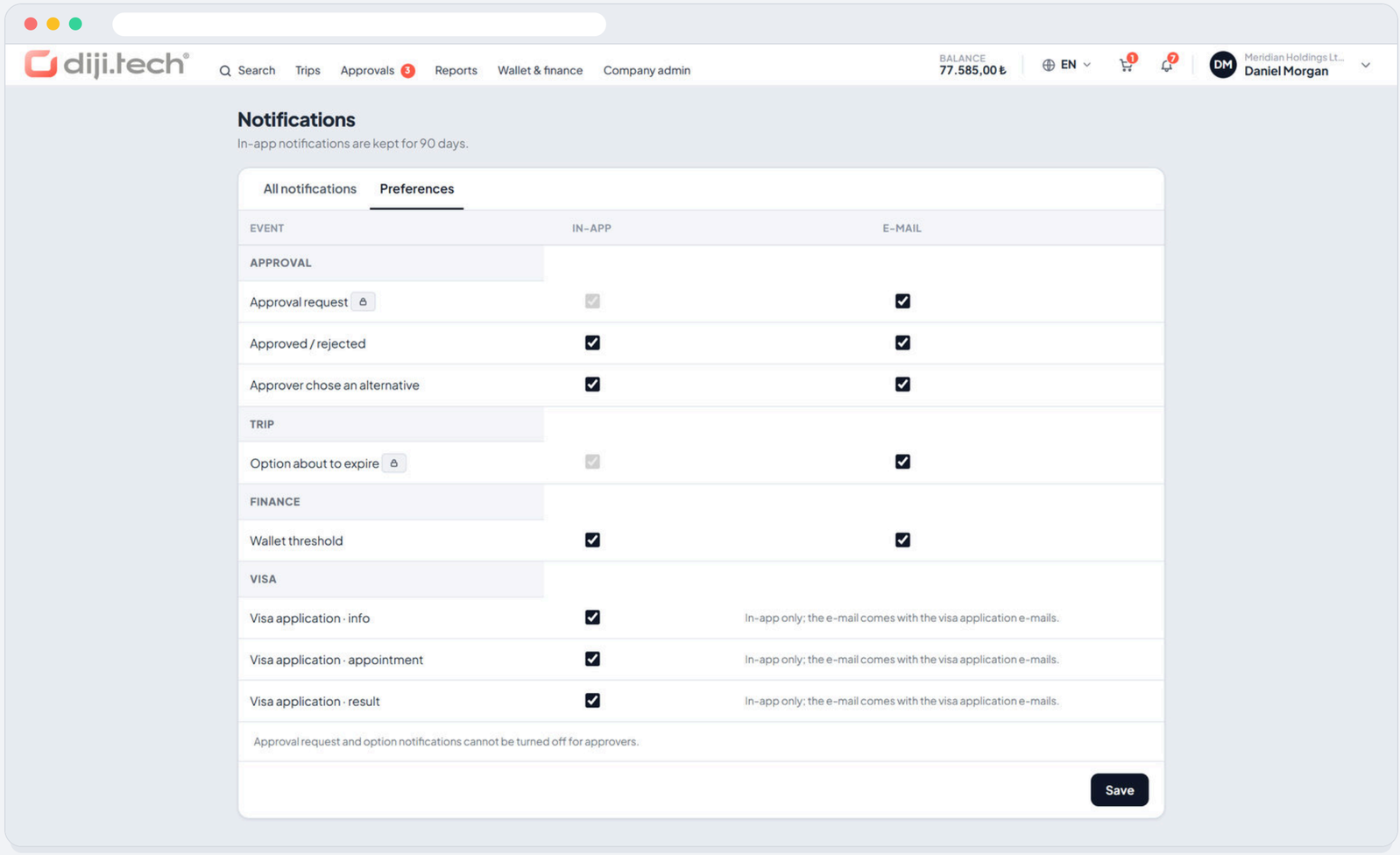


08 · NOTIFICATIONS AND PROFILE

Notification preferences

Every user chooses which events they receive in the app and which by e-mail.

- Event groups: Approval, Trip, Finance, Visa
- Channels: In-app and E-mail
- Approval request and option notifications cannot be turned off for approvers
- Wallet threshold notification

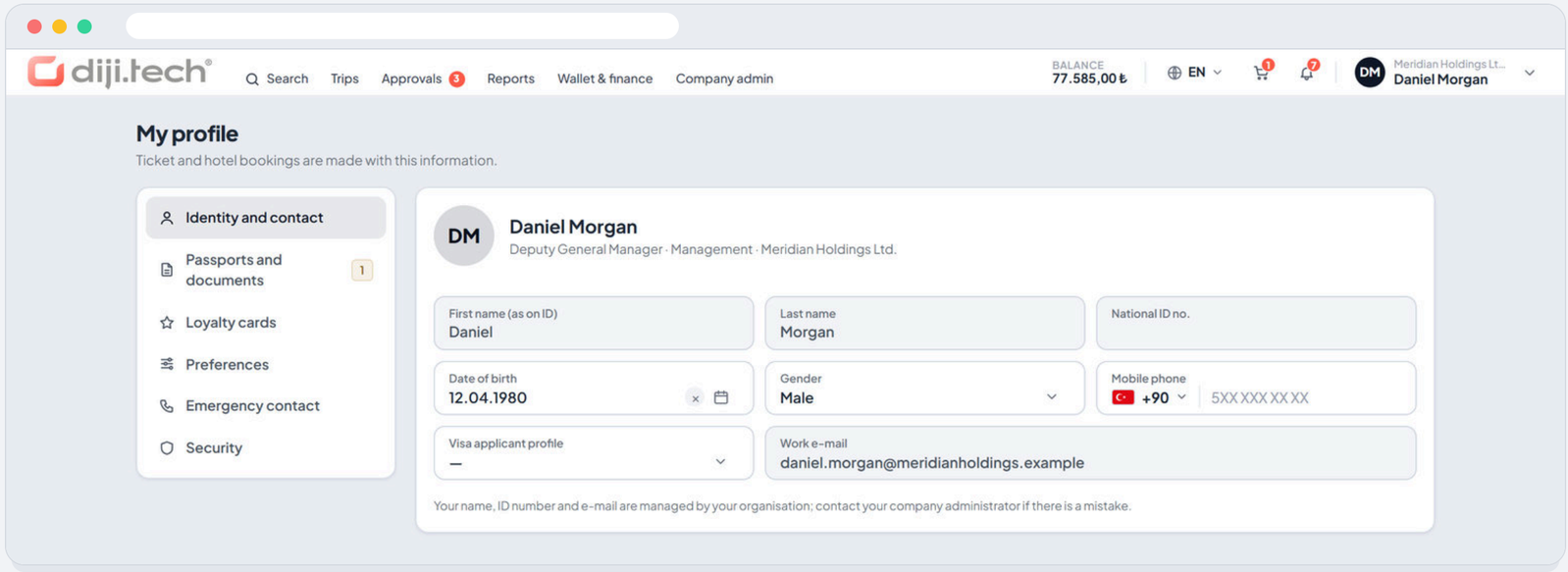


08 · NOTIFICATIONS AND PROFILE

My profile – identity and contact

Ticket and hotel bookings use the identity details in the profile.

- First name, last name, national ID no., date of birth
- Gender and mobile phone
- Work e-mail
- Note on fields managed by the company
- Profile tabs: documents, loyalty, preferences, emergency contact, security

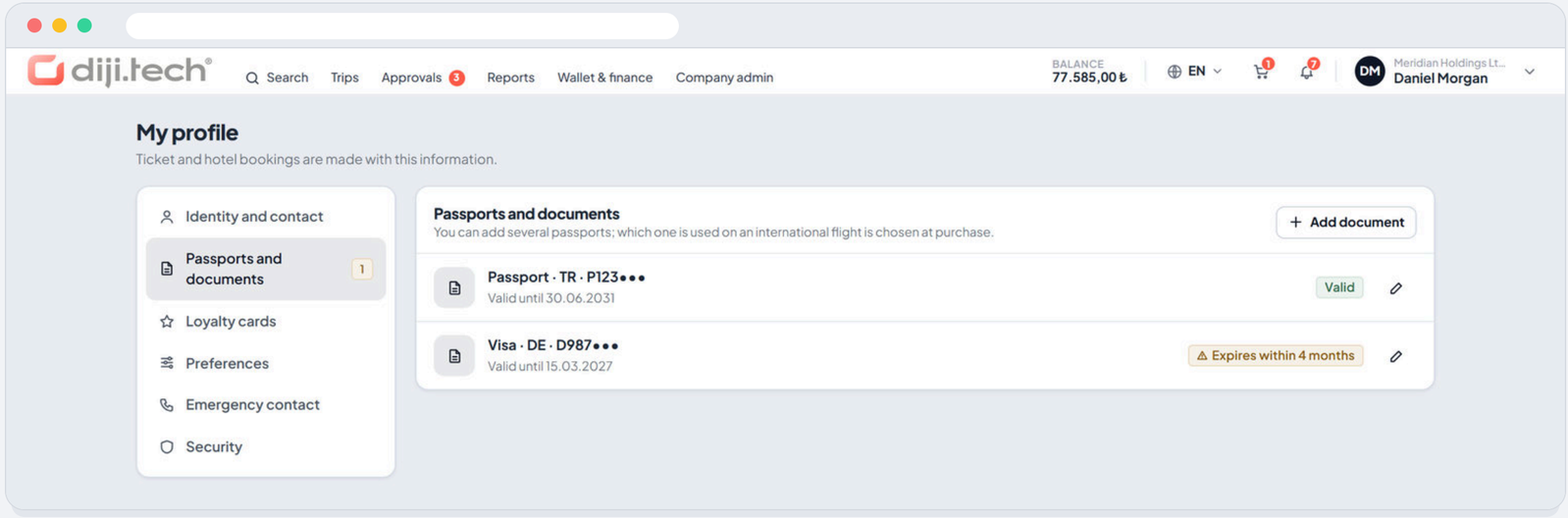


08 · NOTIFICATIONS AND PROFILE

Passports and documents

Passports and visas are stored in the profile; documents close to expiry are flagged.

- Several passports
- Passport and visa: country, number, expiry date
- “Valid” and “Expires within 5 months” badges
- Add document

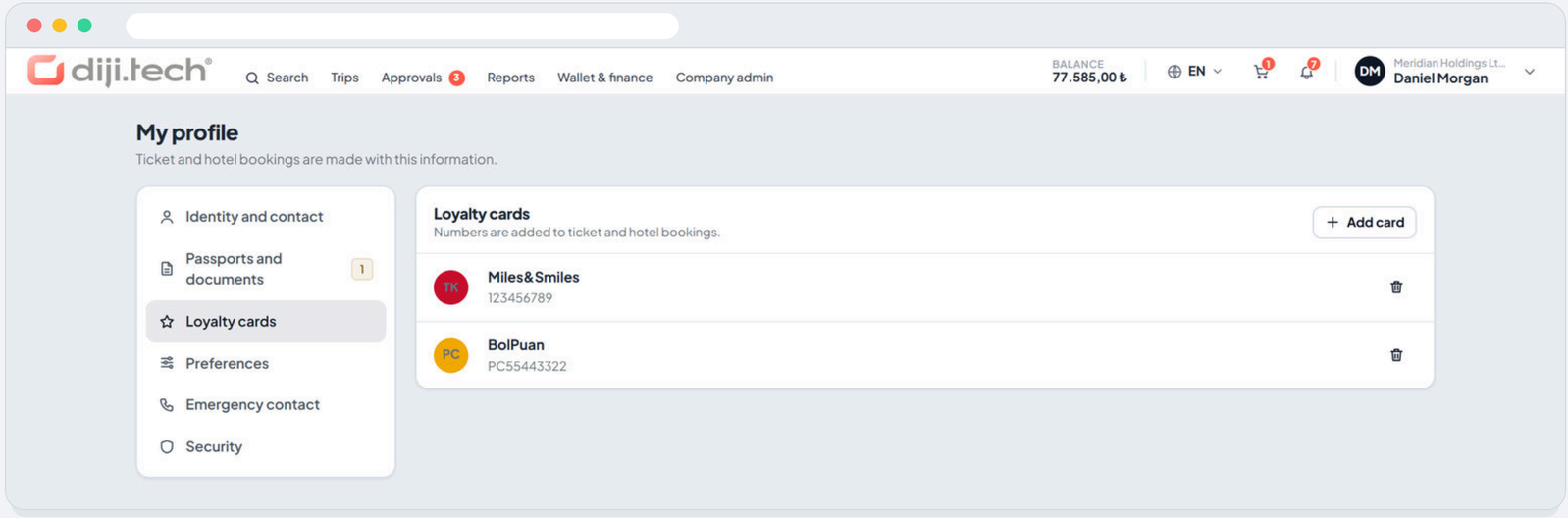


08 · NOTIFICATIONS AND PROFILE

Loyalty cards

Loyalty programme numbers are stored in the profile; the Miles&Smiles number is added to flight bookings automatically.

- Programme and number
- Add card
- Delete card

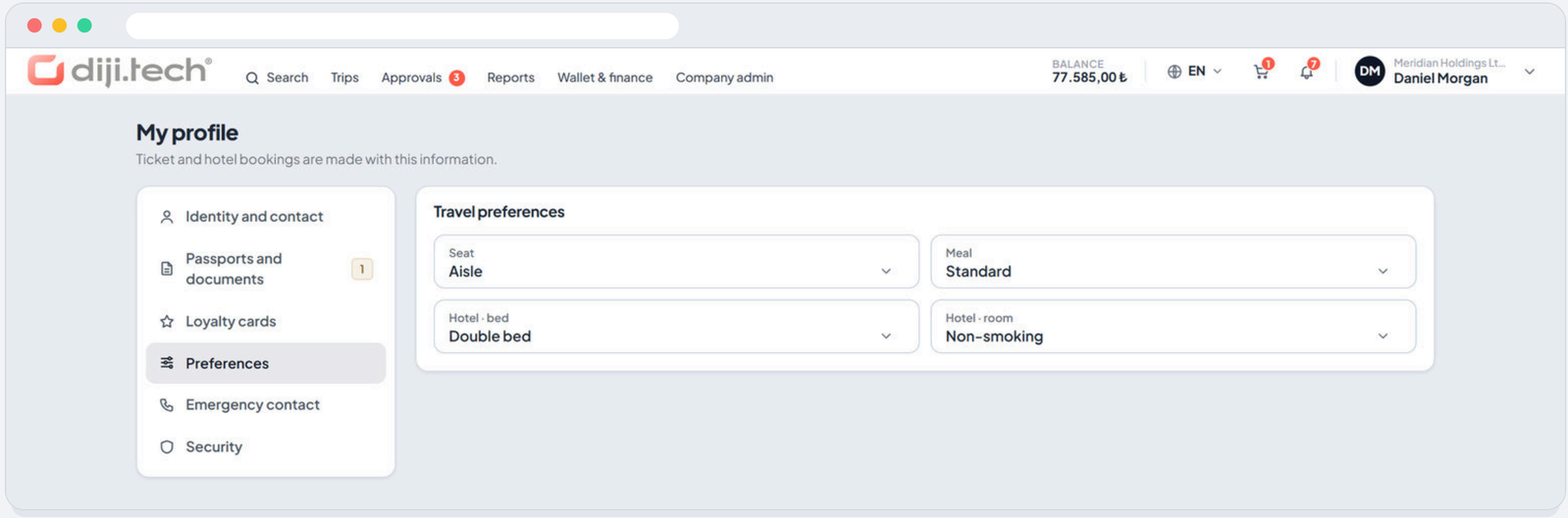


08 · NOTIFICATIONS AND PROFILE

Travel preferences

Seat, meal and room preferences are saved once in the profile.

- Seat: aisle, window
- Meal
- Hotel bed type
- Hotel room preference

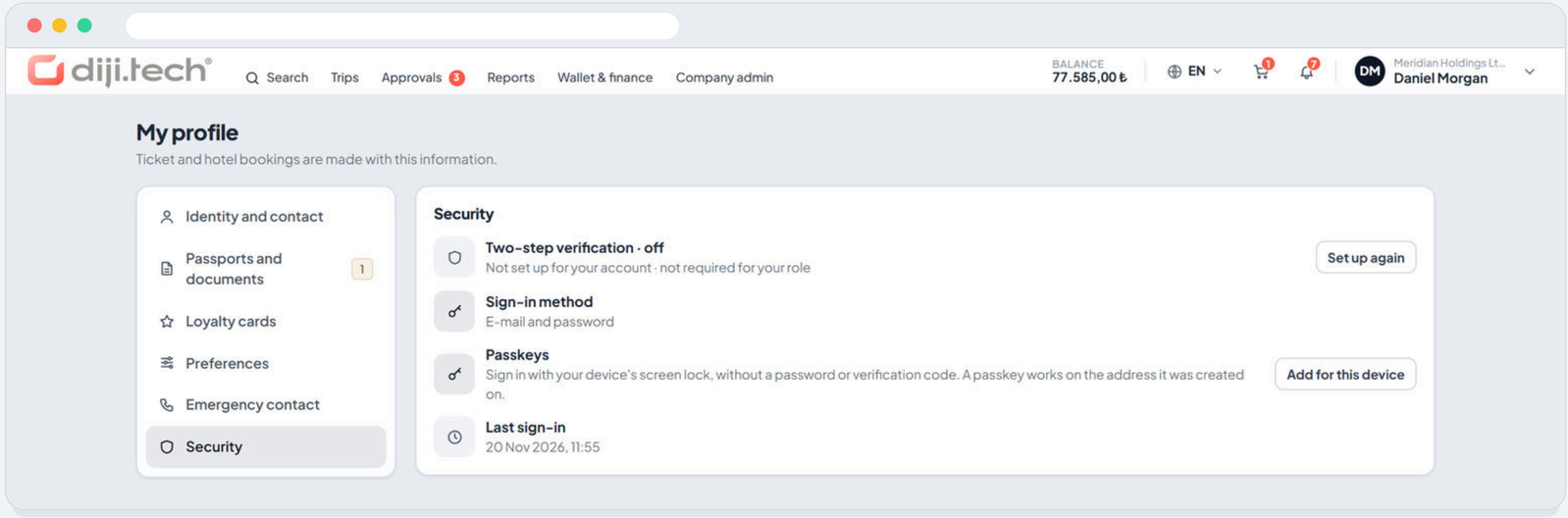


08 · NOTIFICATIONS AND PROFILE

Security

Users follow the security status of their account in their profile.

- Two-step verification status and setup
- Sign-in method: e-mail and password
- Last sign-in time



09

Company Management

The control centre where you set up your company’s rules: organisation, staff, roles, policies, approval flows, budgets, billing profiles, security and company settings.

