

QUICK CARD



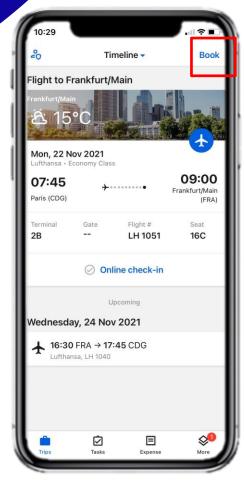
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HOW TO USE CYTRIC MOBILE APP

The Cytric mobile app's interface consists in:

1. THE TRIPS MENU



Display your current itinerary and perform trip-related actions.

16:14		all 🕆 🚺
20	Timeline 🗸	Book
Flight to Fran	nkfurt/Main	
Frankfurt/Main		
Mon, 22 Nov Lufthansa - Econ	2021 omy Class	
07:45 Paris (CDG)	֥	09:00 Frankfurt/Main (FRA)
Terminal 2B	Gate Flight # LH 1051	Seat 16C
	Online check-in	
Book		\otimes
Flight		
Flight/Tr	ain	
Rail	T	
Hotel		
Hire car		

× Book a flight			
🔊 сомр	ANY	TRAVEL AGENCY	
	Start	1/5 P	
One way	✓ Round trip Mid	lti city	
From *		0	
To *		0	
Only non-s	stop flights or Via		
Departure dat	e *	ā	
Return date *		5	
Airlines (max 6) O Items			
Service class * Economy		-	
Trip purpose		-	

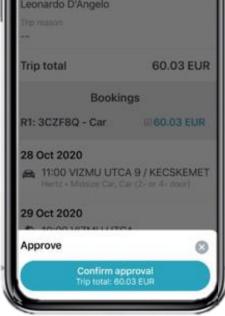
Select the one you want to book and tap **Book** (Top Left) to start booking in Cytric.

2. THE TASKS MENU

This menu allows Approvers to approve or reject trips and expense statements directly from the Cytric Mobile App:

x	Trip details	
TRIP SUMMARY		
Approval deadline 24 Feb 2021, 19	9:06	
Booked for Kiara Giovanni		
Trip name Milan seminar 2	2021	
Trip reason Internal Meeting		
Trip total	1095.03 USD	
Bookings		
R1: 4AQ56M - Flight	⊠1095.03 USD	
26 Sep 2021 7:10 SOF - Iberia, IB 238	→ 16:55 LIN	
Out-of-policy reas	on code	
	✓ Approve	

16:06 🕈		all 🕈 🛙
×		
TRIP SUM	IMARY.	
Approval d		
9 Oct 20	20, 16:58	
Booked.for		

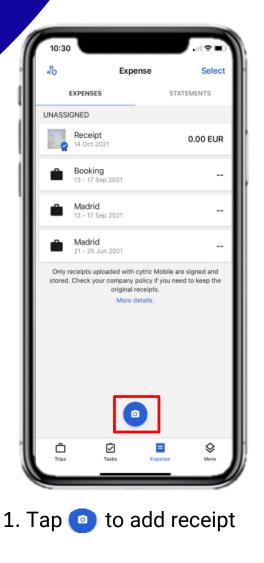




HOW TO USE CYTRIC MOBILE APP

3. THE EXPENSE MENU

Scan receipts that you can include in your expense statements:



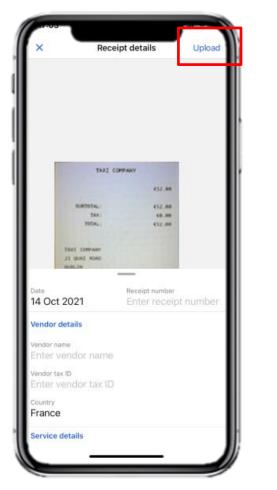


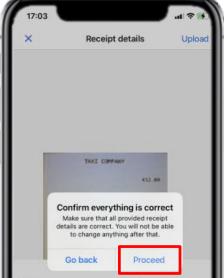


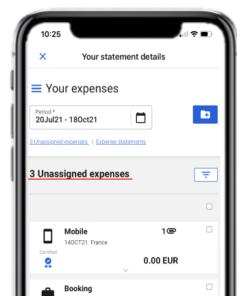
2. Take a clear photo of your receipt

3. Tap \checkmark in the lower righthand side of the screen

Note: The mobile app uses the OCR technology for character and is set up for certified digitalization







4. Fill in any missing information and then tap **Upload.**

Date 14 Oct 2021	Receipt number Enter receipt number
Vendor details	
Vendor name Enter vendor nam	e
Vendor tax ID Enter vendor tax I	D I
Country France	
Service details	

5. Certify everything is correct and wait for digital signing to complete.

13SEP21	1 17SEP21 -	
Bookin 13SEP21	ng I 17SEP21 Madrid	
2 Expense sta	atements	₹
Search		٩
Filtered by Statu	5 ×	

6. Go to **Your statements**. Your new receipt will appear under **Unassigned expenses**.Once submitted, you can see it in **Expense statements** when you scroll down the menu.

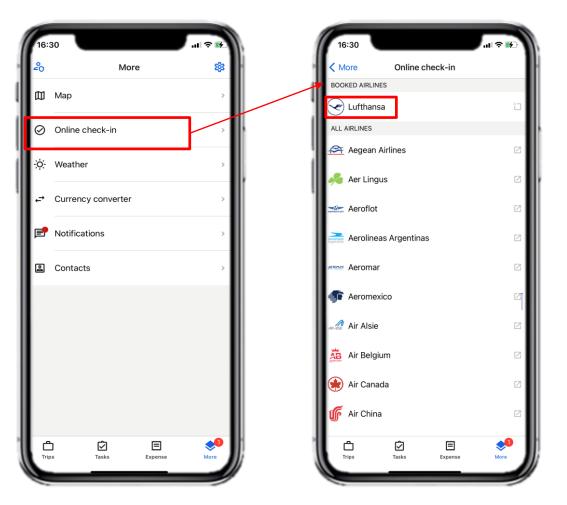


HOW TO USE CYTRIC MOBILE APP

4. THE MORE MENU

This menu lets you access online services such as maps, online check-in, weather forecasts or the currency converter.

Booked airlines are grouped separately for quick access:



Notifications regarding booked, canceled or modified trips and expense approvals are available in the **Notifications** submenu:

