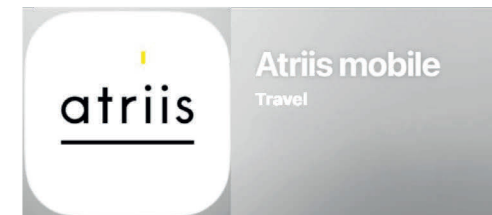


# ATRIIS Online User Guide

By Shelley Reeves  
Version July 2026



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# Logging to ATRIIS

**URL** is <https://www.gtp-marketplace.com/>

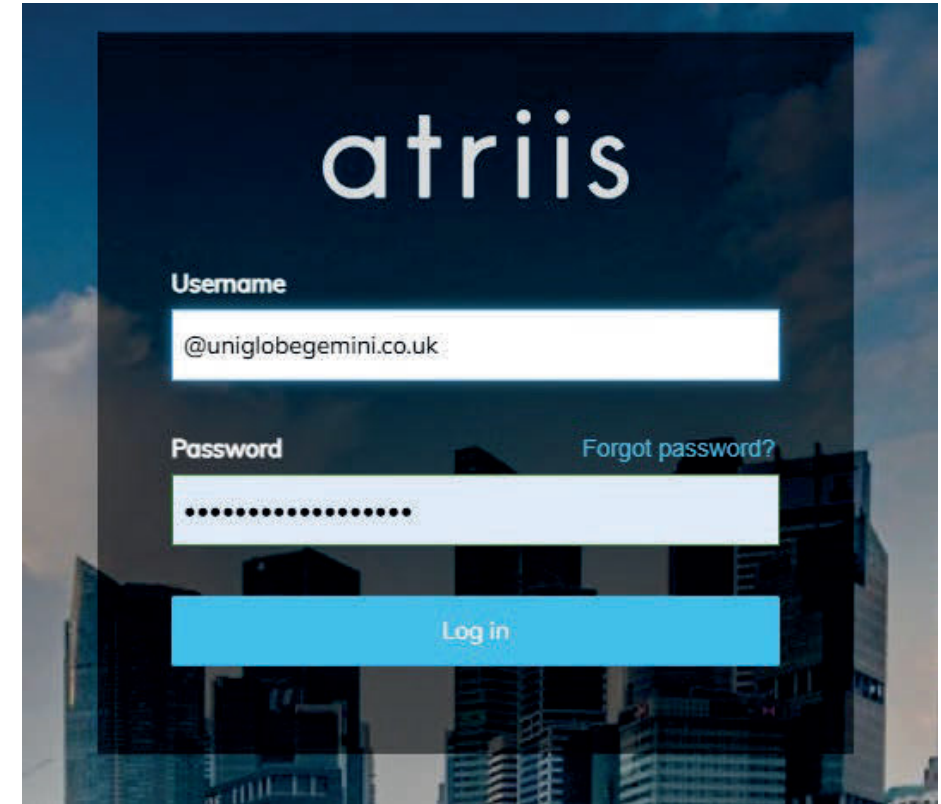
For best results use web browsers - Chrome, Firefox or Edge.  
We do not recommend Internet Explorer as this is not supported.

**Online Support** – [support@uniglobegemini.co.uk](mailto:support@uniglobegemini.co.uk)

**Offline Support** – [res@uniglobegemini.co.uk](mailto:res@uniglobegemini.co.uk)

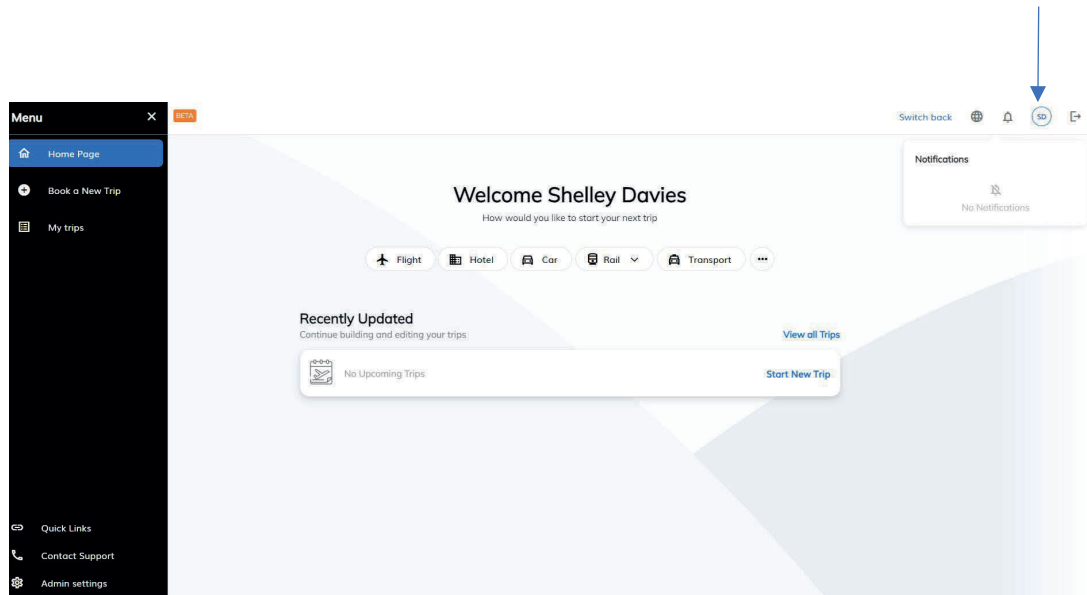
**Login** – Your login is your company email address. You should have been sent login details. Please check your spam folders. If you haven't received your login, click on '[Forgot password?](#)'.

If you do not receive the email check with your administrator or contact [support@uniglobegemini.co.uk](mailto:support@uniglobegemini.co.uk).



# User Profile Settings

- The **first time** you login to the online booking tool, you **MUST** check your **User Profile** is correct.



- Update your **name** (must be as per your passport ID used for travelling), add any important information like passport data and loyalty schemes. Check your Cost Centre / Department or any data (if required) is correct.

- You do not need to add 'Form of Payment' Information.

- **SAVE** any changes.

## Back Up Approver

Each approver can have a backup. This must be enabled by admin users.

To designate the backup approver, open the User menu and go to the main approver profile. You can then add the backup approver.

Display Currency: EUR ☐ Out of office: ☐ Back up approver:

## Out of Office

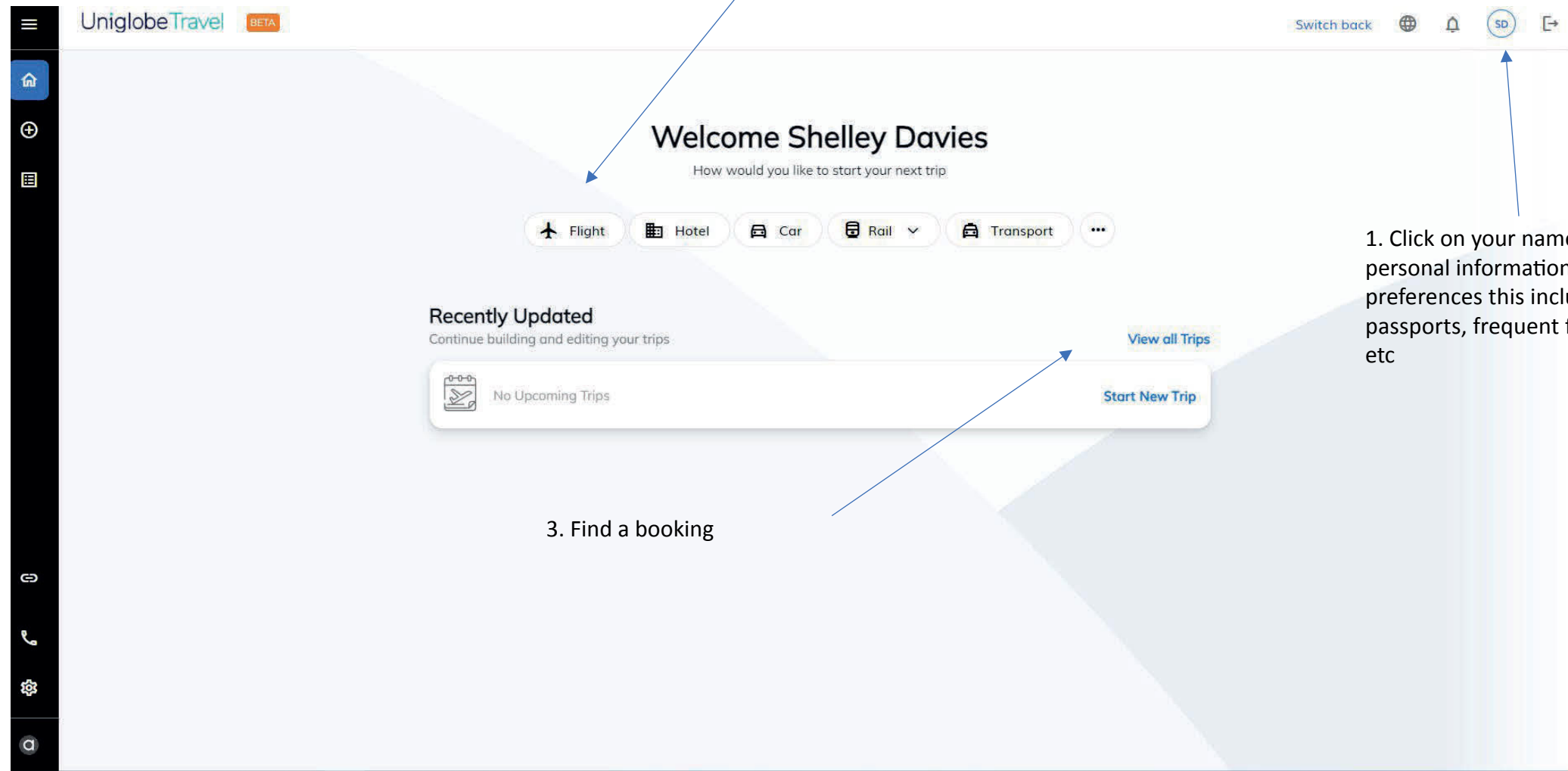
Approvers can delegate their approval to another person while out of the office. The setting is in their profile, and will be triggered for new bookings

Out of office: ☒ Out of office replacement:

# Booking a New Trip

(Travel Arranger Settings)

To book a trip you can select from the options “Flight”, “Hotel”, “Car”, “Rail”, “Transport”. You can look at more than one booking at a time as this opens a new tab each time.



1. Click on your name edit your personal information and preferences this includes passports, frequent flyer cards etc

3. Find a booking

# Booking a New Trip

(Traveler Settings)

Menu

Home Page

Book a New Trip

My trips

Quick Links

Contact Support

Admin settings

BETA

Welcome Shelley Davies

How would you like to start your next trip

Flight

Hotel

Car

Rail

Transport

Recently Updated

Continue building and editing your trips

No Upcoming Trips

Start New Trip

View all Trips

Switch back

SD

Notifications

No Notifications

1. Click on your initials to edit your personal information and preferences this includes passports, frequent flyer cards etc

2. To book a trip you can select any of the 'Book a New Trip' buttons.

Quick links will send you to the online booking tool FAQ'S Page.

Uniglobe Support contact information

# Trip Status – View in “Trips”

“Trips” will show the traveler or travel booker a summary of trips and the current stage of each trip. Travelers or bookers can check to see to if trips have been processed or if your company has an approval system in place you can see if the trip has been approved or is waiting for approval. It is IMPORTANT to check the status of your trip. A trip is only confirmed when it shows as **FINALIZED**.

- Trip Planning** – Trips with quotes PRIOR to check out
- Pending Booking** – Added to the cart but not placed on hold/booked/confirmed.
- Assistance requested** – Trips where Assistance Requested was sent to the agent.
- Cancelled** – Quote or Trip cancelled by User.
- Expired** – Quote Expired and need to be re booked and added to the cart again to purchase.
- In Approvals** – Trip in Approval process
- Preparing Itinerary** – Trip approved and sent to ticketing.
- Finalized** – Trip approved and issued

# Book a New Trip

The 'Add Hotels / “Add Car” to this trip' checkbox will enable you to search for hotels/ cars while we search for flights, saving a few precious minutes.

Search for all products at once

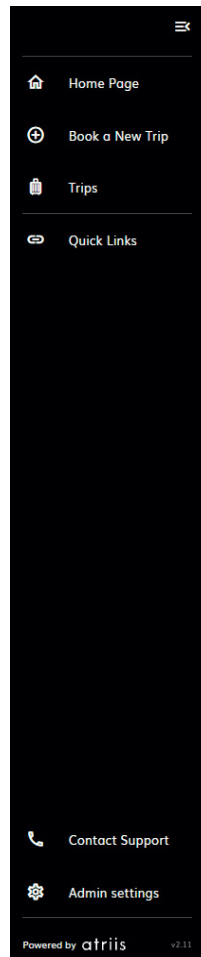
Add Traveler(s) now or later

Add me if you are the person travelling.

Do you need help when booking?  
'Contact Support'. Will provide you with all the numbers to call for assistance.



# Complete Trip Search



Trip 27146115 SD London (LHR) ↔ Stockholm (ARN) Sep 27 - Sep 29 [Edit](#)

Search > Flights

Showing 709 of 715 Results

Price: £ 131 - £ 753

Stops: ☐ No stops £131.65 ☐ 1 stop £173.15

Limit Layover Duration ▼

Preferred airlines: [Select all](#) [Clear all](#)

- ☐ Multi carrier £161.35
- ☐ Air France £470.45
- ☐ Austrian Air £425.57
- ☐ British Airways £131.65
- ☐ Brussels Airlines £315.95

[View more ▼](#)

Times: [Departure time](#) [Arrival time](#)

Depart from London: 06:00 - 21:05

Depart from Stockholm: 05:55 - 21:00

Flight duration ▼

Best 📍 **£131.65** Average: 2h 43m

Cheapest **£131.65** Average: 2h 43m

Quickest **£169.65** Average: 2h 30m

Sort by

9.98 Best Flight ⬆ NDC direct rate

460 Kg CO<sub>2</sub> ⬆ -17% EMISSIONS

British Airways BA0770 08:10 Sun, 27 Sep 26 LHR → 2h 30m → 11:40 Sun, 27 Sep 26 ARN Direct

British Airways BA0779 07:40 Tue, 29 Sep 26 ARN → 2h 55m → 09:35 Tue, 29 Sep 26 LHR Direct

Separated Tickets

Flight details Seats Fare rules

9.94 Best Flight ⬆ NDC direct rate

460 Kg CO<sub>2</sub> ⬆ -17% EMISSIONS

British Airways BA0770 08:10 Sun, 27 Sep 26 LHR → 2h 30m → 11:40 Sun, 27 Sep 26 ARN Direct

15:50 2h 40m 17:30

From **£131.65**

From **£141.05**

[Select flight](#)

Fare Matrix (click on the airline to filter)

To book a flight 'Select flight' A pop-up pricing options box will appear select the fare from the options. "NOBAG" for no CHECKIN luggage or "PLUS" to include 1piece-23kg of check-in luggage etc. Then "Add to trip"

Lowest fares are shown which often exclude hold baggage.

Expand to full flight details, select seats and view fare rules.

Pricing Options

LHR - ARN British Airways Select fare

ARN - LHR British Airways Select fare

Flight To Stockholm

Select airline fare to combine additional pricing options

British Airways BA0770 Airbus A320 jet

08:10 Sun, 27 Sep 26 LHR → 2h 30m → 11:40 Sun, 27 Sep 26 ARN Direct

Economy From **£131.65** For Round trip

⬆ NDC direct rate [Flight details](#)

Economy pricing 24 Available options

**NOBAG** **NOBAG** 🔒 Agency **PLUS** ⬆ NDC direct rate

Details: Cabin Economy (E) Luggage 0 PC

From **£167.05** For Round Trip

From **£167.05** For Round Trip

From **£168.65** For Round Trip

[Select](#) [Select](#) [Select](#)

[Fare rules](#) [Fare rules](#) [Fare rules](#)

# Search by Schedule

This search is timetable view.

Use filters to narrow your search results

Trip 27150283

SD

London (LHR) ↔ Stockholm (ARN)

Sep 26 - Sep 29

Edit

Search flight

X

Price

£ 81 - £ 1614

Stops

☒ No stops

£81.55

☐ 1 stop

£131.05

Preferred airlines

Select all Clear all

☐ Multi carrier

£323.25

☐ Aegean Airlines

£325.95

☐ Air France

£205.65☐ Austrian Air☐ British Airways

View more

Times

Departure time

Arrival time

Depart from London

06:00 - 22:40

Flight duration

Search > Flights

1 LHR to ARN — 2 ARN to LHR

Showing 5 of 136 Results

Best

Cheapest

Quickest

Sort by

9.89 Best Flight

230 Kg CO<sub>2</sub> -31% EMISSIONS

Scandinavian SK1530

06:40

Sat, 26 Sep 26

LHR

2h 25m

Direct

10:05

Sat, 26 Sep 26

ARN

From £102.85

Select flight

Flight details

Seats

Fare rules

9.83 Best Flight

230 Kg CO<sub>2</sub> -31% EMISSIONS

Scandinavian SK532

13:55

Sat, 26 Sep 26

LHR

2h 30m

Direct

17:25

Sat, 26 Sep 26

ARN

From £113.95

Select flight

Flight details

Seats

Fare rules

9.99 Best Flight

NDC direct rate

230 Kg CO<sub>2</sub> -31% EMISSIONS

First select your outbound flight then select your inbound flight.

The system will then work out the best prices for your flight combination.

Select your flight

# Review and Select

SD

London (LHR) ↔ Stockholm (ARN)

Sep 26 - Sep 29

Edit

Search > Flights

View selection >

✓

LHR to ARN  
06:40 - 10:05

✓

ARN to LHR  
07:05 - 08:55

Select best combination

Flights

SK1530

Scandinavian

06:40 - 10:05

LHR - ARN

SK525

Scandinavian

07:05 - 08:55

ARN - LHR

Flight details

Your selection

This is the combined flight you selected

Economy (O)

1 PC

STANDARD

Economy (T)

1 PC

STANDARD

Fare rules

£186.75

Per traveller

Add to trip

Cheapest package

We found the cheapest combination for this flight

Economy (O)

1 PC

STANDARD

Economy (T)

1 PC

STANDARD

Separated Tickets

Fare rules

£179.55

Per traveller

Add to trip

Additional pricing options

▼

Select the preferred fare combination.

# Completing your booking

Share Itinerary

Share quote



Cart

Flight To Stockholm

Original currency £179.55

Sat, 26 Sep-Tue, 29 Sep

£179.55

Total

£179.55

Proceed to Checkout

To CONFIRM  
your booking  
'**Proceed to  
Checkout**'.

Cancel and delete items  
from your basket.

Add more products to your  
shopping basket!

## Trip overview

Travellers

SD ★ Shelley Davies ⓘ

Add more services



Flight



Hotel



Car



Rail



Transport



Overview

Requests

Saturday, September 26



Flight to Stockholm

PENDING BOOKING



Sat, 26 Sep



Scandinavian  
SK1930

06:40

Sat, 26 Sep 26  
LHR

02h 25m

Direct

10:05

Sat, 26 Sep 26  
ARN

Tue, 29 Sep



Scandinavian  
SK525

07:05

Tue, 29 Sep 26  
ARN

02h 50m

Direct

08:55

Tue, 29 Sep 26  
LHR

Flight details

Fare rules

Price Breakdown

To pay  
£179.55

Paid by TMC

Hold flight

Extras

Please add the required extras



Optional Services

Add



Frequent Flyer

1/1

Add



Meal

Add



Seating

Add

☐ I accept the Terms & Conditions

Expand for  
full details

On this page you  
can select seats,  
meals and  
baggage for low  
cost airlines etc

Accept the  
T&C's

**It's the traveller's responsibility to ensure all bookings are approved by the line manager on the day the booking is made. If the booking is not approved, it will automatically cancel and we are not able to reinstate bookings once cancelled.**

Uniglobe®  
Gemini Travel

The line manager  
will need to  
approve or decline

# Approval Guidelines

**\*\*Subject to company specification\*\***

- In the Trips tab go to Trip status here you can see if your trip is in approvals stage.
- If you want to change your approver or resend, click on '**Modify Approval**'.
- Your 'Trip Approver' is set in your user profile. ( Your initials at the top right-hand side)
- It is the travelers' responsibility to ensure your approver is available to approve travel.
- The selected approver receives an e-mail from which they can approve.
- An Action MUST be taken BEFORE the given Time limit or your booking will be **cancelled**.