IN THIS SECTION · 35 SCREENS

- Organisation
- Company details panel
- Add a department
- Add a branch
- Move and deactivate a department
- Staff
- Invite staff
- Bulk upload with Excel
- Excel – validation report
- Staff details
- Invite pending
- Close account
- Roles – Company admin
- Roles – Approver

and 21 more screens

09 · COMPANY MANAGEMENT · FLOW

Set up your company in eight steps

The company management menu holds everything you need to fit the portal to your company’s structure and rules.

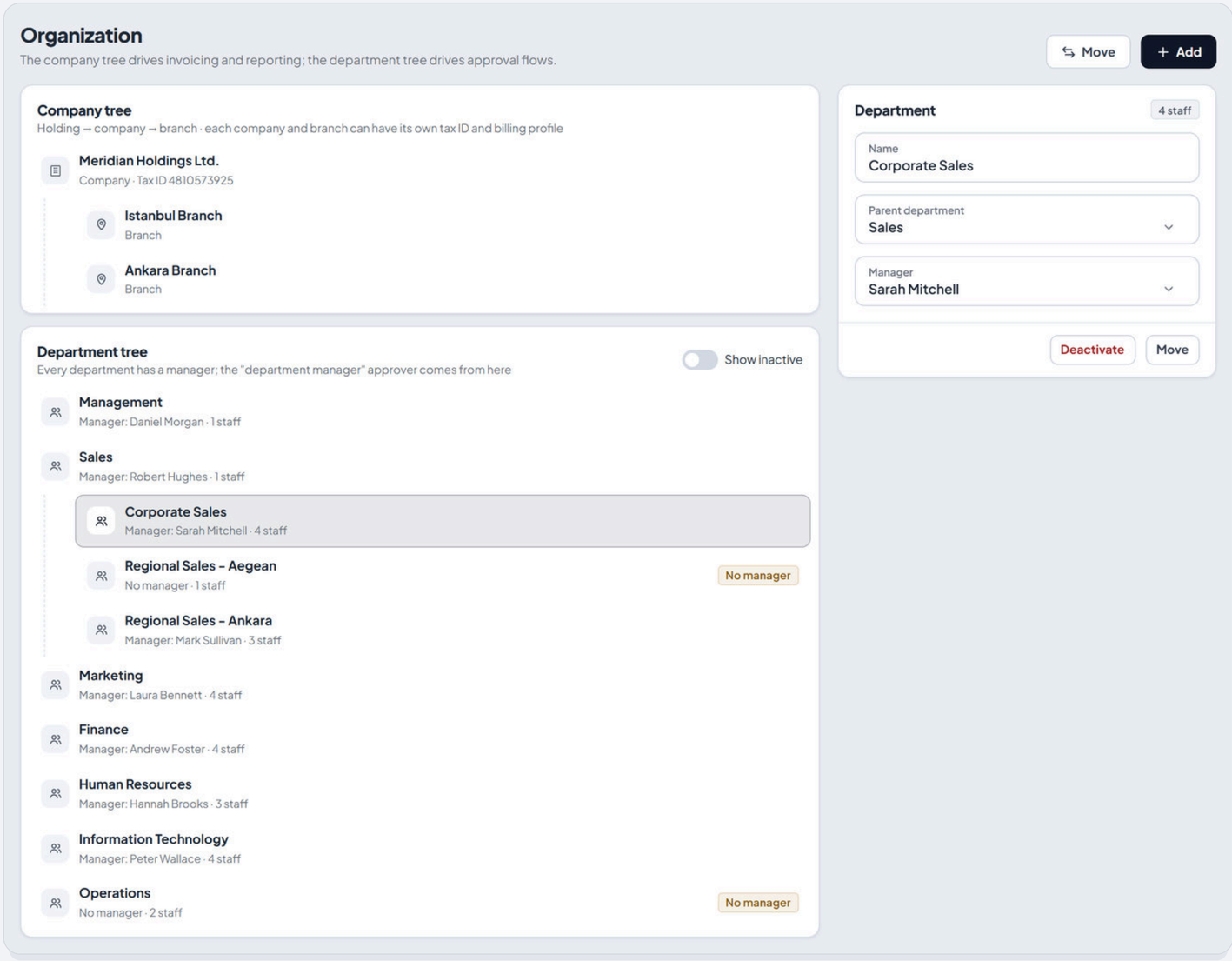
1. **Organisation** — Company, branch and department tree.
2. **Staff** — Invitation or bulk upload from Excel.
3. **Roles** — What they can do + whose data.
4. **Policies** — Amount, cabin and timing rules.
5. **Approval flows** — Levels, thresholds, time limits.
6. **Budgets** — A cap per period and what happens on overrun.
7. **Billing profiles** — Legal name, tax number, e-invoice.
8. **Security and settings** — 2FA, sessions and visible products.

09 · COMPANY MANAGEMENT

Organisation

The company tree drives invoicing and reporting; the department tree drives approval flows.

- Company tree: company and branches
- Department tree and department managers
- “No manager” warning
- Side panel: name, parent department, manager
- Deactivate and Move

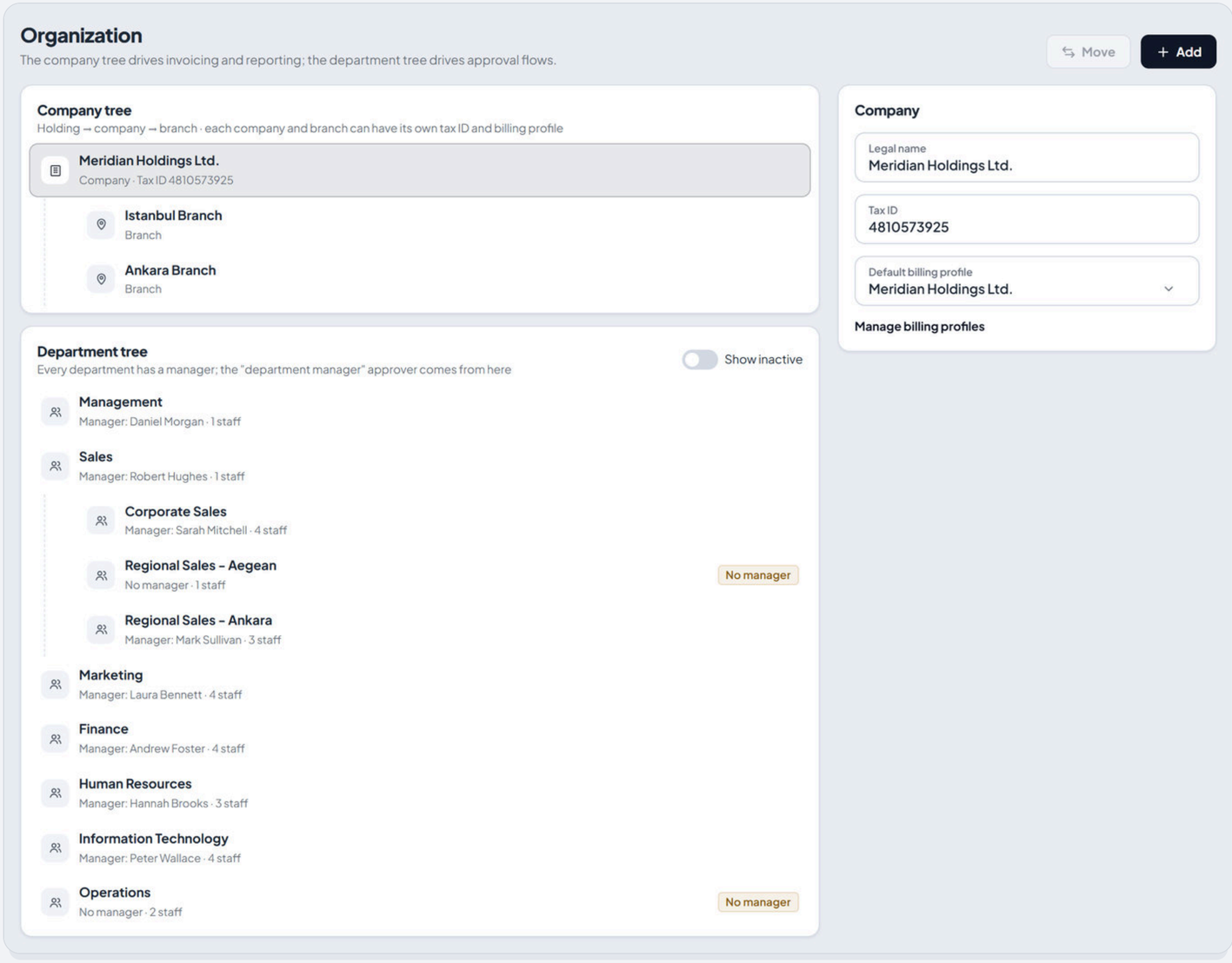


09 · COMPANY MANAGEMENT

Company details panel

Each company has its own legal name, tax ID and default billing profile.

- Legal name
- Tax ID
- Default billing profile
- Manage billing profiles

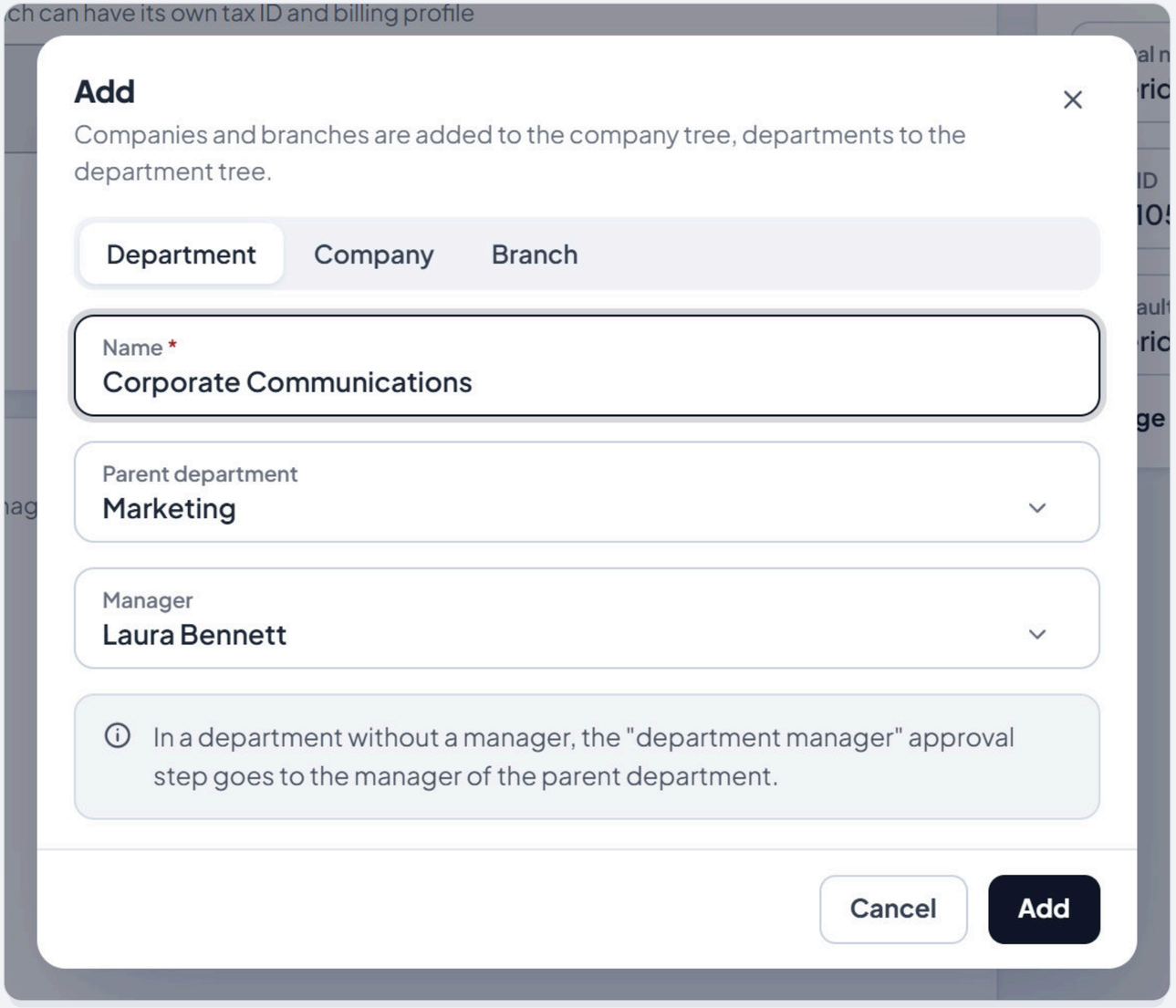


09 · COMPANY MANAGEMENT

Add a department

A new department is added with its parent department and manager.

- Department / Company / Branch tabs
- Name
- Parent department
- Manager
- In a department without a manager, approval goes to the manager above

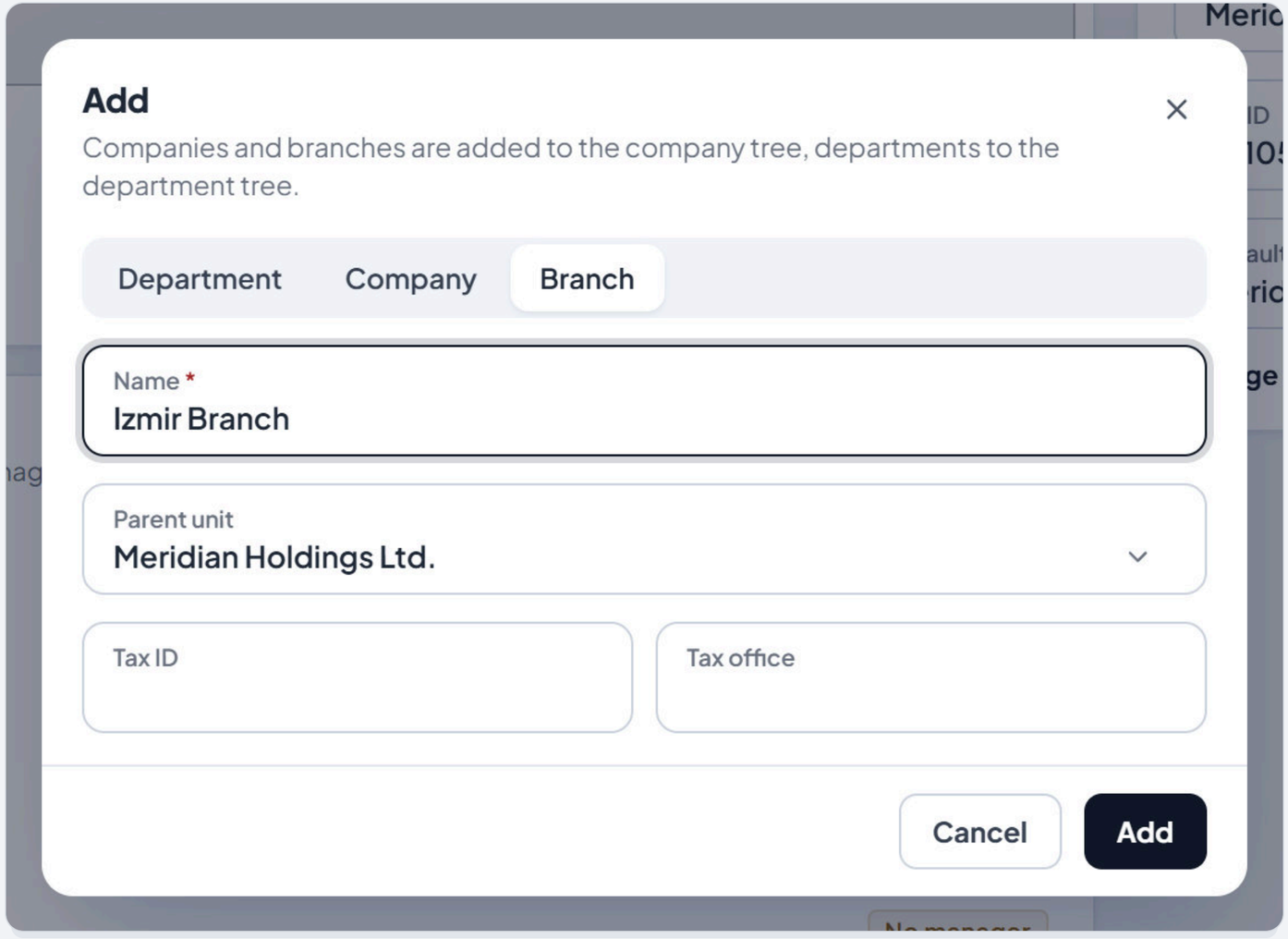


09 · COMPANY MANAGEMENT

Add a branch

A branch is added to the company tree with its parent unit and its own tax details.

- Branch name
- Parent unit
- Tax ID and tax office

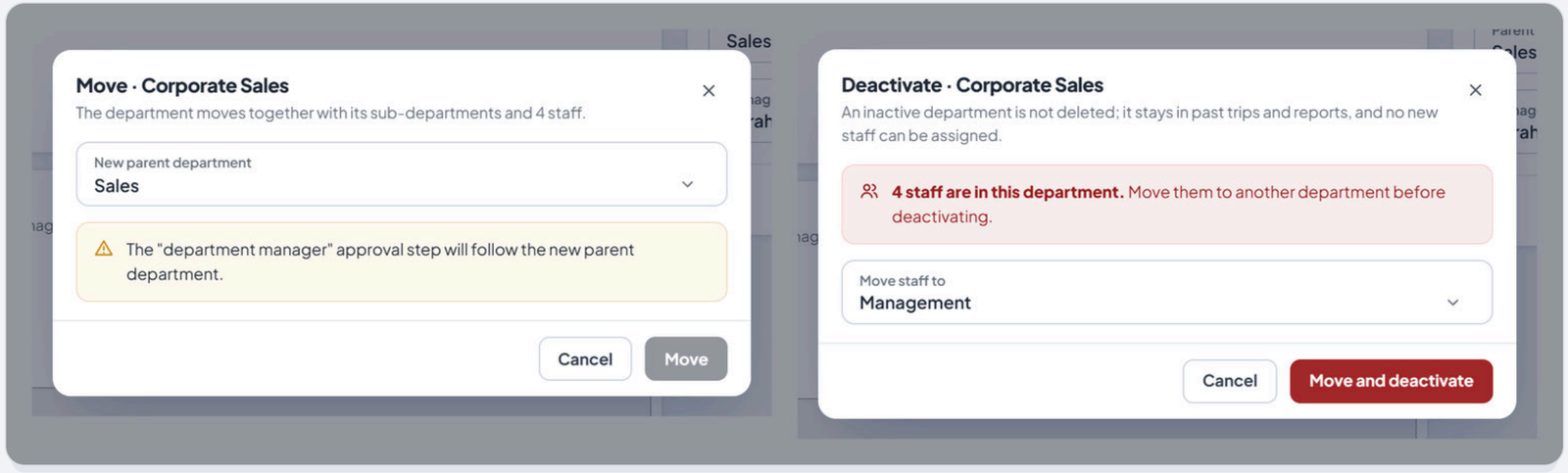


09 · COMPANY MANAGEMENT

Move and deactivate a department

A department moves with its sub-departments and staff; before deactivating, its staff are moved to another department.

- Choosing the new parent department
- Warning about the effect on approval flows
- Deactivation: move the staff
- An inactive department stays in past records

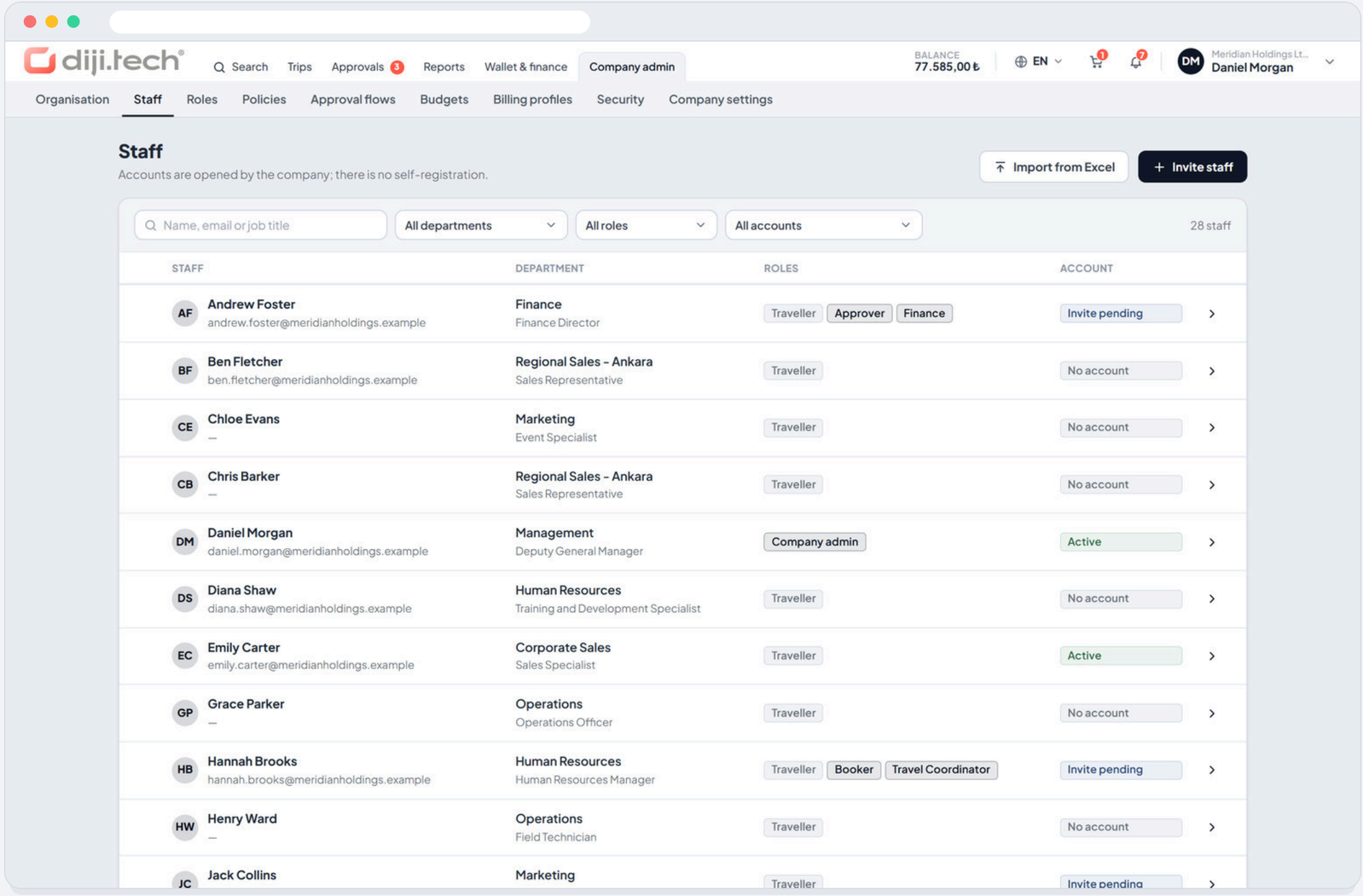


09 · COMPANY MANAGEMENT

Staff

The staff list is searched and filtered with roles and account status.

- Name, e-mail, department, job title
- Roles
- Account: Active, Invite pending, No account, Closed
- Department, role and account filters
- Import from Excel and Invite staff

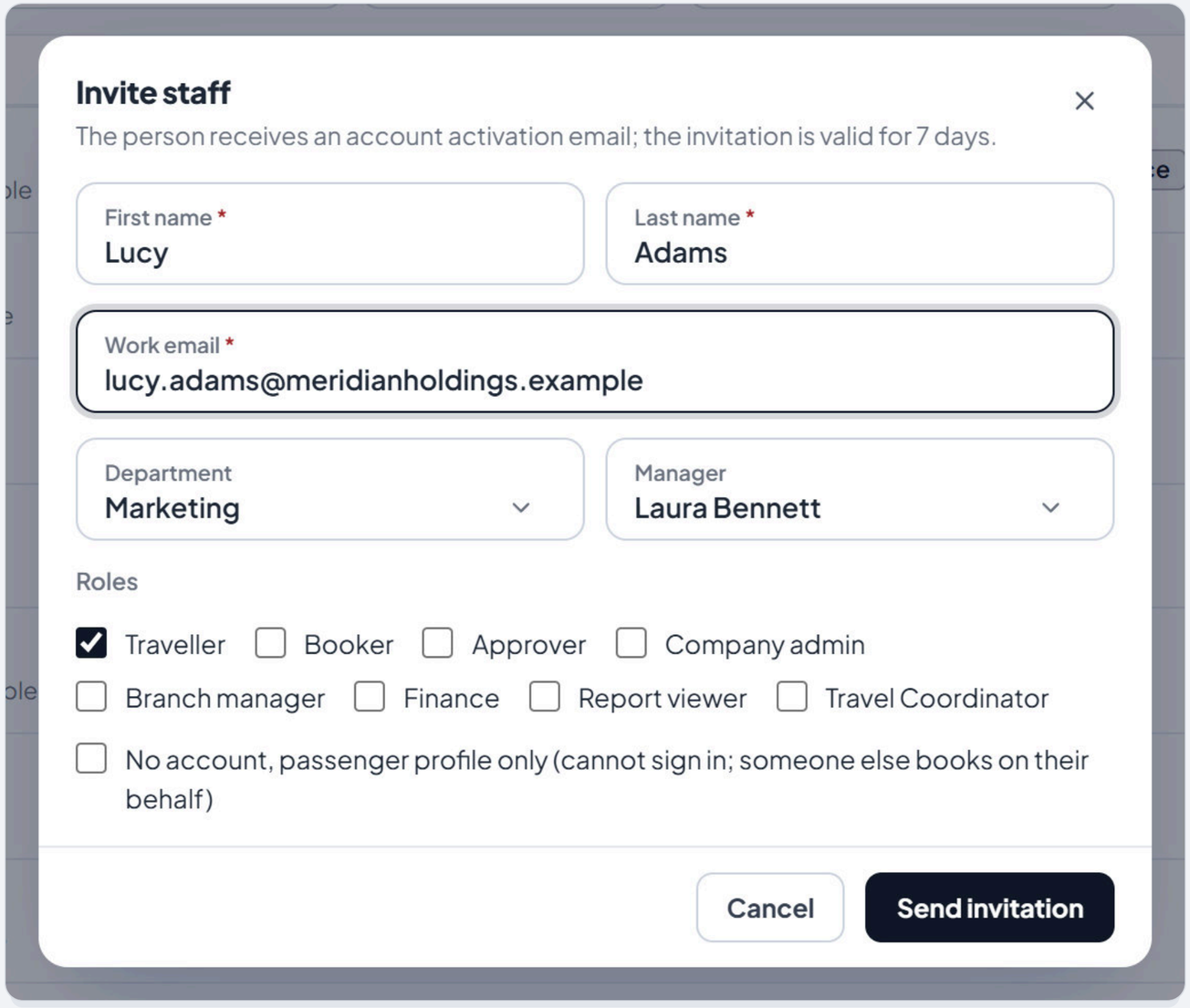


09 · COMPANY MANAGEMENT

Invite staff

A new employee is invited with name, e-mail, department, manager and roles; the invitation is valid for 7 days.

- First name, last name, work e-mail
- Department and manager
- Roles
- Passenger-profile-only option

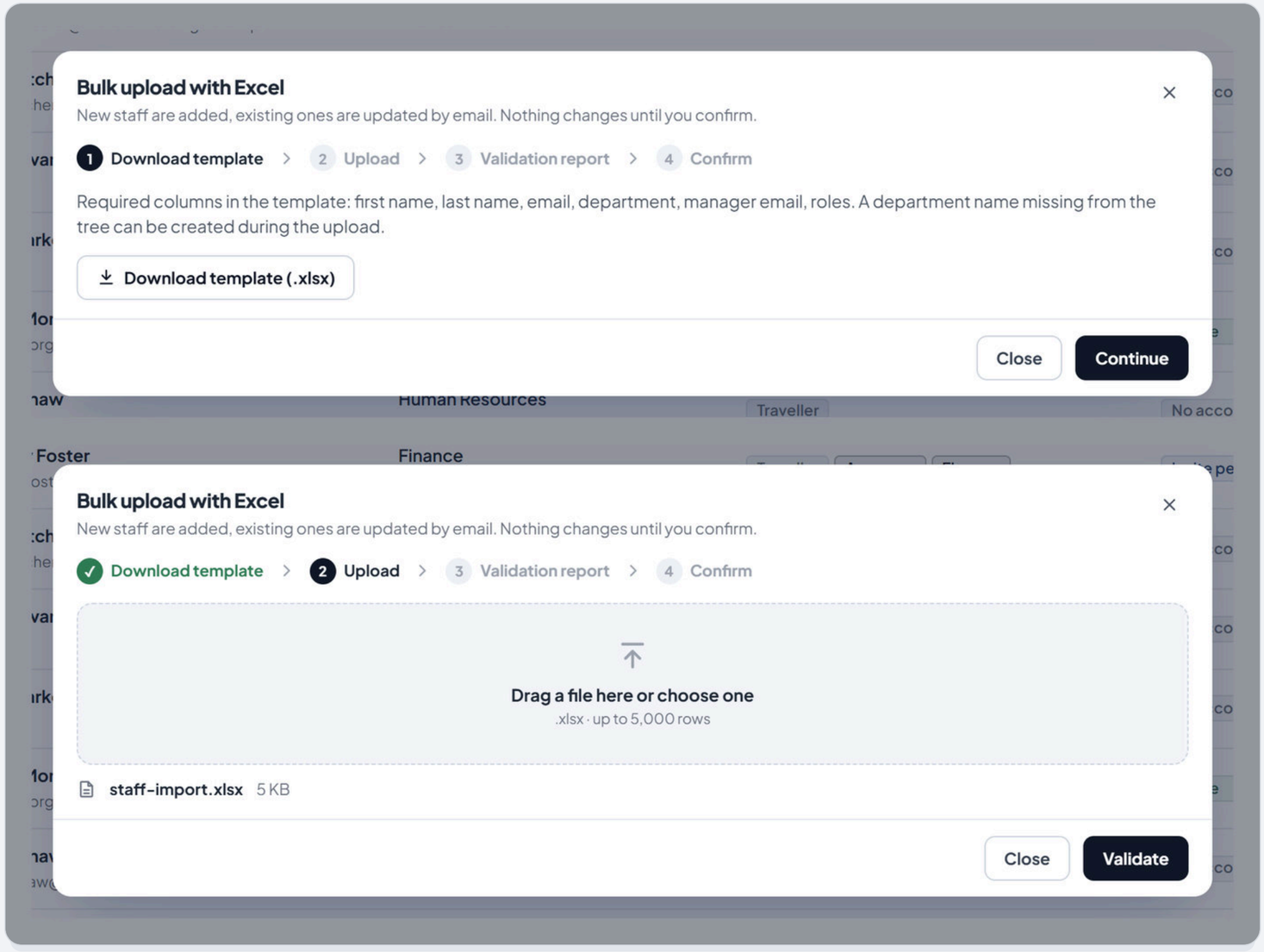


09 · COMPANY MANAGEMENT

Bulk upload with Excel

Staff are uploaded in bulk with a template; nothing changes until you confirm.

- Steps: Download template, Upload, Validation report, Confirm
- Required template columns
- Drag or choose a file (.xlsx, up to 5,000 rows)
- Validate

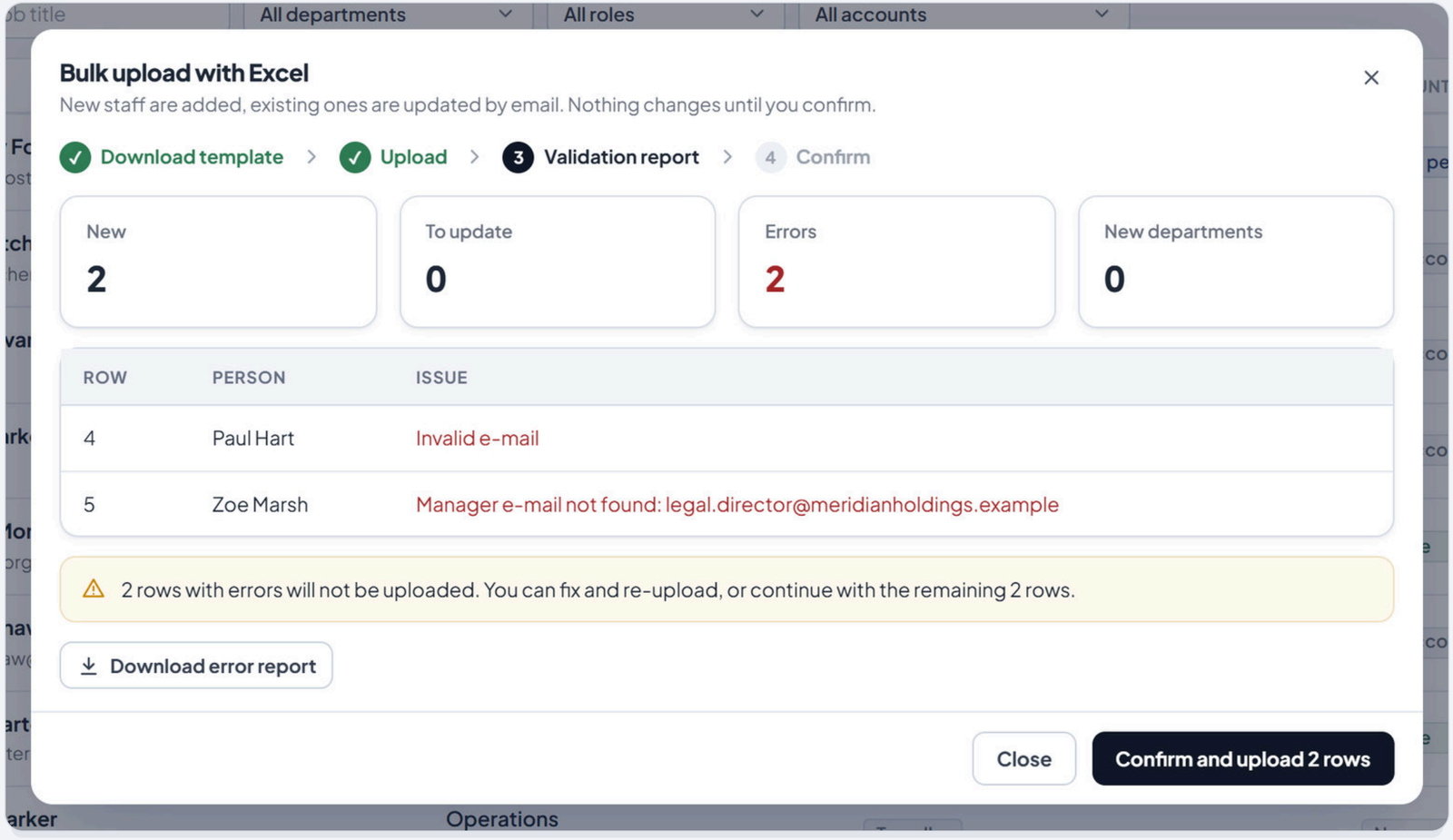


09 · COMPANY MANAGEMENT

Excel – validation report

The validation report before upload separates new, updated and invalid rows.

- New, To update, Errors, New departments
- Issue per row
- Download error report
- Confirm and upload the valid rows

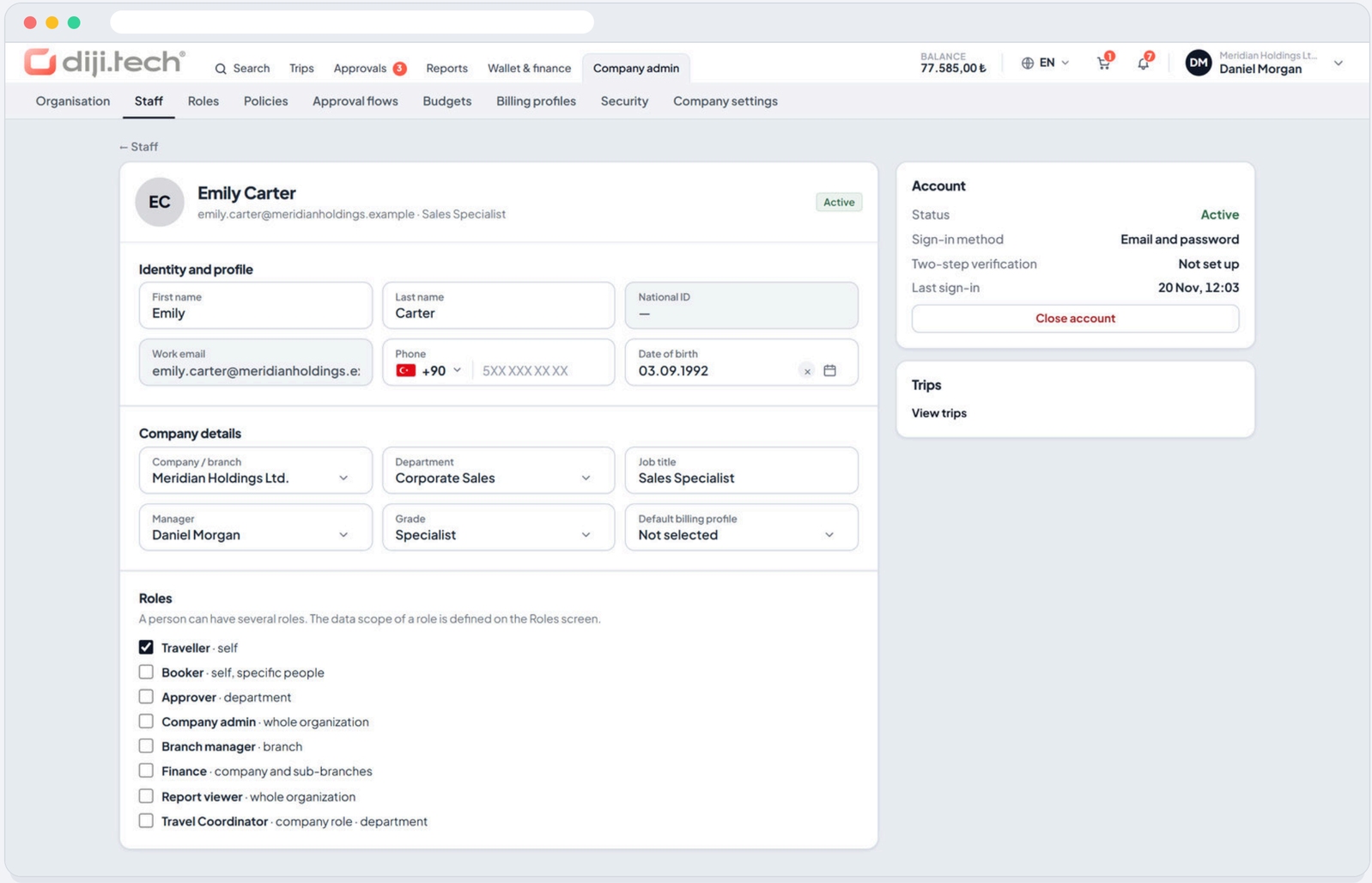


09 · COMPANY MANAGEMENT

Staff details

Staff details manage identity, company details, roles and account status.