*The Approval Request Email **MUST** be Actioned By the Deadline it is **NOT** an option to delay or Ignore.*

## Important:

Bookings could need action outside of office hours including Evenings, Weekends and Holidays.  
The Approver **MUST** act on receipt of email regardless of time of day/day of the week.

The Requester must be satisfied the approver can approve within the time limit. If not they should select a different approver that can approve the booking.

# Redirect for Approval:

To redirect your trip for approval, follow these steps.

- Log in to the online booking tool, and on the right-hand side will be a welcome and your name, this is your profile.
- Click on your profile and a box will appear (My Profile).
- Under 'Personal Details' you will see a box saying, 'out of office', check this box and then select / add the replacement approver.
- And don't forget to save your changes.

**Shelley Davies**  
Your profile settings

**Personal Details** | Contact Information | Passports and Visas | Frequent Programs | Travel Preferences | Form of Payment

 [Change image](#)  
Recommended size 80x80 px

Title: Miss. | First Name: Shelley | Middle Name: Middle Name | Last Name: Davies

Gender: Female | Birth Date: DD MM YYYY | Traveller type: Adult (Ages 18+) | Nationality: Nationality

Email: ShelleyDavies@uniglobegemini.co.uk | CC Email: Enter email address | Username: Shelley@uniglobegemini.co.uk | User group: WithPayment

Language: English(GB) | Display currency: British pound | Time format: 24 Hours | 12 Hours | First day: Sunday | Monday

① Languages settings only affect emails display and not system display

Out of office: ☒ I'm now out of office

Out of office replacement: Lisa Budd | Backup approver: Mark Hewett

**Dynamic profile fields**

Cost Centre | Project Number

Use the dropdown box to select an alternative backup approver

# Pre-Booking Approval for Low cost & Instant purchase/non-refundable products. (this is company specific)

When a corporate user adds a low cost carrier / non- refundable hotel (like EasyJet) or other instant purchase/ non-refundable product to the cart, the trip will be sent for approval before we allow to purchase the flights / hotel. At this point you have **not booked** any flights/hotels, you are just sending the amount of the trip (quote) for approval **BEFORE** booking the flights/hotels. This is because these are instant purchase items that can't be 'held' and are liable for payment as soon as they are booked.

After having sent for approval, the user receives the below warning advising them that the trip has **NOT been booked** and needs to be approved.

You add the trip to your basket, then send for approval

UniglobeTravel

Trip to Crawley, GB  
20071795

Crawley, GB | Mar 09 - Mar 11

### Trip overview IN APPROVAL

**Travellers**  
Shelley Davies

**Add more services**  
Flight Hotel Car Rail Parking

**Overview** Requests

Monday, March 10

Flight to Amsterdam PENDING BOOKING 0706

Mon, 10 Mar

EasyJet U27986  
12:15 Mon, 10 Mar 25 SEN  
01h 05m Direct  
14:20 Mon, 10 Mar 25 AMS

Tue, 11 Mar

EasyJet U28672  
07:05 Tue, 11 Mar 25 AMS  
01h 15m Direct  
07:20 Tue, 11 Mar 25 LGW

To pay: £100.35  
Paid by TMC

**Cart**

- Flight To Amsterdam £100.35  
Original currency: £100.35  
Mon, 10 Mar - Tue, 11 Mar
- Premier Inn Gatwick Crawley Town West £59.00  
Sun, 09 Mar - Mon, 10 Mar  
1 Night, 1 Room

Total £159.35

Proceed to Checkout  
Waiting for approval

UniglobeTravel

Location, trip or travellers

My trips only

Travel Dates  
From To

### Trips

Upcoming Active Past Export to excel

Showing 1 of 3 trips Sort by Start Date (Asc)

Trip to Staines Upon Thames, GB  
20857753  
Shelley Davies  
Staines Upon Thames, GB Mon, 19 May 25 - Tue, 20 May 25

Group WithPayment Booker Shelley Davies Consultant Uniglobe Gemini

**Trip Status**  
Select all Clear all

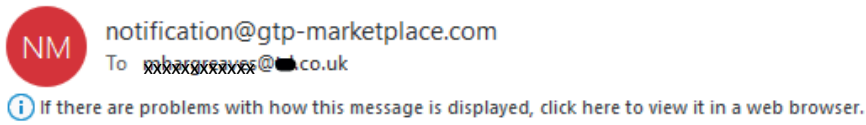
- Assistance Requested
- Trip planning
- In Approvals
- Finalized
- Preparing Itinerary
- Declined
- Pre-Trip Approval
- Cancelled

The quote will stay as ***in approvals*** until it is approved. Once approved, the online user will receive a notification to advise them that they can proceed with the booking. This is titled '**Action Required**'.



# ACTION REQUIRED – (Do not ignore this email).

Action required – complete booking following approval for trip 8084872



Dear Celine Traveller,

Your items in 2804320 have been approved for issue.  
In case your quotes have already expired, please follow the instruction advised in the trip.

## Flights

| From - To                        | Arrive/Depart                                | Class                                          | Cost   | Time limit                 |
|----------------------------------|----------------------------------------------|------------------------------------------------|--------|----------------------------|
| LYS - LTN<br>EasyJet<br>(U22428) | Wed,23-Oct-19 14:30 -<br>Wed,23-Oct-19 15:10 | EconomyWithRestrictions<br>Standard (Standard) | £54.28 | Wed,15 May<br>19 12:26 GMT |

Instant Purchase

Lowest fare was:

| From - To                                | Arrive/Depart                                | Class                                     | Cost   |
|------------------------------------------|----------------------------------------------|-------------------------------------------|--------|
| LYS - BCN<br>Vueling Airline<br>(VY1221) | Wed,23-Oct-19 12:40 - Wed,23-Oct-19<br>14:00 | EconomyWithRestrictions<br>Basic Fare (Y) | £54.28 |
| BCN - LGW<br>Vueling Airline<br>(VY7824) | Wed,23-Oct-19 17:25 - Wed,23-Oct-19<br>18:45 | EconomyWithRestrictions<br>Basic Fare (Y) |        |

Complete Booking

Complete  
booking

The booker will need to open his quote again (or follow the link on the email and click on **complete booking**), and proceed to the checkout with the same quote.

If in the meantime, the quote has expired, the user can use the [research functionality](#) to have access to live availability and prices, and will then need to add the flights to the cart, and checkout.

- Please note that in case the booker is also the approver, we will skip the approval process and automatically approve the trip.