- Identity and profile
- Company / branch, department, job title, manager, grade
- Roles and data scope
- Account: status, sign-in method, two-step verification, last sign-in

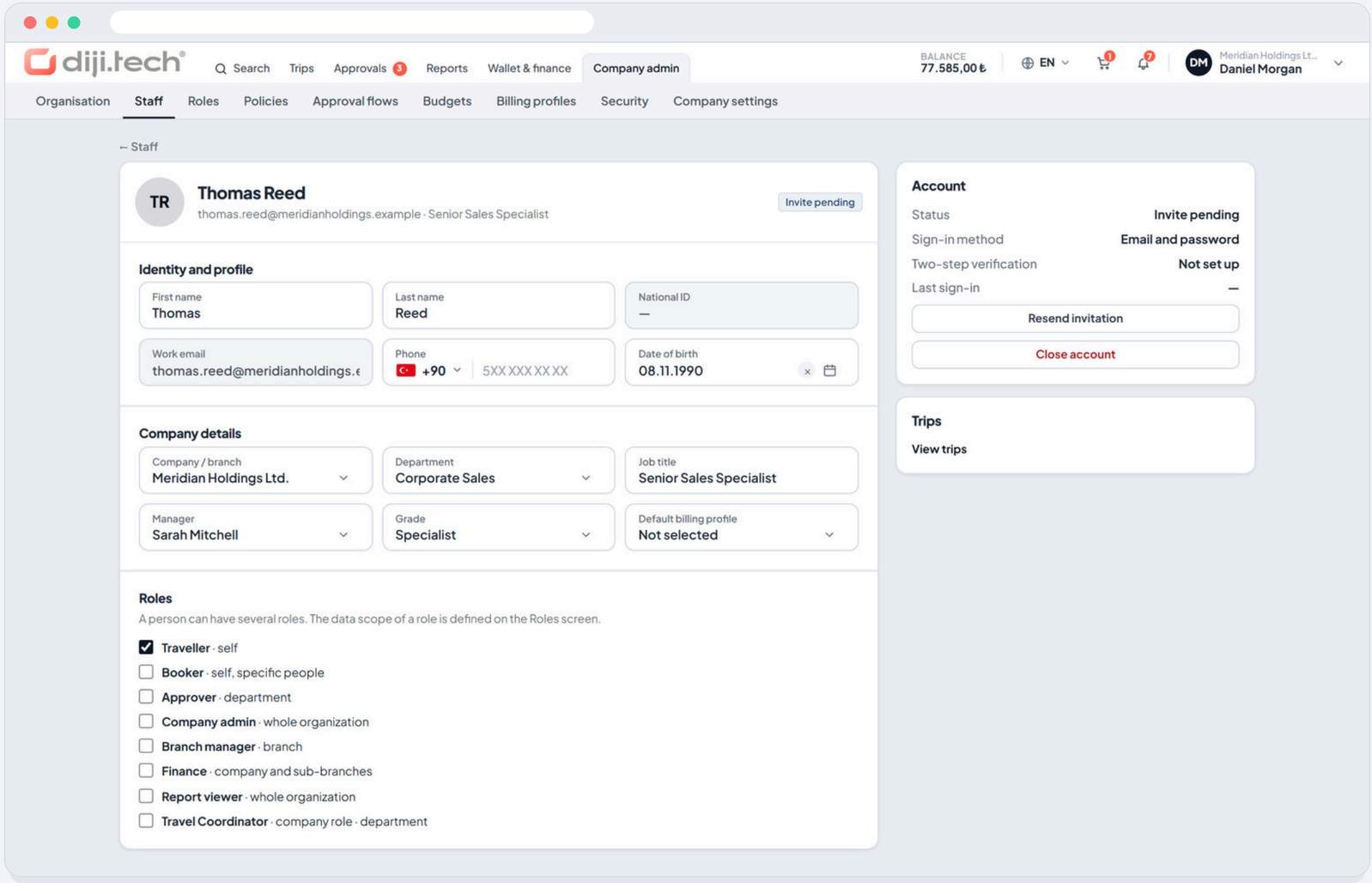


09 · COMPANY MANAGEMENT

Invite pending

The invitation can be sent again to an employee who has not accepted it yet.

- Status: Invite pending
- Resend invitation
- Close account

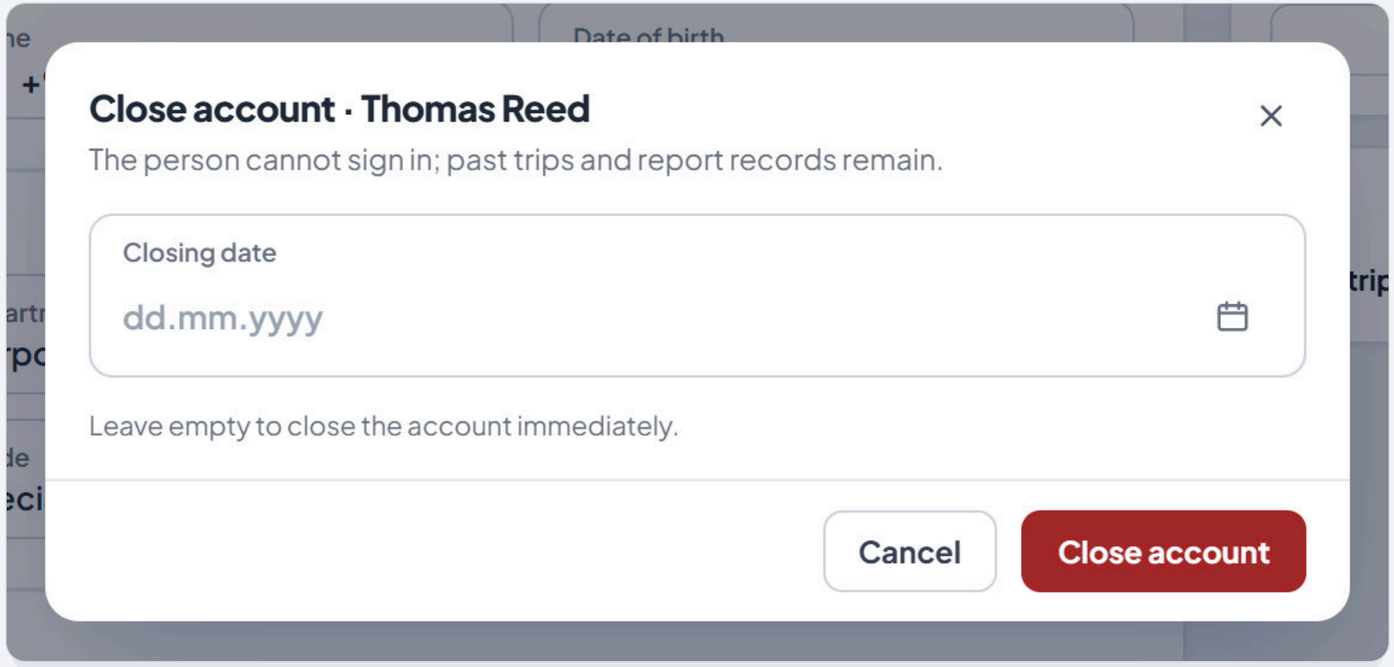


09 · COMPANY MANAGEMENT

Close account

The account of a leaving employee is closed; past trips and report records are kept.

- The person cannot sign in
- Past records are kept
- Left empty, the account closes immediately
- Cancel / Close account

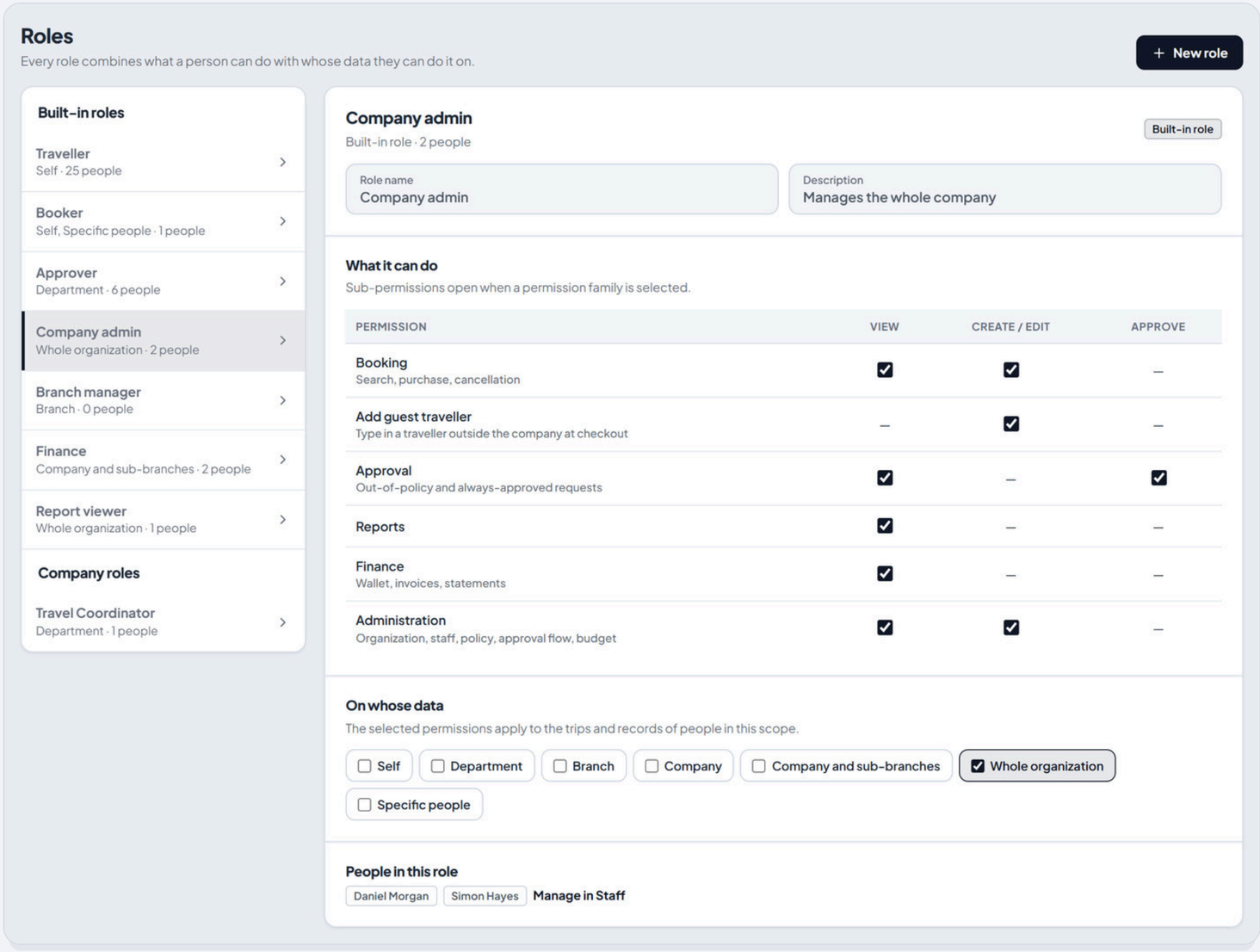


09 · COMPANY MANAGEMENT

Roles – Company admin

Every role combines what a person can do with whose data they can do it on.

- Built-in roles and head counts
- Permissions: Booking, Add guest traveller, Approval, Reports, Finance, Administration
- View, Create / Edit, Approve
- Scope: Whole organization
- People in this role

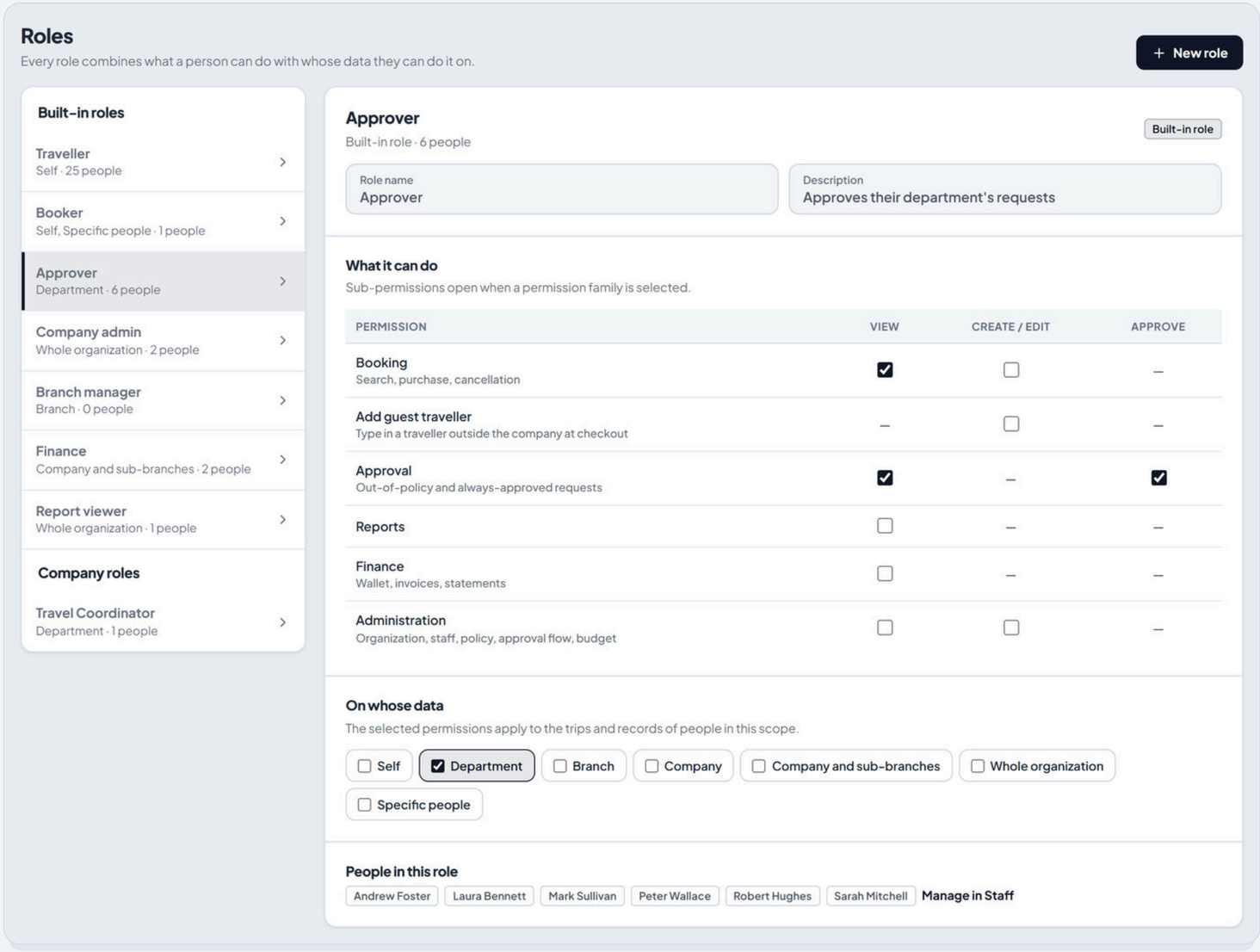


09 · COMPANY MANAGEMENT

Roles – Approver

The Approver role views and approves the requests of its own department.

- Approval: view and approve
- Scope: Department
- People in this role

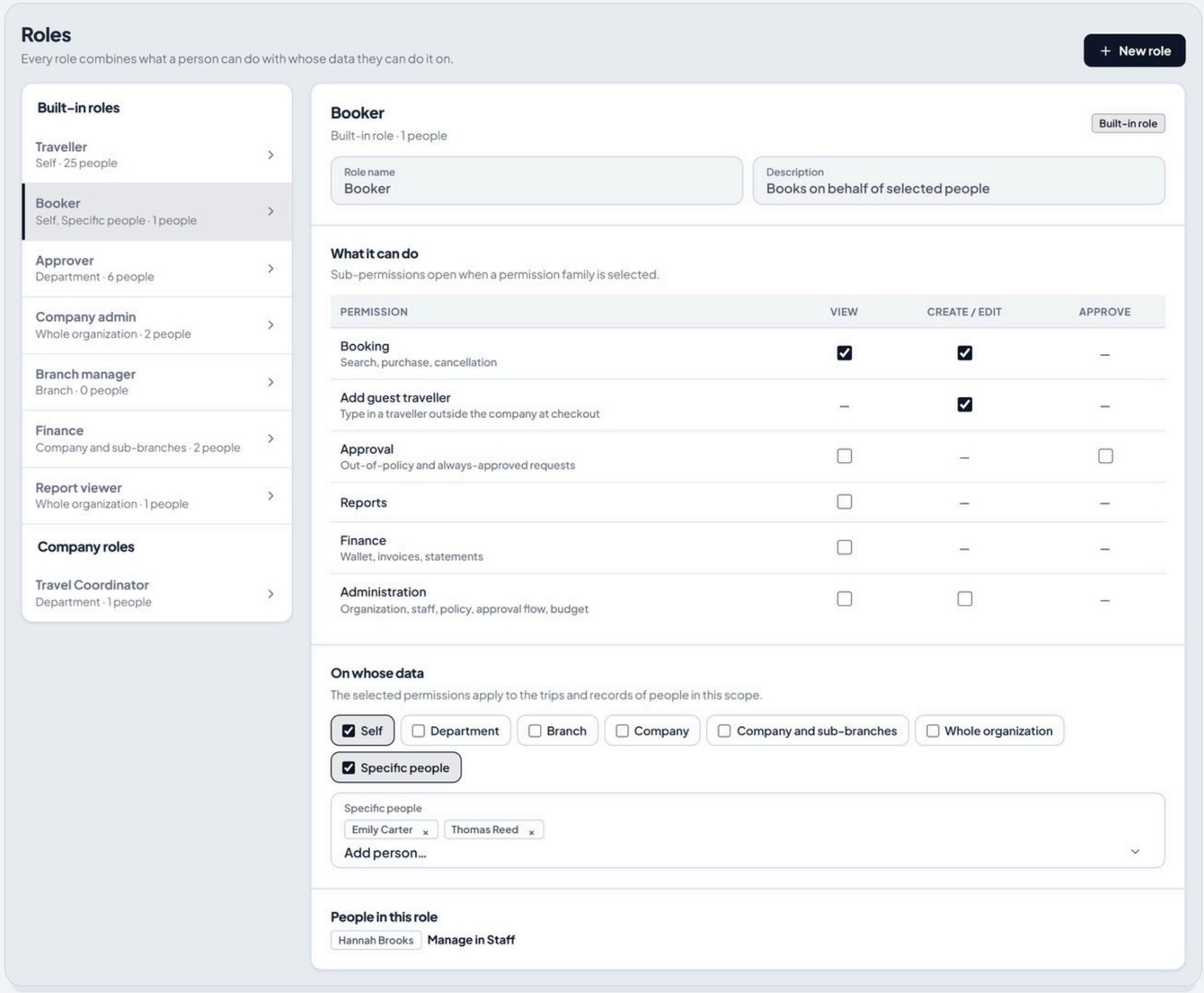


09 · COMPANY MANAGEMENT

Booker and specific people

The Booker role can be limited to booking only for selected people.

- Booking and guest traveller permissions
- Scope: Self + Specific people
- Add person and the selected people
- People in this role

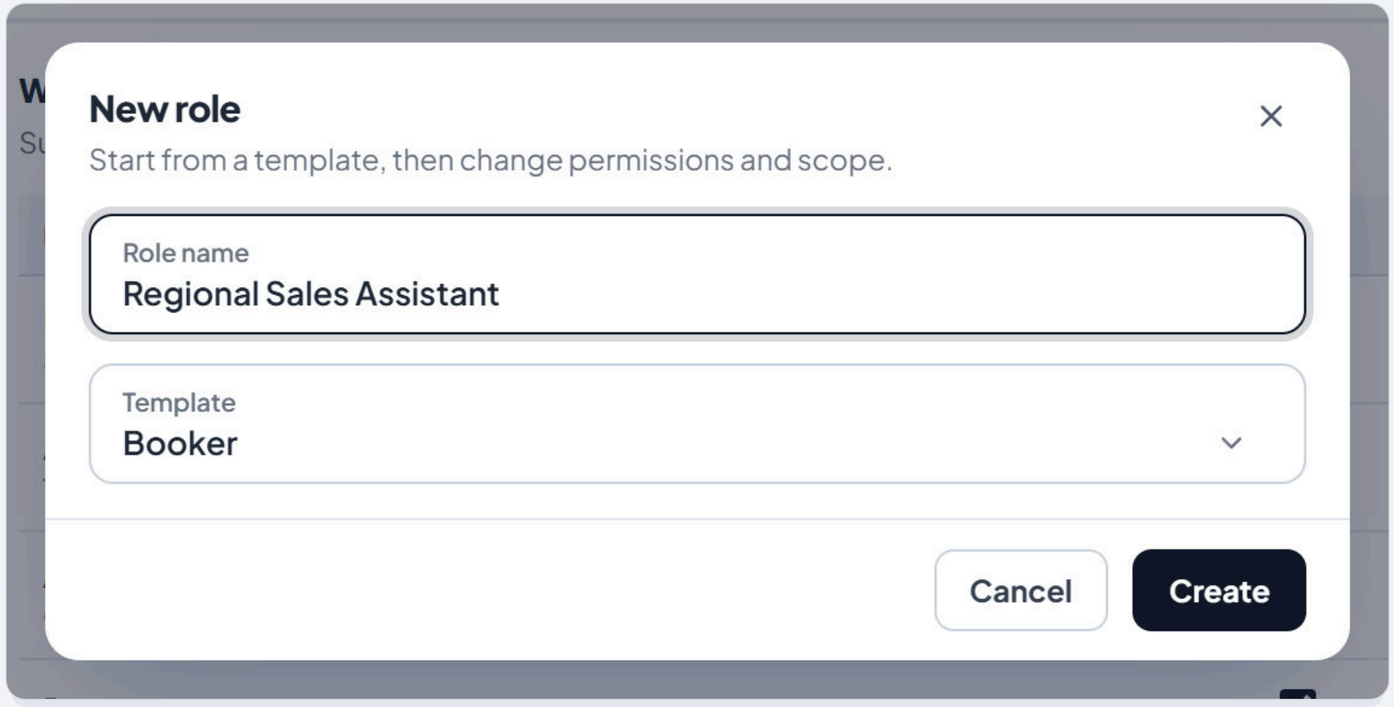


09 · COMPANY MANAGEMENT

New role

A new role starts from a template; permissions and scope are changed afterwards.

- Role name
- Template: a built-in role or blank
- Cancel / Create

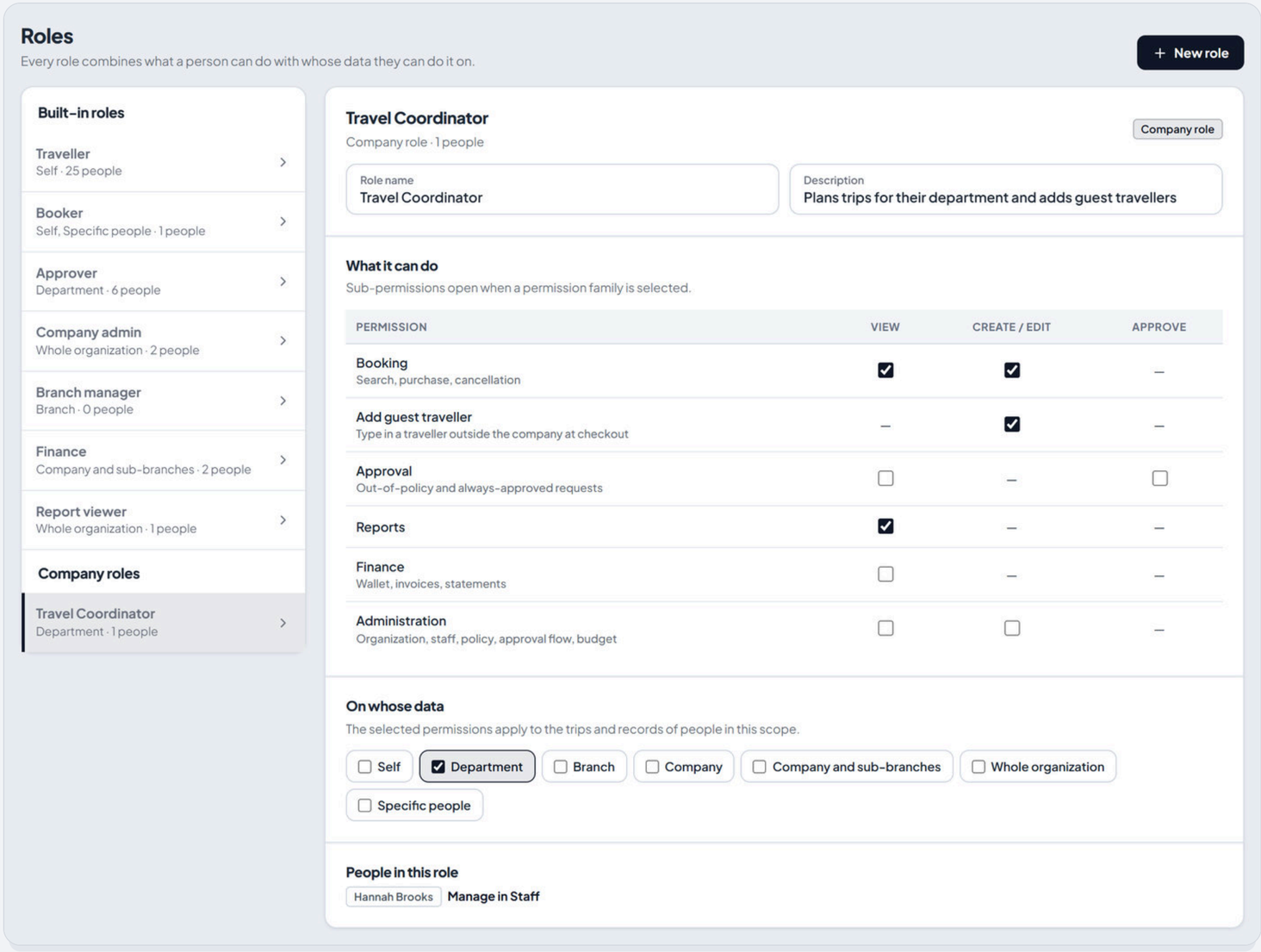


09 · COMPANY MANAGEMENT

Company role

Company-specific roles are listed next to the built-in roles and defined with the same permission table.

- Travel Coordinator: company role
- Booking, guest traveller and report permissions
- Scope: Department
- People in this role

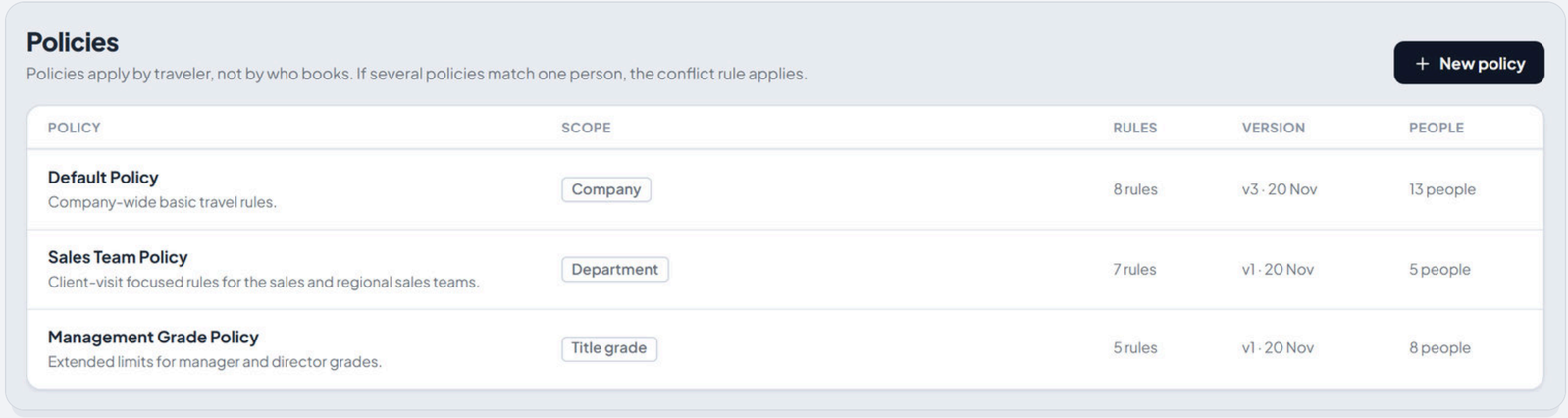


09 · COMPANY MANAGEMENT

Travel policies

Policies are defined for the company, a department, a title grade or a person, and they apply by traveller.

- Policy name and description
- Scope: Company, Department, Title grade
- Number of rules, version and date
- Number of people it applies to
- New policy

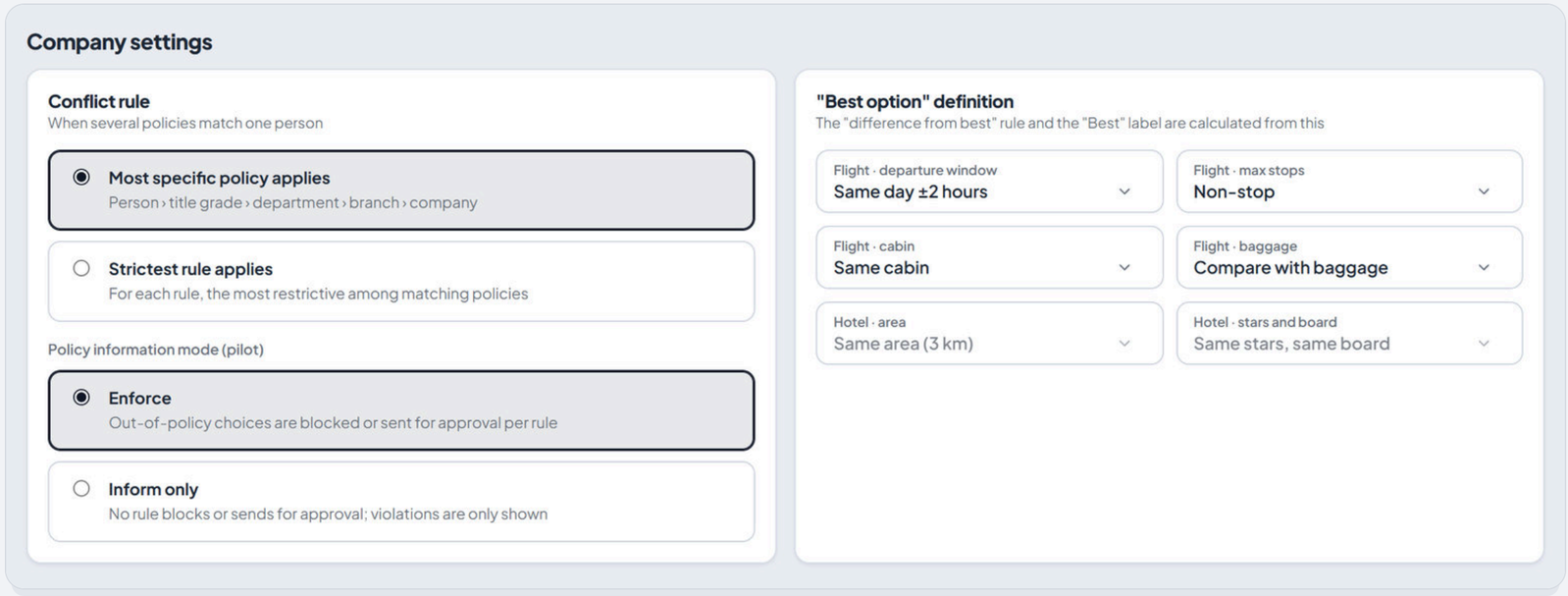


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Company policy settings

Which policy wins when several match one person, and how the “best option” is defined, are set here.

- Conflict rule: most specific policy or strictest rule
- Policy information mode: Enforce / Inform only
- “Best option”: departure window, stops, cabin, baggage
- Hotel: area, stars and board

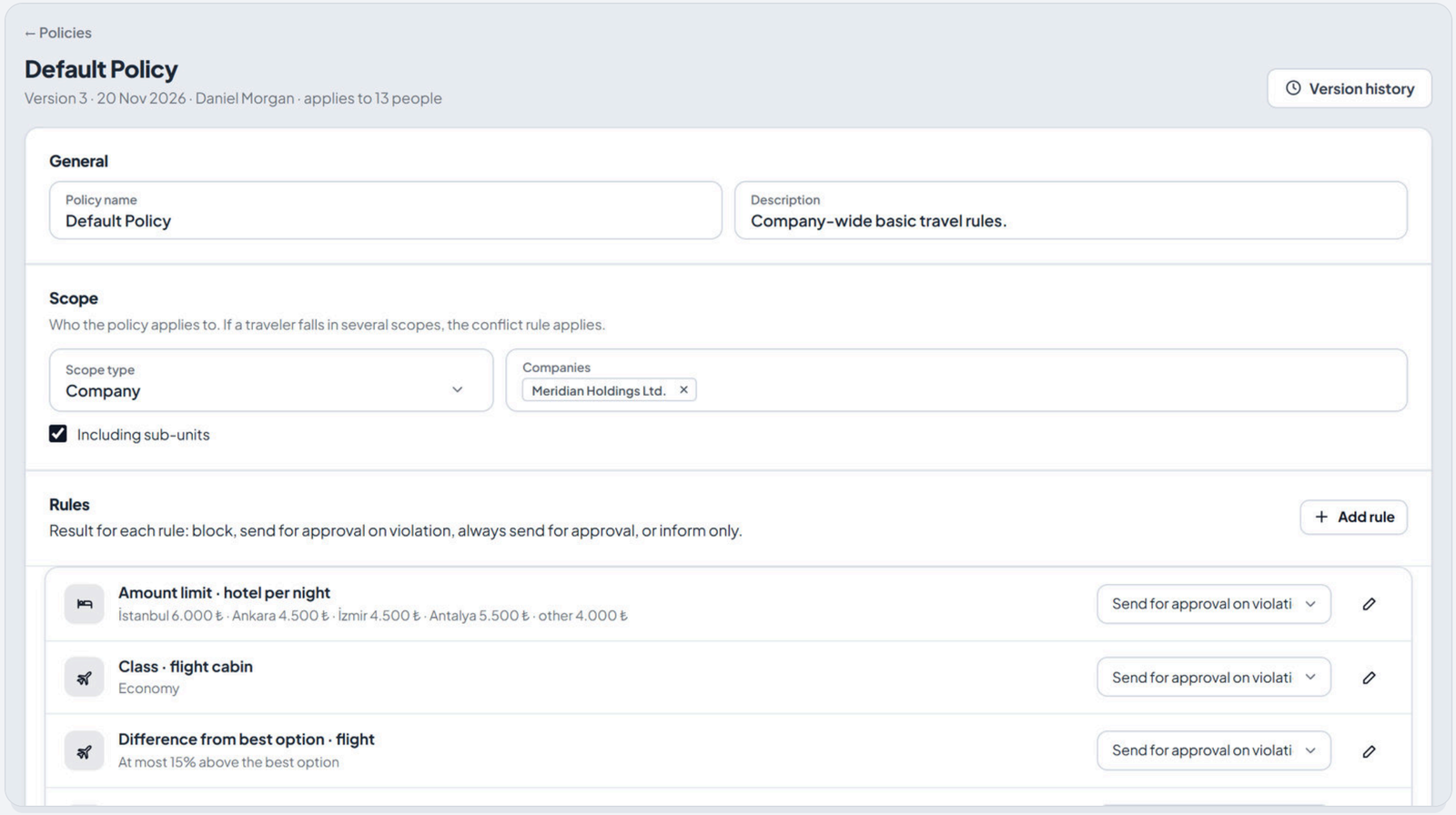


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Editing a policy

A policy's scope and rules are edited on one screen; the result is chosen separately for each rule.