A trip is not confirmed until you have received your full Uniglobe itinerary and the status of the trip changes to finalized in green in the **Trips** section.

## Trips

Upcoming Active Past Export to excel

Found 3 trips Sort by Start Date (Asc)

**Trip to Staines Upon Thames, GB**  
27157348

Staines Upon Thames, GB Sun, 09 Aug 26 - Mon, 10 Aug 26

SD Shelley Davies £66.00

Group: WithPayment Booker: Shelley Davies Consultant: Team Uniglobe Gemini Trip Open Date: 30 July 2026

FINALIZED

**CHECK YOUR ITINERARY CAREFULLY ONCE THE BOOKING IS APPROVED AND BOOKED TO ENSURE YOU HAVE REBOOKED ALL PRODUCTS CORRECTLY.**

# How to finalise your booking once it's been approved:

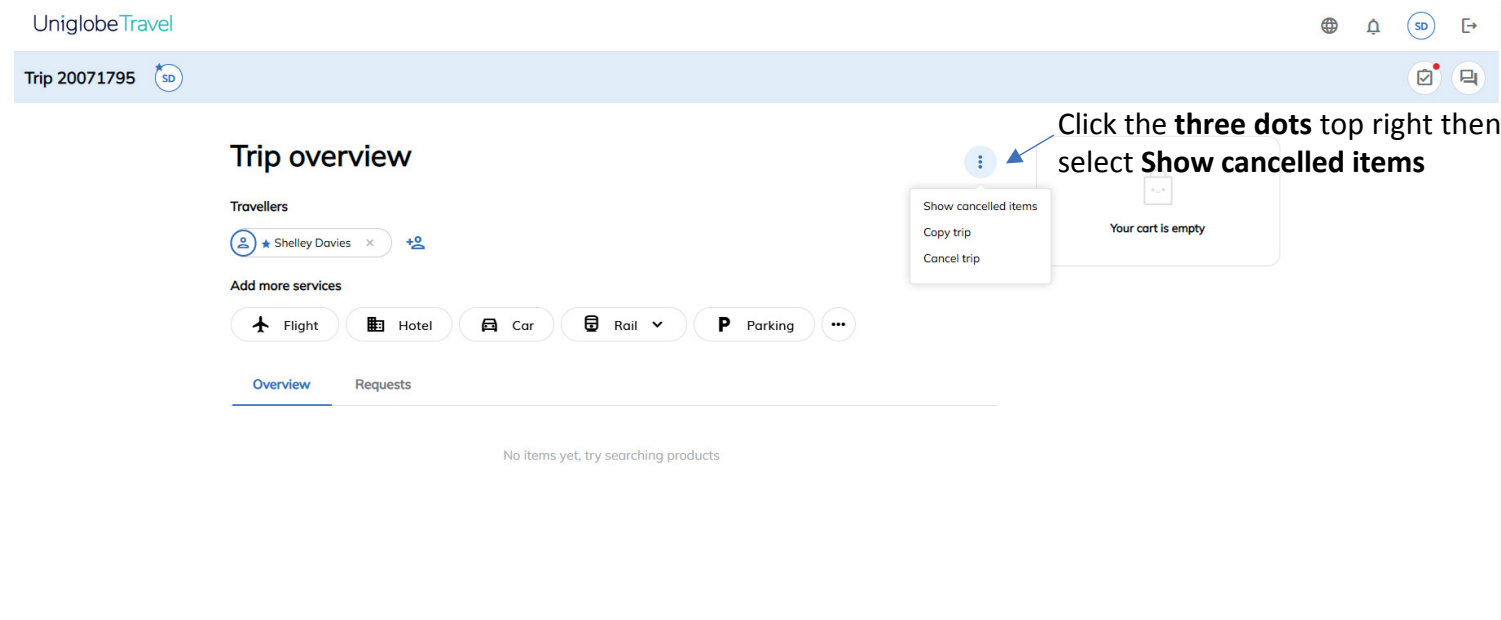
Once your trip is approved , Your action is required to complete the booking. **Please note approval does not automatically finalise a booking. You MUST now follow these steps to complete your booking.**

## THIS MUST BE DONE IN THE SAME TRIP NUMBER

If your trip has been approved, please follow the instructions below:

It is possible items cannot be confirmed due to changes in prices or availability, then you will need to search again.  
It is also possible items price has already expired.

Recall the approved trip number, Click the **three dots** top right then select **Show cancelled items**.



### To research hotels:

Click **hotel tab**, research hotel, click **view rates**, click **add to trip**, tick the terms and conditions box and click **proceed to check out** - click **book and finalize**

**This MUST be in the same trip number.**

### To research flights:

Click **check price**, a **price check** box will appear , click **proceed** to add to cart, tick the terms and conditions box and click **proceed to check out** - click **book and finalize**

**This MUST be in the same trip number.**

# Booking Confirmed.

The screenshot shows the UniglobeTravel website interface. At the top, the header includes the UniglobeTravel logo, a globe icon, a bell icon, a user profile icon (SD), and a share icon. Below the header, a blue bar displays the trip details: "Trip to Crawley, ENGLAND" with a sub-id "20071795", the location "Crawley, ENGLAND", and the dates "Mar 09 - Mar 10".

The main content area is titled "Trip overview" and includes a share icon. Under the "Travellers" section, a user profile for "Shelley Davies" is shown. Below this, the "Add more services" section features buttons for Flight, Hotel, Car, Rail, and Parking. The "Overview" tab is selected.

The booking details for "Sunday, March 09" are listed as "1 Night at Crawley, ENGLAND" with a green "CONFIRMED" status. A blue arrow points to this status with the text "Green confirmed icon." Below the booking details, a card for "Premier Inn Gatwick Crawley (Goff's Park)" is displayed, showing a "Standard Double Room for Single occupancy" for "£59.00". The card includes a "Refundable" status, the dates "Sun, 09 Mar - Mon, 10 Mar, 1 Night, 1 Room", a "More details" link, and a note "Booked via Premier Inn".

At the bottom of the card, a green checkmark icon is followed by the "PNR Aqv2140582". A blue arrow points to this PNR with the text "Supplier reference number".

To ensure your booking is complete. click into the booking and all elements will show a green ticketed/confirmed and will have a supplier reference.

# Trip Conversations



Add email address in the “To” box then add comments to the “Details” box and send message. This will open a chat thread.

Please note, chats will be handled during normal office hours (Monday to Friday 0900 – 1700) and will incur offline booking fees.

The image displays two screenshots of a web application's chat interface. The left screenshot shows a 'New conversation' form with a 'To' field for searching by name, user group, username, or email, and a 'Details' section with a text area for entering a message. A 'Send message' button is at the bottom. The right screenshot shows the resulting chat thread titled 'Reservations Team, Shelley Davies'. It contains a message from 'SD Shelley Davies' at 12:37 on Jul 26 with the text 'help with a booking'. At the bottom is a text input field and a 'Send' button.