- Version, date and number of people it applies to
- Scope type and sub-units
- Rules: hotel nightly limit, flight cabin, difference from best option
- Result: block, send for approval on violation, always send for approval, inform only
- Version history

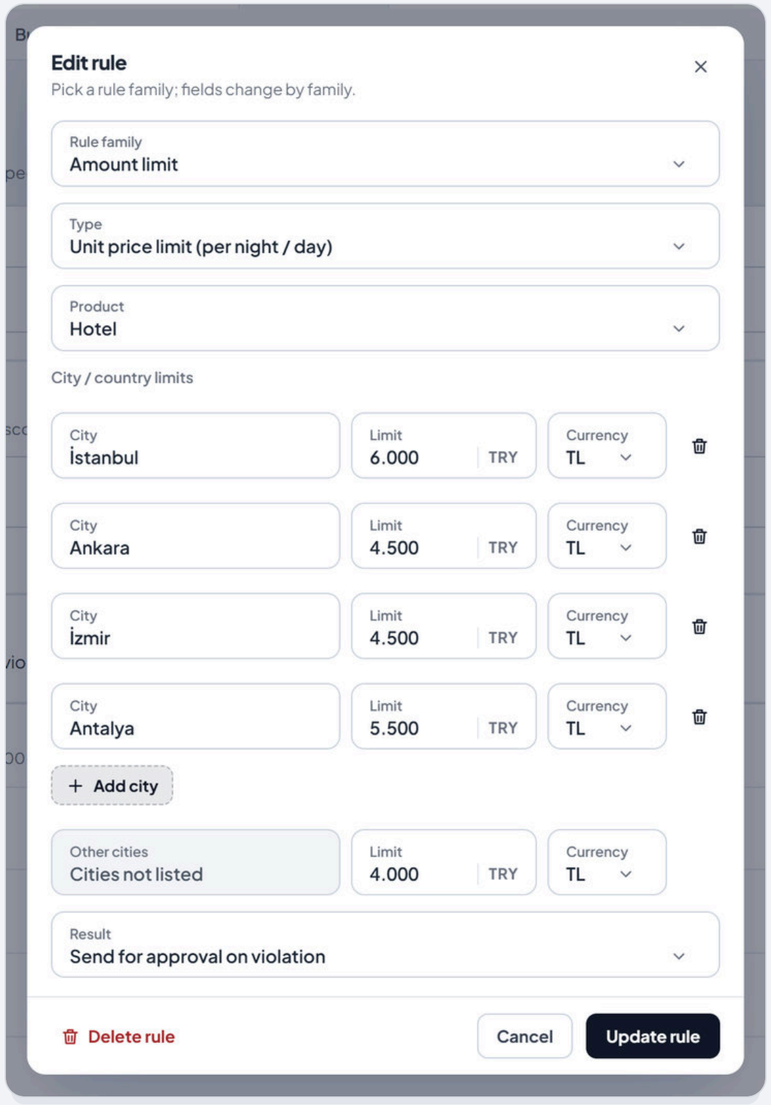


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Rule – amount per city

The hotel nightly limit is set per city, with its currency.

- Rule family, type and product
- Limits per city: İstanbul, Ankara, İzmir, Antalya
- Limit for other cities
- Result: Send for approval on violation

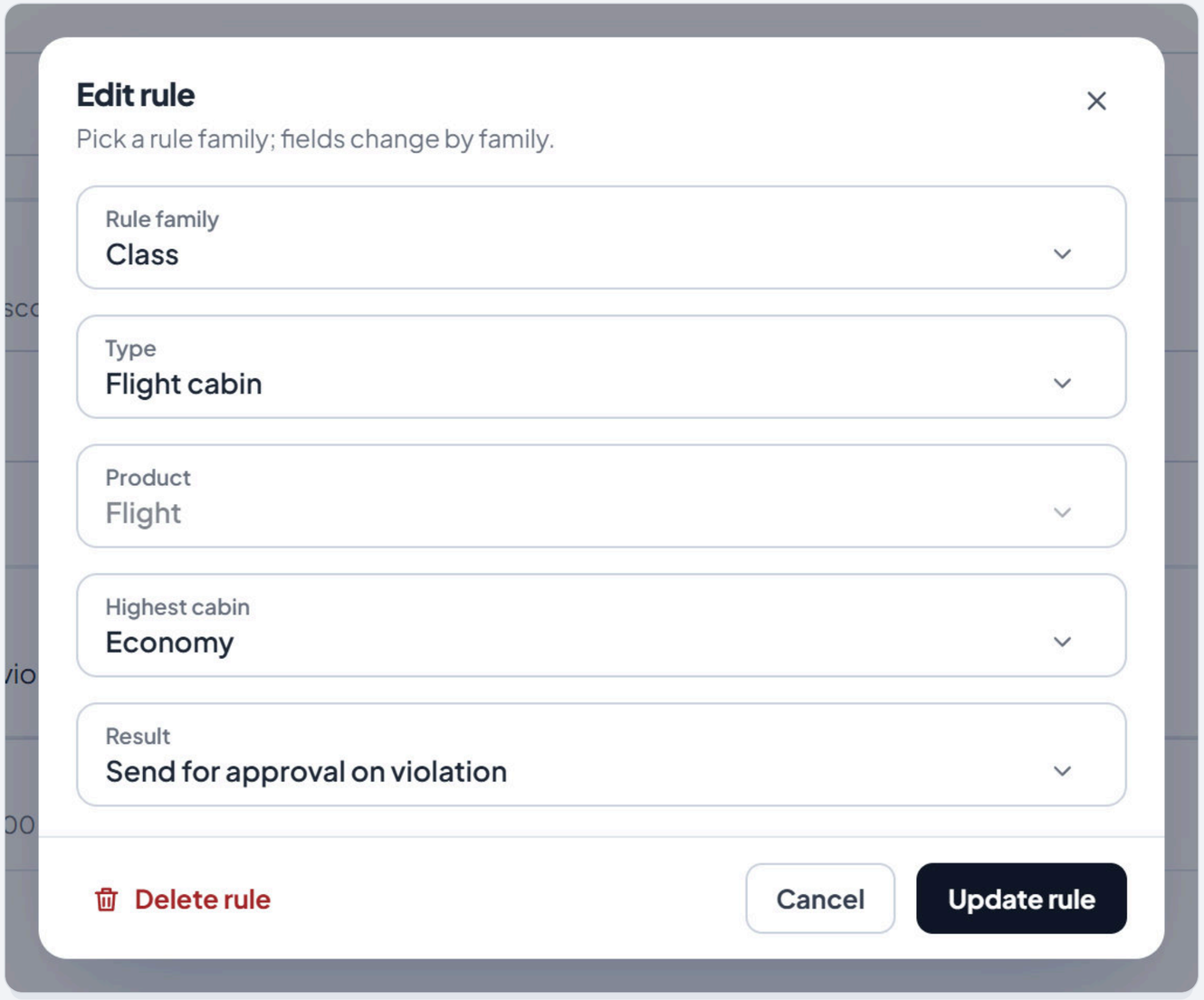


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Rule – flight cabin

The highest cabin class allowed on flights is set.

- Rule family: Class
- Type: Flight cabin
- Highest cabin: Economy
- Result

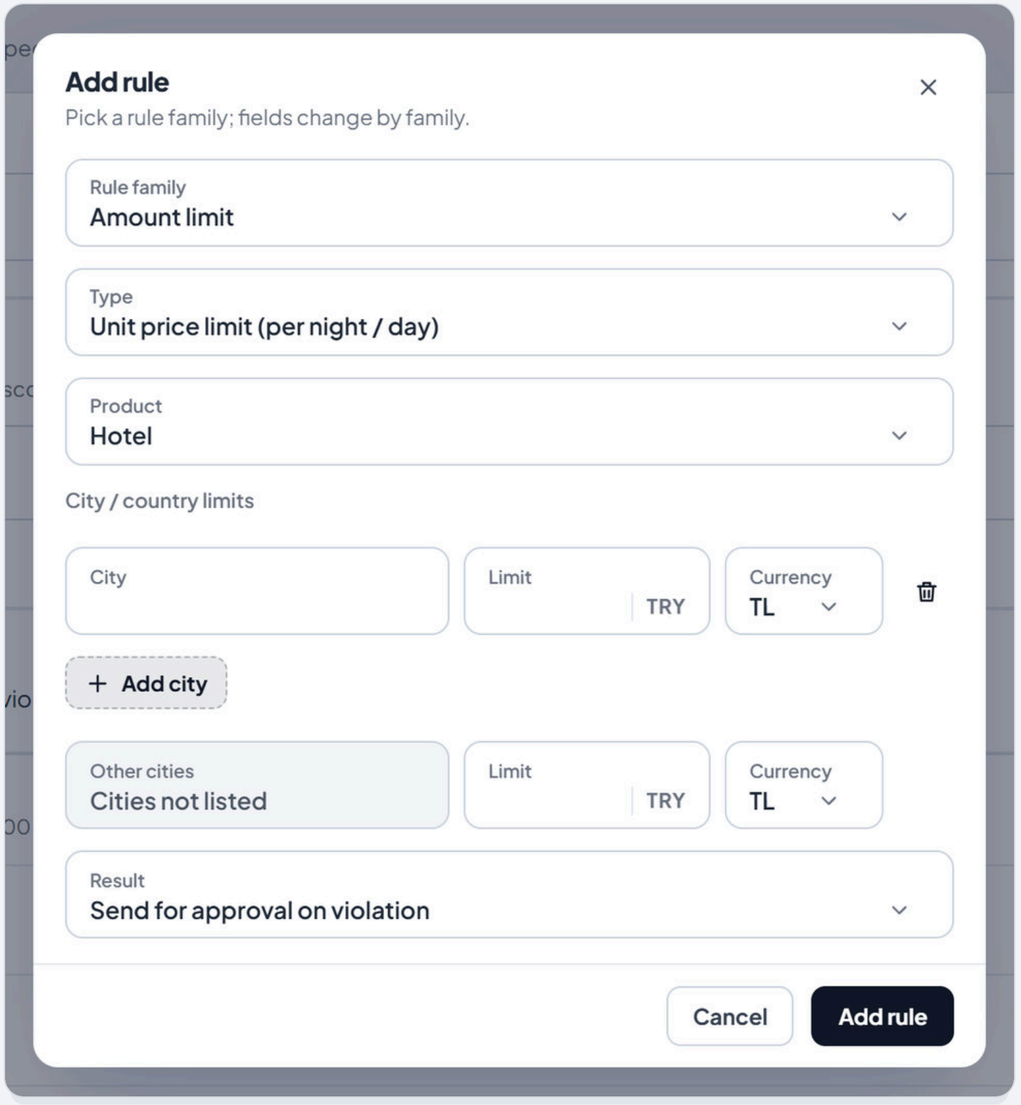


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Add rule

A new rule is added by picking a rule family; the fields change with the family.

- Rule families: amount limit, class, timing, duration-based cabin, difference from best option, supplier, destination
- Type and product
- City / country limits
- Result

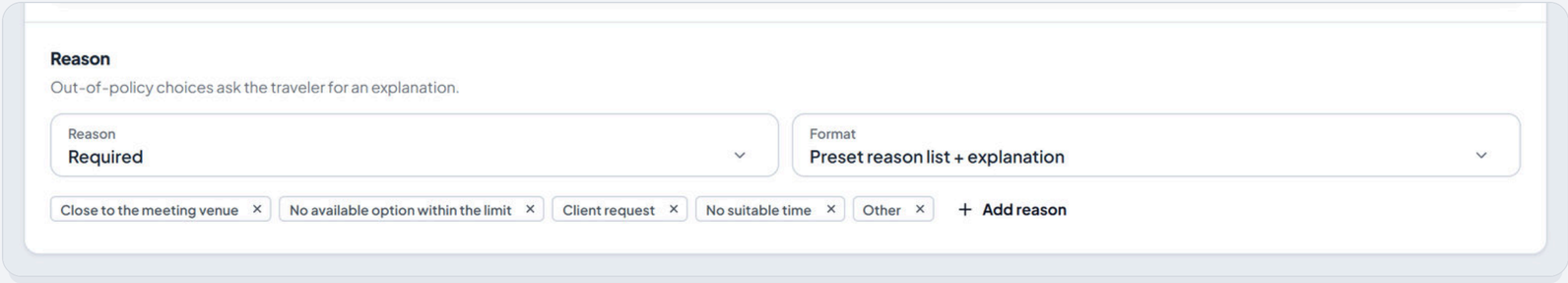


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Reason settings

The reason asked from the traveller for an out-of-policy choice, and the preset reason list, are set per policy.

- Reason: Required / Optional / Not asked
- Format: preset reason list + explanation
- Preset reasons
- Add reason

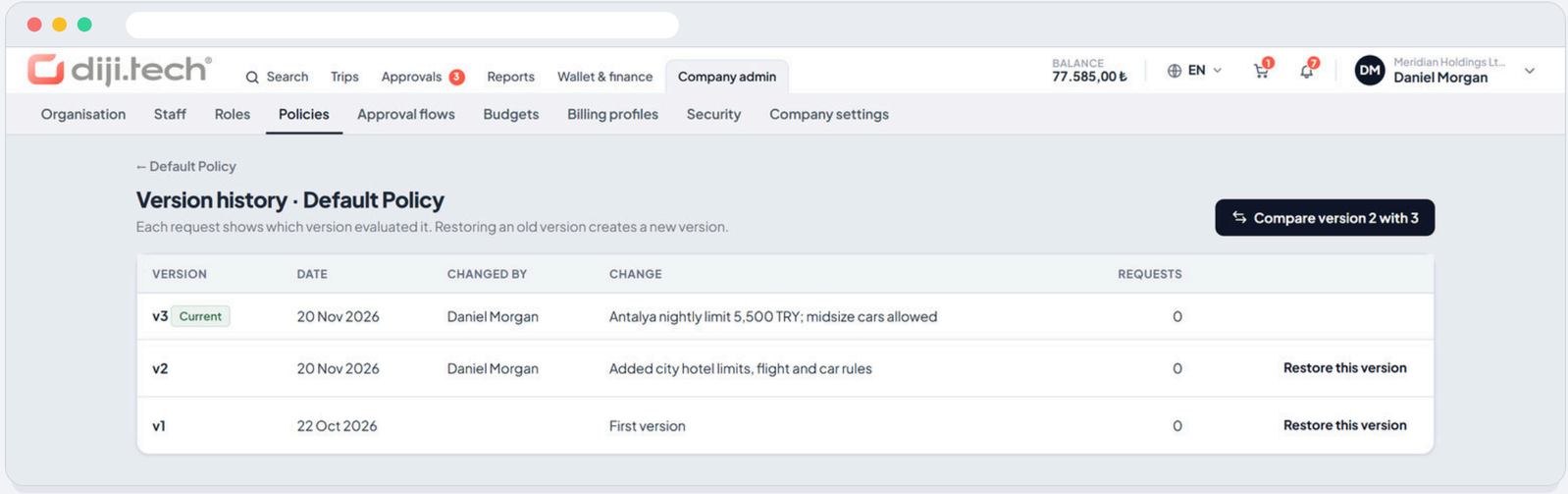


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Version history

Every change creates a new version; you can trace which version each request was evaluated with.

- Version, date, changed by, change
- “Current” version badge
- Restore this version
- Compare versions

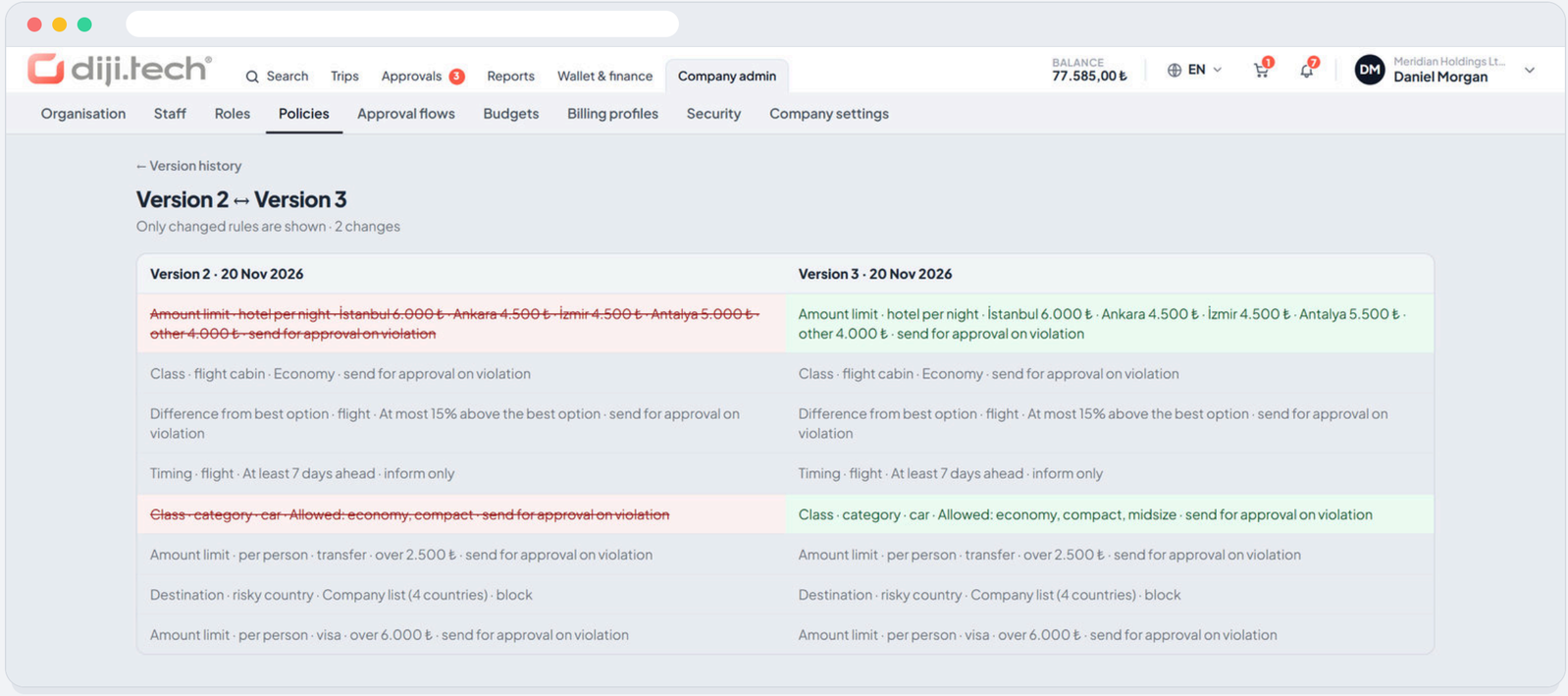


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Comparing versions

Two versions are compared side by side; changed rules are highlighted in colour.

- Version 2 ↔ Version 3
- Changed rules highlighted
- Unchanged rules

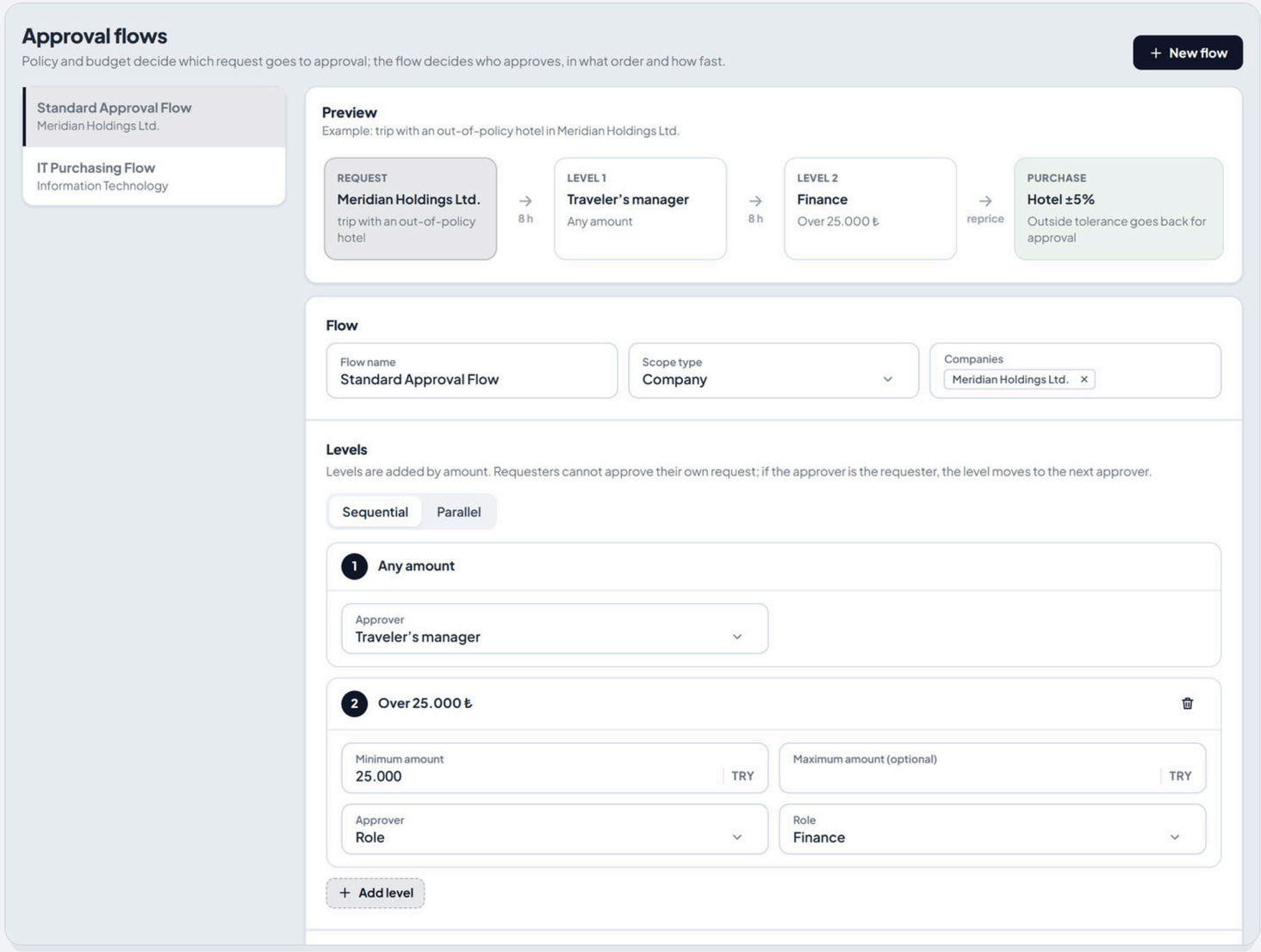


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Approval flows

An approval flow decides who approves and in what order; the preview shows the path a request will take.

- Flows and their scope
- Preview: request, levels, purchase
- Sequential levels
- Level by amount: Finance approval over 25.000 ₺
- Approver: traveller's manager, department manager, specific person, role

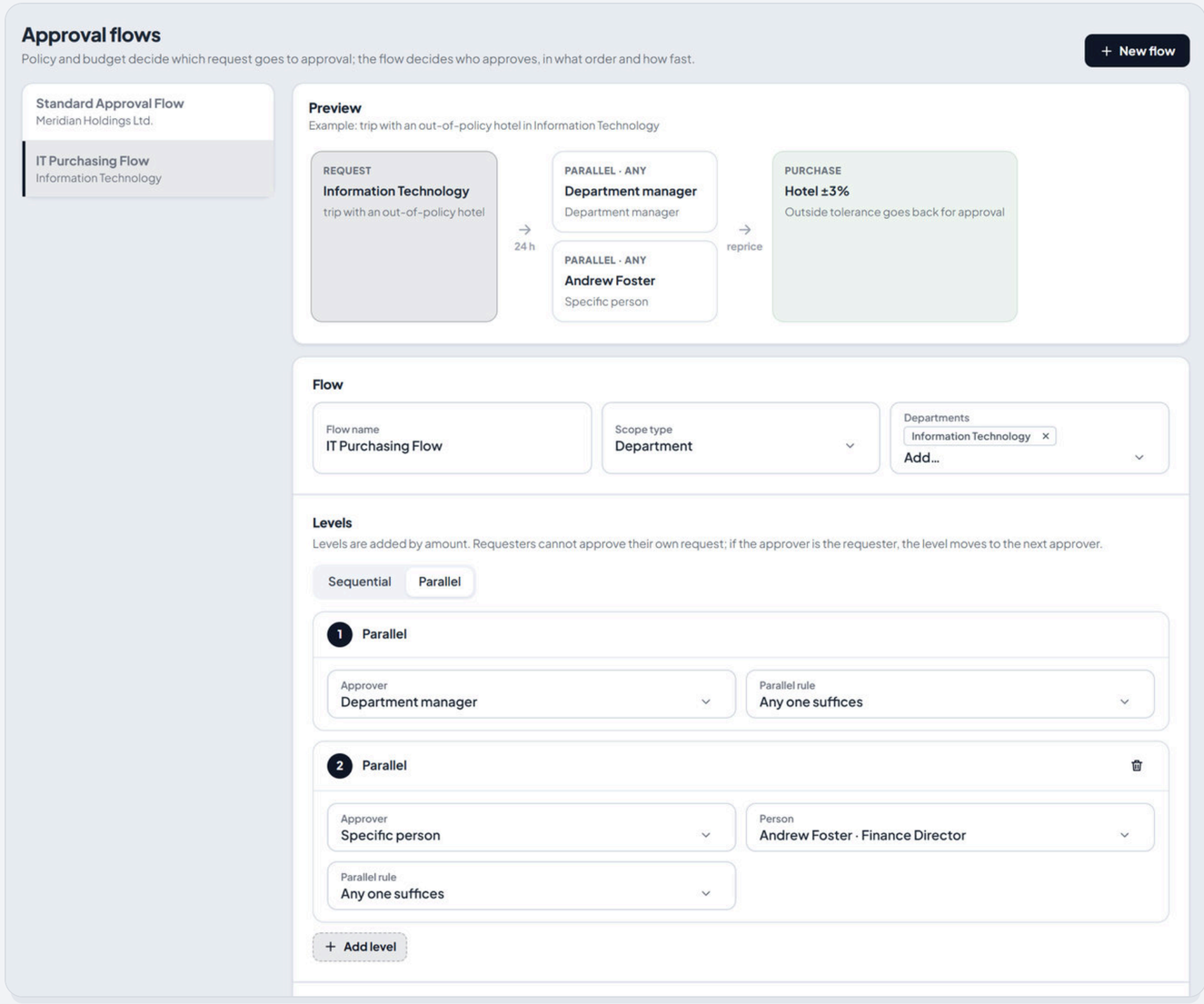


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Parallel flow

In a parallel level, approval from any one or from all approvers can be required.

- Department-scoped flow
- Parallel levels
- Parallel rule: Any one suffices / All must approve
- Specific person as approver

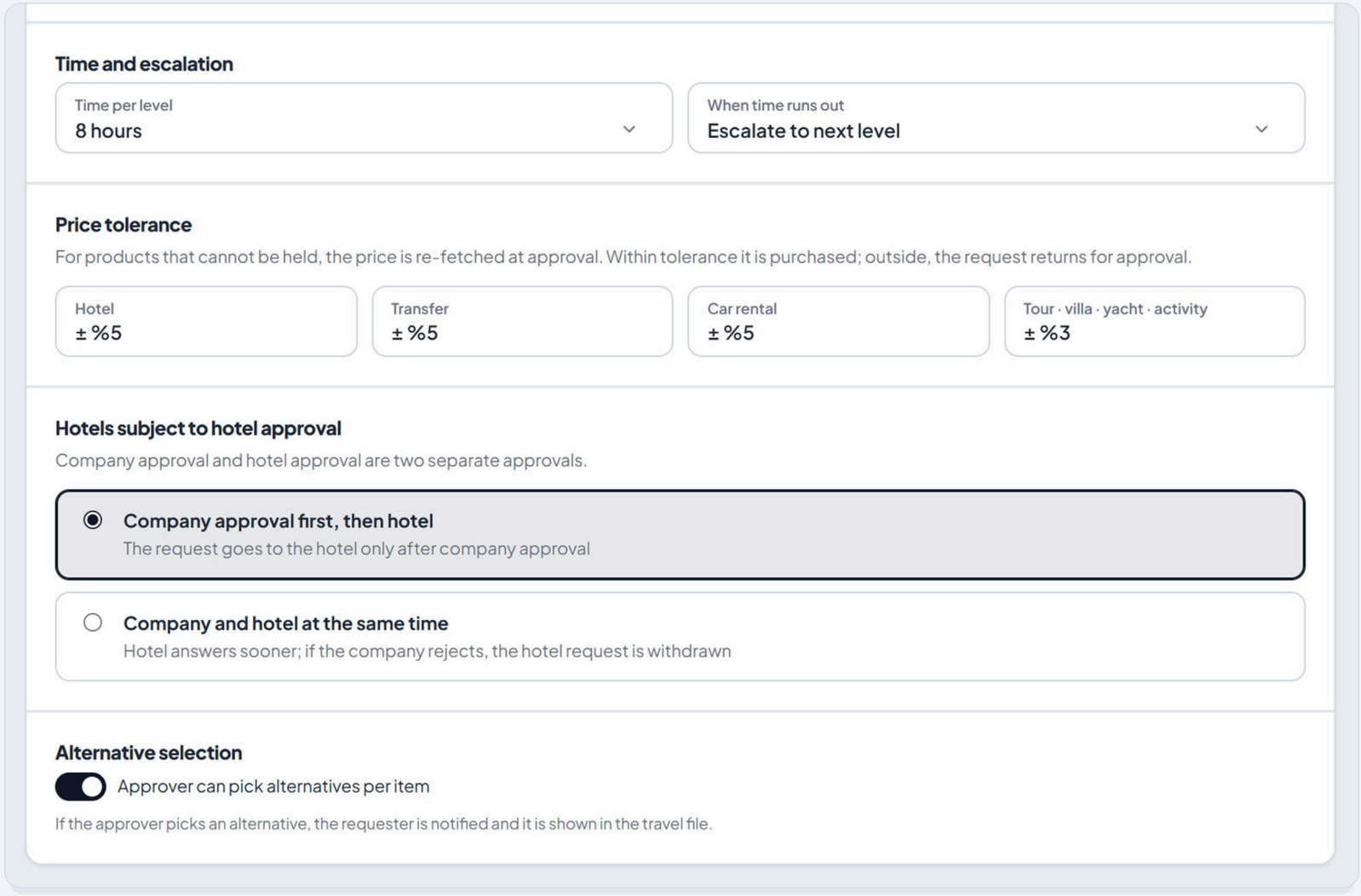


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Timing and tolerances

The time per level, what happens when it runs out and the price tolerance at approval are set per flow.

- Approval time per level
- When time runs out: escalate to the next level
- Price tolerance: hotel, transfer, car, tour
- Approval order for hotels subject to hotel approval
- Approver can pick alternatives

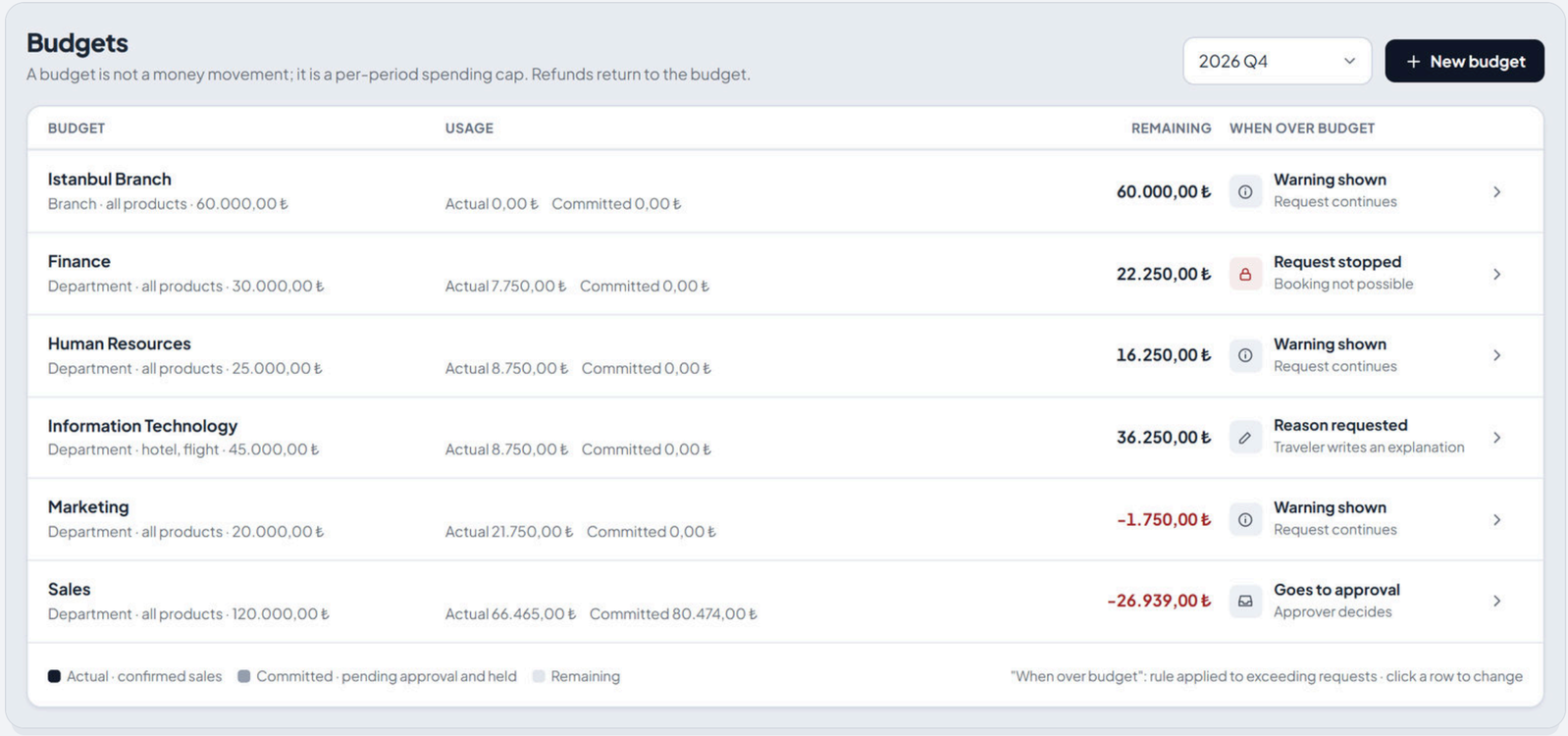


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Budgets

A budget is a spending cap per period; actual, committed and remaining amounts are listed with the rule applied on overrun.

- Budget: branch or department, products and amount
- Actual and committed
- Remaining amount
- When over budget: warning, reason, approval, stop
- Period selection and New budget

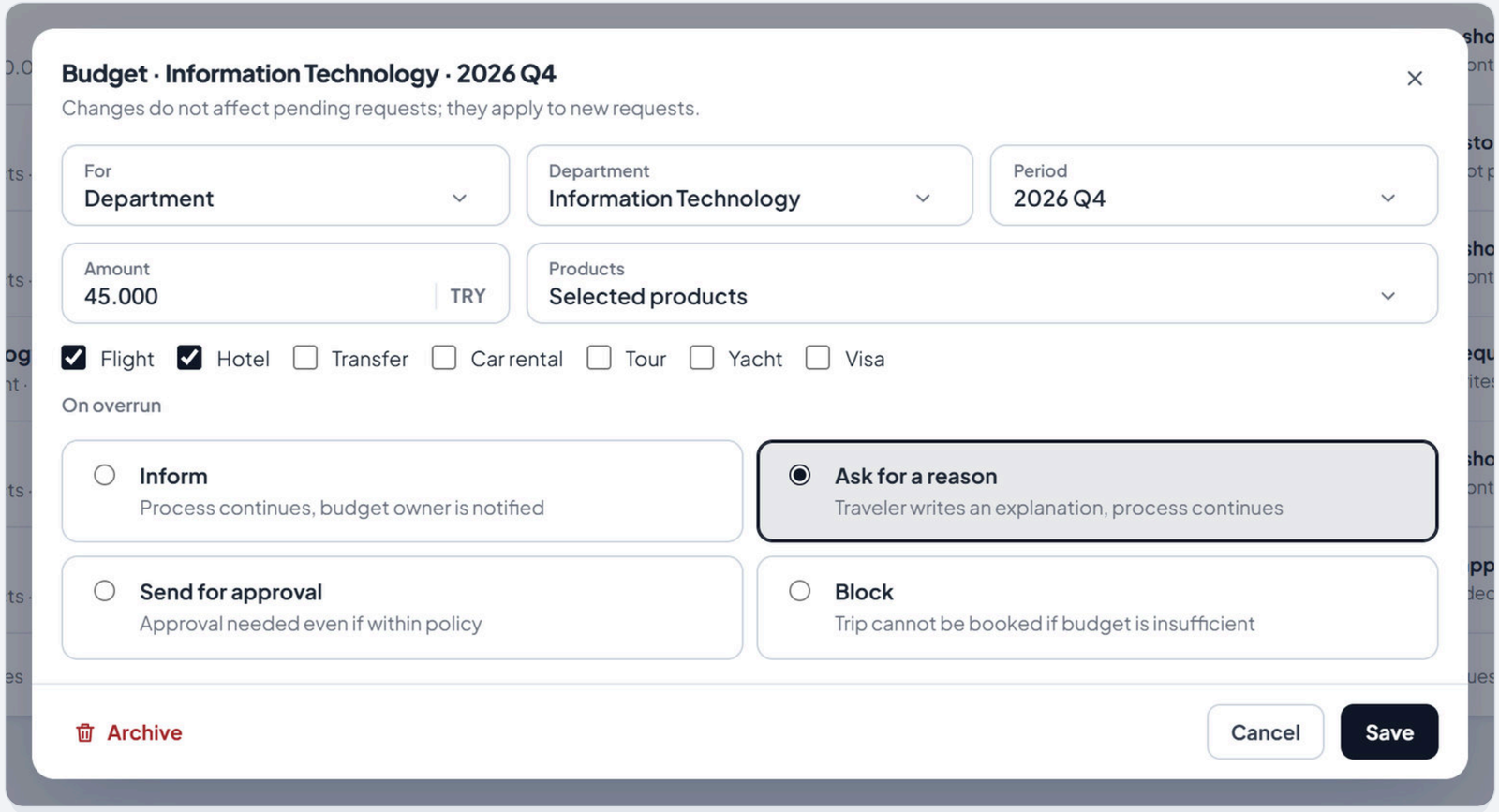


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Budget definition

A budget is defined by who it applies to, for which period and products, and what happens on overrun.