## How to Use the Chat Feature

Follow these steps to chat with an agent directly inside your booking window:

- 1. Open the Booking:** Navigate to your active trip itinerary or pending booking request.
- 2. Launch the Chat:** Click the **Chat icon** located in the sidebar or directly within the trip details panel.
- 3. Type Your Message:** Enter your question regarding flights, hotels, car rentals, or policy approvals.
- 4. Send the Request:** Click the **Send** button to instantly alert the travel support team.
- 5. Track the Thread:** Keep the window open or return later; your full chat history stays saved inside that specific booking.

# Email Quotes

You can email quotes from the search results pages.



Share Quotes  
Share Itinerary

Click here and the following box will open

## Trip overview

Travellers

SD ★ Shelley Davies ⓘ

Add more services

Flight Hotel Car Rail Transport

Overview Requests

Sunday, September 27

✈ Flight to Stockholm PENDING BOOKING ⓘ 1012

|                           |                                |                   |                                |
|---------------------------|--------------------------------|-------------------|--------------------------------|
| <b>Sun, 27 Sep</b>        |                                |                   |                                |
| British Airways<br>BA0770 | 08:10<br>Sun, 27 Sep 26<br>LHR | 02h 30m<br>Direct | 11:40<br>Sun, 27 Sep 26<br>ARN |
| <b>Wed, 30 Sep</b>        |                                |                   |                                |
| British Airways<br>BA0777 | 20:20<br>Wed, 30 Sep 26<br>ARN | 02h 35m<br>Direct | 21:55<br>Wed, 30 Sep 26<br>LHR |

Flight details Fare rules Price Breakdown

Extras

Cart

✚ Flight To Stockholm £117.05  
Original currency: £117.05  
Sun, 27 Sep-Wed, 30 Sep

Total £117.05

Proceed to Checkout

Select what elements and who you wish to send the quote to.

Share Quotes

Send to

Search by name, user group, username or email

Language

English

SD

Shelley Davies

S

Shelleyreeves@Uniglobegemini.Co.Uk

Subject

Share quotes for Shelley Davies Sun,27 Sep 2026 - Wed,30 Sep 2026

Message (Optional)

Add message

Include in price offer

Summary Detailed Both

Remove headers

Include PDF

gtp The Travel Marketplace

This is the preview to the quote summary you are sharing.

Traveller(s) name: Shelley Davies  
Date of travel: Sun,27 Sep 2026 - Wed,30 Sep 2026  
Date of quotation: Thu,30 Jul 2026  
Trip Number: 27156793

Price Offer - Summary

Cancel Copy to clipboard

Send

Please note you can email quotes for all products.

# Hotels

## Complete search

Search for Hotel

Stockholm,Sweden,(STO)

Sun, Sep 27 Tue, Sep 29 1 Room 1 Traveller

Advanced search

Available properties only

Search

Search for Hotel

Points of Interest

Search

- ★ Charing Cross Hospital - Fulham Palace Road, Hammersmith, London, w6 8rf
- ★ Hamburg Olympus Location - Graumannsweg 10, Hamburg, Hamburg-Nord, Germany
- ★ CROWNE PLAZA HAMBURG - CITY ALSTER BY IHG GRAUMANNSWEG 10
- ★ Hammersmith Hospital - London W12 0HS, UK
- ★ Head Office - London Road, Staines TW18 4HF, UK
- ★ PREMIER INN STAINES UPON THAMES 90-106 High Street
- ★ Travelodge Staines HALE STREET TWO RIVERS
- ★ Sunday London Staines-upon-Thames Heathrow T5 THAMES ST
- ★ Plymouth Olympus Location - Armada Way, Plymouth, UK
- ★ Crowne Plaza Plymouth by IHG Armada Way
- ★ Queen Charlotte's and Chelsea Hospital - London W12 0HS, UK
- ★ St Mary's Hospital - London W2 1NY, UK
- ★ AMS - Amsterdam,Netherlands,(AMS)
- ★ Hyatt Regency Amsterdam SARPHATIESTRAAT 104
- ★ SOFTEL LEGEND THE GRAND OUDEZIJDS VOORBURGWAL 197
- ★ Tivoli Doelen Amsterdam Hotel Nieuwe Doelenstraat 24
- ★ LON - London,United Kingdom,(LON)
- ★ Z Tottenham Court 52 Poland Street

For your convenience, your preferred hotels are retrieved first. A complete list of properties will be available in a few seconds.

Search for Hotel

Stockholm,Sweden,(STO)

Sun, Sep 27 Tue, Sep 29 1 Room 1 Traveller

all brands for Hilton (EH)

Search radius 10 MI

Search radius 1  
Search radius 5  
Search radius 10  
Search radius 15

Available properties only

Search

You can search for hotels by specific name, address or around an official landmark.

The system will offer a list of frequent locations (Points of interest).

# Hotels

Your company preferred hotels are retrieved first.

Google Maps are fully integrated.

Search the map for a specific address.

Open Filters to narrow the search.

Home Page

Book a New Trip

Trips

Quick Links

Contact Support

Admin settings

Powered by atriis v2.1.1

Trip to PREMIER INN STAINES UP...  
27146115

PREMIER INN STAINES UPON TH... | Sep 26- Sep 27 | 1 Room | Edit

View on map

Search hotel

Distance

km mi

15.70

Price

£ 59 - £ 841

Stars

1 ★ 2 ★ 3 ★ 4 ★ 5 ★

Guest rating

Any

Wonderful 9+ 5

Very Good 8+ 43

Good 7+ 68

Hotel Chains

BWH Hotels and Resorts 2

HYATT HOTELS 1

Intercontinental Hotels G... 9

Marriott Hotels Brands 8

Payment

Search > Hotels

Showing 106 of 106 Results

In policy

Sort by Most recommended

CORPORATE PREFERRED

Sunday London Staines-Up-Th...

THAMES ST (0.4 km from your location)

8 Kg CO2

Booking.com

From £204.00

1 Room - 1 Night

Pre paid

View rates

More details

CORPORATE PREFERRED

Premier Inn Staines Upon Thames

90-106 High Street (0.0 km from your location)

8 Kg CO2

Premier Inn

From £89.00

1 Room - 1 Night

Pre paid

View rates

More details

Travelodge Staines

Staines Travelodge, Hale Street, Staines, Middlesex, Staines, United Kingdom, TW18 4UW (0.4 km from your location)

8 Kg CO2

Travelodge

From £81.00

1 Room - 1 Night

Pre paid

View rates

More details

The Swan Hotel Staines

THE HYTHE (0.5 km from your location)

Wonderful

Out of policy

From £156.00

1 Room - 1 Night

Pre paid

View rates

More details

Select “View rates” to book the appropriate rate ie- to Include breakfast.



# Hotels

To book ‘Add to Trip’.

All rates are pre- paid and will be invoiced to your travel account.

Cancellation Rules are found under ‘Terms & Conditions’.

Home Page

Book a New Trip

Trips

Quick Links

Contact Support

Admin settings

Powered by atriis v2.11

Trip to PREMIER INN STAINES UP...  
27146115

PREMIER INN STAINES UPON TH...

Sep 26- Sep 27

1 Room

Edit

Showing 6 of 6 Results

In policy

Sort by Default

Price

£ 88 - £ 131

Payment

Pre paid6

Refundable3

Deposit not required6

Amenities

Breakfast6

Wifi6

Agreement

No Agreement1

TMC5

Suppliers

Premier Inn6

Reset Filters

Non-Flex Room Only rate. Standard Double Room for Single occupancy

Wifi included

Breakfast Optional

Agency rate

Non-refundable

Terms & Conditions

Premier Inn

Total price

£89.00

1 Room - 1 Night

Pre paid

Add to trip

Price details

Non-Flex Bed and Breakfast rate. This rate includes a Premier Breakfast for each adult and up to 2 free children's breakfast per paying adult. Standard Double Room for Single occupancy

Wifi included

Breakfast incl.

Agency rate

Non-refundable

Terms & Conditions

Premier Inn

Total price

£100.99

1 Room - 1 Night

Pre paid

Add to trip

Price details

Standard Double Room for Single occupancy

Wifi included

Breakfast Optional

Refundable

Terms & Conditions

Premier Inn

Total price

£102.00

1 Room - 1 Night

Pre paid

Add to trip

Price details



# Car Hire

Please note car delivery is not available through the system.

Complete and click ‘Search’.

Search for Car

×

☐ Drop-off at a different location

Arlanda (ARN), Stockholm, Sweden

Sun, Sep 27

12:10

Tue, Sep 29

07:10

Rental agency

Search

Filter & Sort

Price

£ 92 - £ 611

Rental Agency

- ☐ Europcar £176.66
- ☐ Hertz £138.75
- ☐ AVIS £114.88
- ☐ SIXT £92.94

Sustainability

☐ Low emission cars

Car Class

- ☐ Passenger Van £303.70
- ☐ Standard Elite £335.15
- ☐ Luxury £404.54
- ☐ SUV £95.48
- ☐ Compact Elite £135.88

[View more](#)

Car Specifications

- ☐ Air condition £92.94
- ☐ Automatic £92.94
- ☐ Manual £114.88

Search > Car

Showing 114 of 114 Results



In policy

Sort by

Most recommended

AVIS

Economy 4/5 Doors

Seat Ibiza or similar (EDMR)

7 Kg CO<sub>2</sub>



Corporate & Agency Rates

- ☒ Instant Confirmation
- ☒ AC
- ☐ Manual
- ☒ Unlimited mileage

Pickup & Drop-Off  
Arlanda (ARN) (Airport - Shuttle required)

[Location Details](#)

[Terms & Conditions](#)

2 days Total  
£176.98  
£88.49 / Per day

Pay On Departure

Add to trip

SIXT

Compact 4/5 Doors

VW Golf Aut., Ford Focus Hatchback Aut. or similar (CDAR)

7 Kg CO<sub>2</sub>



Corporate & Agency Rates

- ☒ Instant Confirmation
- ☒ AC
- ☒ Automatic
- ☒ Unlimited mileage

Pickup & Drop-Off  
Stockholm (Airport - In Terminal)

[Location Details](#)

[Terms & Conditions](#)

2 days Total  
£181.01  
£90.51 / Per day

Pay On Departure

Add to trip

To book ‘Add To Trip’

Full details of the policy are found under ‘Terms & Conditions’

# Additional Products

 Transport

...

Ground Transport

Complete and **search**  
Book for UK and Worldwide Transfers

Welcome back Shelley

Plan your next trip

✈ Flight

🏨 Hotel

🚗 Car

🚆 Rail

**🚗 Transport**

🅇 Parking

📄 Manual Quote

Book your ground transport

From airport

From specific address

📍

Mallard Court, Market Square, Staines, UK

To airport

To specific address

📍

Heathrow Airport London (LHR), Hounslow, UK

Pick-up details

Sat, Sep 26

🕒 09:00

🚗 All Vehicle Types

👤 1 Tr

🗑 2

🗺 Map

📶 Satellite

📍 Drop-off location

Heathrow Airport London (LHR), Hounslow, UK

📍 Pickup location

Mallard Court, Market Square, Staines, UK

👤 Add traveller

SD

★ Shelley Davies

✕

Search

Trip to PREMIER INN STAINES UP...  
Z7146115

🔄

Mallard Court, Market Square, Stain... → Heathrow Airport London (LHR), Ho... | Sat, 26 Sep 26 | Edit

🔍 Search supplier name

×

Suppliers

Select all Clear all

☐ Transferz

Sustainability

☐ Low emission cars

Vehicle Type

Select all Clear all

☐ Sedan  
☐ Minivan  
☐ Mpv  
☐ Business sedan  
☐ Minibus  
☐ High end electric car  
☐ Suv  
☐ Van  
☐ Exclusive minivan  
☐ Standard electric car  
☐ Luxury sedan

View less

Search > Ground Transport

Showing 11 of 11 Results

Sort by Price



Or Similar

Sedan (Up to 3 people)

Transferz

Max. 3 Max. 3

£76.32

Pre paid

🕒 29 Jul 18:27

Add to trip

Available Extras

Extra stop · Baby seat · Child seat · Pets · Booster seat

Pick-up

26 Sep 2026 · 09:00

mallard court, market square, staines, uk

Drop-off

heathrow airport london (lhr), hounslow, uk

Terms & Conditions



Or Similar

Low emission

Standard electric car (Up to 3 people)

Transferz

Max. 3 Max. 3

£76.32

Pre paid

🕒 29 Jul 18:27

Add to trip

Available Extras

Extra stop · Baby seat · Child seat · Pets · Booster seat

Pick-up

26 Sep 2026 · 09:00

mallard court, market square, staines, uk

Drop-off

heathrow airport london (lhr), hounslow, uk

Select and **Add To Trip**

# Additional Products



UK Parking

Select Terminal and choose parking option then **Add To Trip**

## Search for Parking

London, United Kingdom - Heathrow APT (LHR)

Sat, Sep 26

07:00

Wed, Sep 30

07:30

Search

1. Complete and 'Search Parking'

## 2. Select Terminal

Terminal

Select all Clear all

☐ Terminal 2

9

☐ Terminal 3

8

☐ Terminal 4

3

☐ Terminal 5

11

☐ 2,3

2

Service type

Select all Clear all

☐ Meet and Greet

20

☐ Park and Ride

13

Trip to PREMIER INN STAINES UP...  
27146115

London, United Kingdom - Heathrow APT (LHR) | Sep 26 - Sep 30 | Edit

Search > Parking

Showing 33 of 33 Results

Sort by Price

purpleparking

Park & Ride

Purple Parking Park and Ride T2 - Special offer

Terminal 2

Hassle-free parking made simple. Drop off your car and keys, then take the included shuttle for a quick ride to your terminal. With top-notch security and straightforward service, you'll be on your way in no time.