- For whom and period
- Amount and products
- On overrun: Inform, Ask for a reason, Send for approval, Block

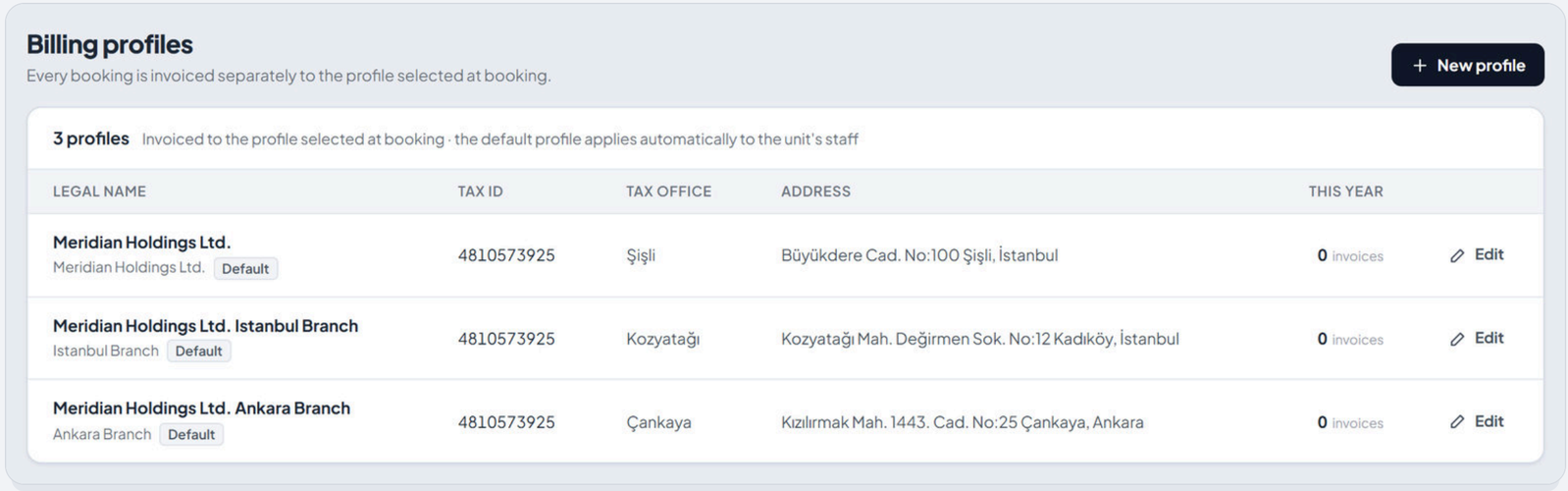


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Billing profiles

Each booking is invoiced to the selected profile; a default profile is set per unit.

- Legal name and unit
- Tax ID and tax office
- Address
- “Default” badge and Edit

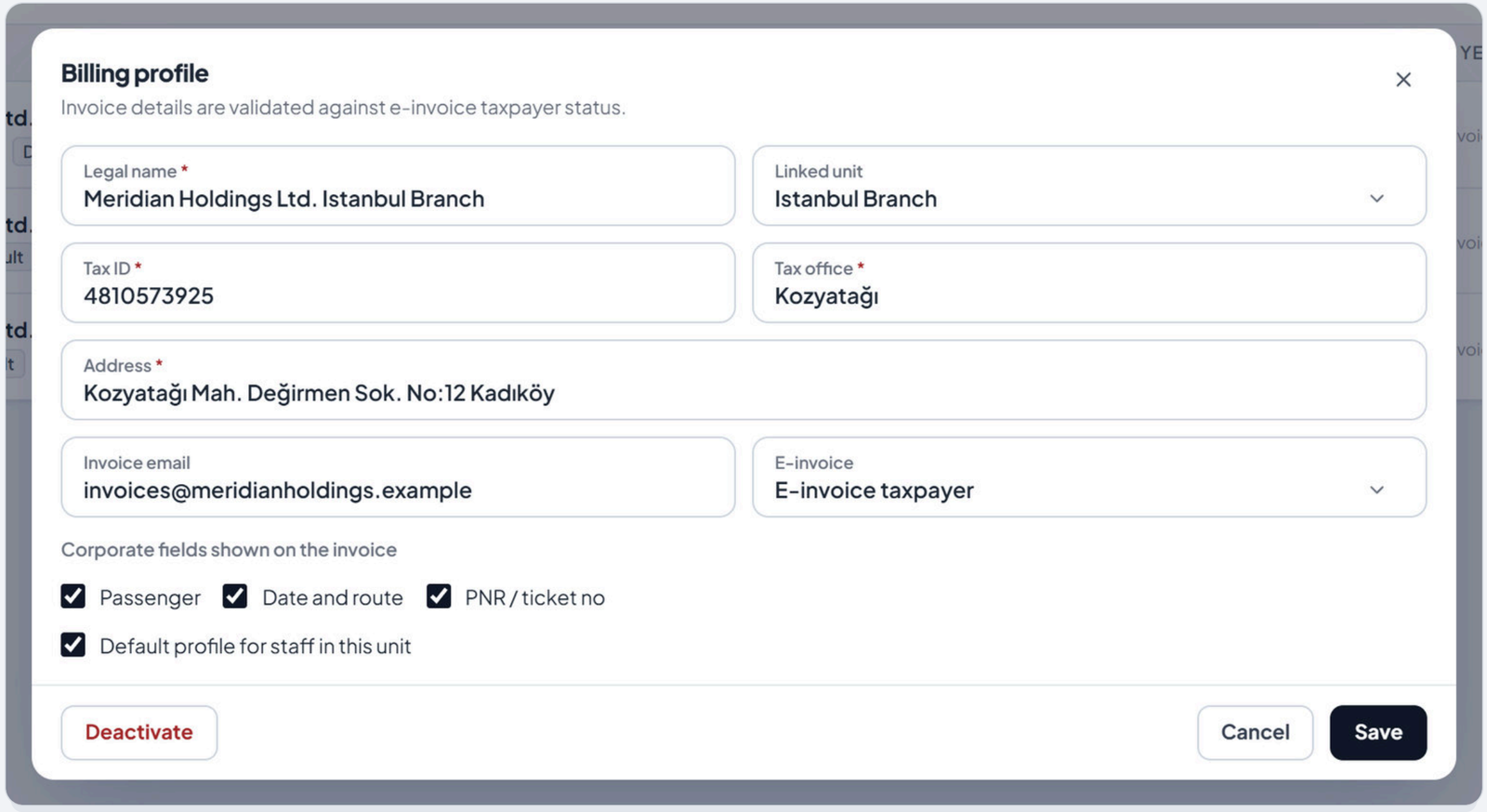


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Edit billing profile

The billing profile is validated against e-invoice taxpayer status, and the fields shown on the invoice are selected.

- Legal name and linked unit
- Tax ID, tax office, address
- Invoice e-mail and e-invoice / e-archive
- Fields on the invoice: passenger, date and route, PNR / ticket no
- Default profile for the unit

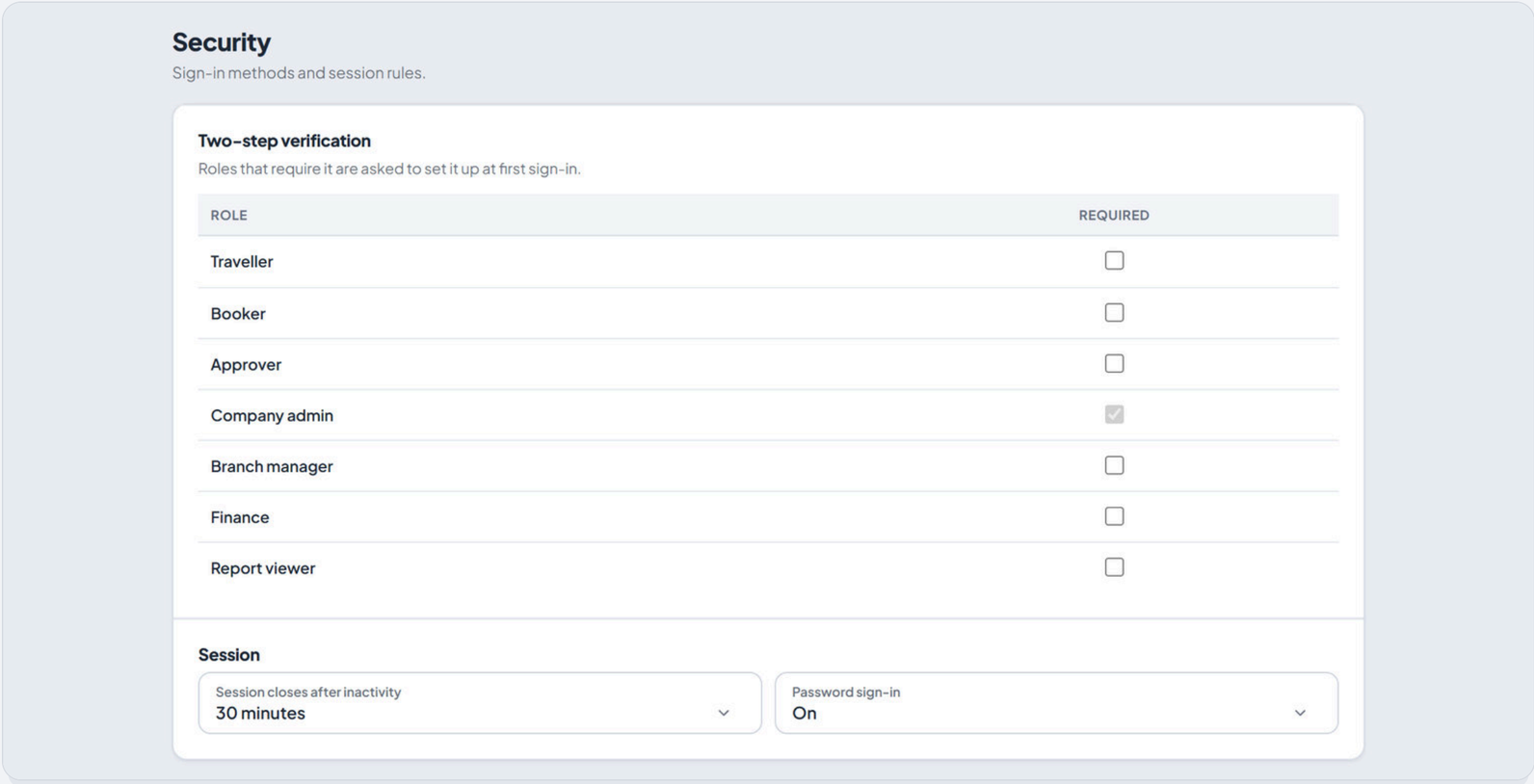


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Security

The company decides for which roles two-step verification is required, and sets the session rules.

- Two-step verification required per role
- Required roles set it up at first sign-in
- Session timeout after inactivity
- Password sign-in

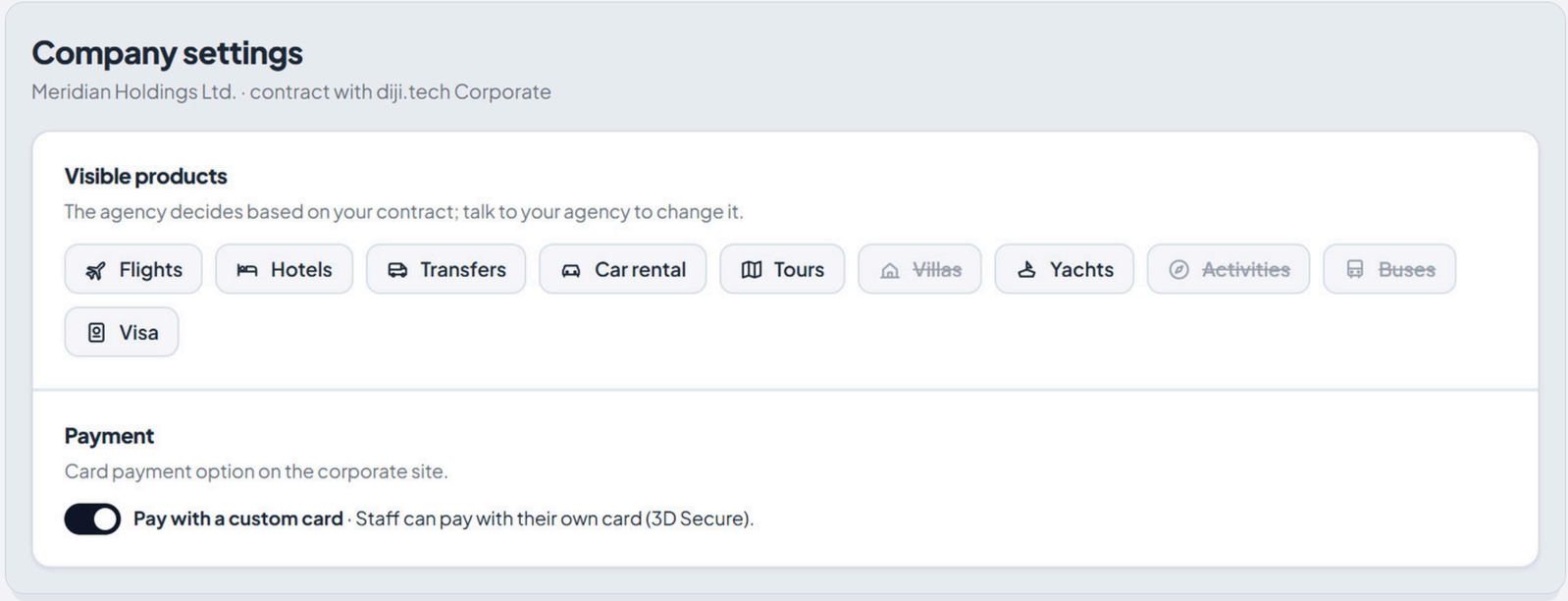


09 · COMPANY MANAGEMENT

Company settings

The products your company can use are set by your agency according to the contract.

- Visible products: Flights, Hotels, Transfers, Car rental, Tours, Yachts, Visa
- Contract information
- Changes are agreed with your agency
- Payment option setting



SAP ERP and staff list integration

Today your staff list is imported from a file in minutes. A direct connection to your SAP ERP and HR systems is set up through an integration project tailored to your company.

01

Ready: bulk staff import

With the Excel/CSV template, first name, last name, e-mail, department, manager, role and title are uploaded in one go; the file is checked first and errors are reported in a separate list.

02

Ready: automatic invitation

Account invitations are created automatically for the imported staff; department and manager relations come ready.

03

Project-based: SAP ERP integration

Transfer of staff master data, department and cost centre details and travel spending to your SAP ERP is set up through an integration project planned around your needs.

04

Project-based: staff list API integration

Automatic API sync of joiners, role changes and leavers from your HR system is designed together within the project.

Integration with your agency’s SYS accounting system

The platform works integrated with your agency’s SYS accounting system: sales made in the portal reach SYS without manual entry, so your invoices and statements are prepared quickly and without errors.

01

Automatic transfer

Every sale flows into your agency’s accounting over a secure data connection that SYS reads directly; no manual entry or re-typing.

02

Right account, right invoice

Sales are matched to your company’s billing name, tax office and tax number and to your accounting code.

03

All services in the same structure

Flight, hotel, transfer, car rental, tour, yacht and visa sales are transferred in the same structure.

04

Fast reconciliation

Completed sales are fetched by date range with their status and payment details; a daily sales report is also provided for flights.

05

Secure access

SYS reaches the data only through a connection that is dedicated to your agency and authorised.

06

What you gain

Invoices and statements arrive without delay; your accounting team saves time on reconciliation.

Security and control

The platform comes with the security and audit layers that corporate use requires.

01

Failed sign-in lock

After 5 failed attempts in a row the account is locked for 15 minutes; whether an account exists is not revealed.

02

Two-step verification

Can be made mandatory per role; a 6-digit code from an authenticator app.

03

Session security

Sessions close automatically when idle; password links expire and work only once.

04

Role and data scope

Every role combines “what it can do” with “whose data”; nobody approves their own request.

05

Versioned policies

Every change is a new version; every request keeps the version it was evaluated with.

06

Audit trail

Approval history, rejection reasons, policy evaluations and wallet movements are kept permanently.

07

Company wallet

Purchases are paid from the prepaid company wallet; every movement is tracked with its file number.

08

Data protection (KVKK)

The privacy notice is accepted when an invitation is accepted; only authorised roles can see personal data.

Why the diji.tech Corporate Travel Platform?

Bring travel management onto one screen: you keep control, your agency runs the operation.

7
services on one search screen and in one travel file

11
ready-made report types

7
ready-made roles + roles of your own

2
languages: Turkish and English

- Employees plan their own trips and the rules apply automatically
- Fast payment from the company wallet, invoicing per booking
- The same experience on web and mobile
- Out-of-policy requests reach approval with their reason and budget impact
- Full visibility with who-is-where, carbon and savings reports
- Your agency's expert team for after-sales work

diji.tech®

Thank you

With the diji.tech Corporate Travel Platform, your company’s business travel is managed in one portal, under your own rules.

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