Price

£66.95

Add to trip

purpleparking

Park & Ride

Purple Parking Park and Ride T3 - Special offer

Terminal 3

Hassle-free parking made simple. Drop off your car and keys, then take the included shuttle for a quick ride to your terminal. With top-notch security and straightforward service, you'll be on your way in no time.

Price

£66.95

Add to trip

purpleparking

Park & Ride

Purple Parking Park and Ride T5 - Special Offer

Terminal 5

Hassle-free parking made simple. Drop off your car and keys, then take the included shuttle for a quick ride to your terminal. With top-notch security and straightforward service, you'll be on your way in no time.

Price

£66.95

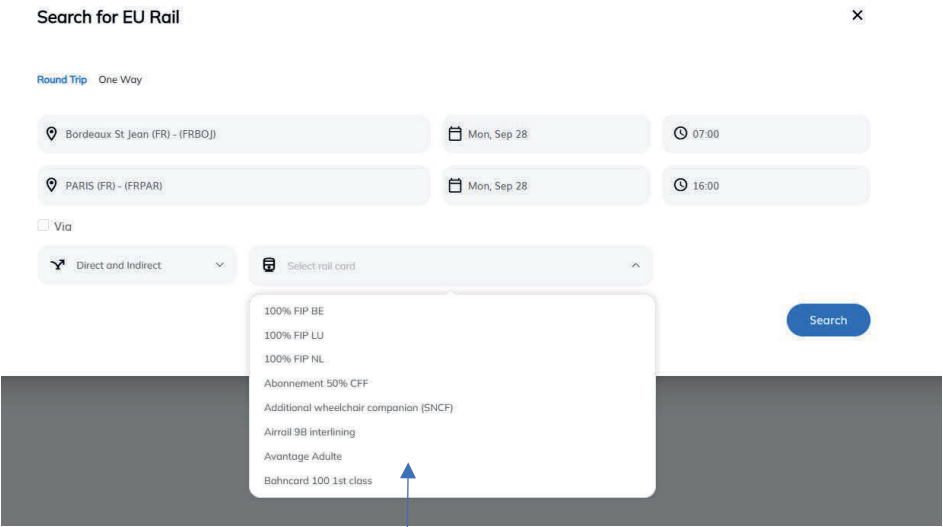
Add to trip

3. Add to trip

# Additional Products

 Rail  EU Rail

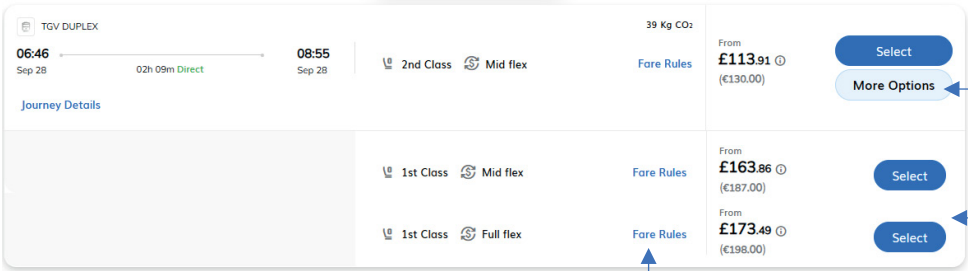
Complete search, then select **'Get Times & Tickets'** adding any discount rail cards into the Rail Card search box.



Add rail discount cards.

Select the fare to add to your basket or open **'More options'** to see more fares and discounted fares if you have added your rail card.

View **'Fare Rules'** by selecting the **Fare Rules** button.

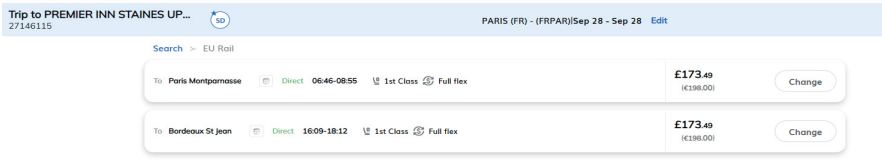


Check for additional fares

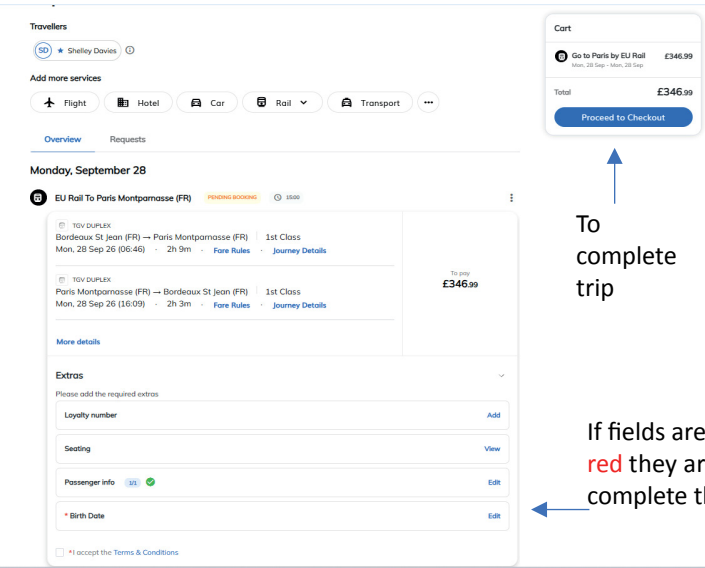
Select fare

View Fare Rules

If required do the same for the inbound journey. Review your trip and **'Add to Trip'** to book.



Add to trip



To complete trip

If fields are highlighted red they are required to complete the booking

To ensure your hotel is prepaid use the Premier Inn direct rates.

Only book hotels using the rates.



Always select prepaid rates, otherwise, we can't guarantee prepayment of your hotel room.

Choose a rate with breakfast or breakfast and extras can be added on at check out along with any meal allowances.

Price: £ 88 - £ 131

Showing 3 of 6 Results In policy Sort by: Default

Pre paid x Refundable x Breakfast x [Reset Filters](#)

**Standard Double Room for Single occupancy**

Wifi included | Breakfast Optional

[Refundable](#) [Terms & Conditions](#)

Premier Inn

Total price  
**£102.00**  
1 Room · 1 Night

Pre paid

[Add to trip](#)

[Price details](#)

**Premier Inn Extra Services**

Payment Method: Pre-Paid

Breakfast Type: Select

Dinner Allowance (£): 30

Alcohol Allowed?: Yes

Car Parking Allowed (Optional): Yes

Other Charges Allowed: Yes

Unlimited wifi (5GBP per day): Yes

(Enhanced Wi-Fi experience with the ability to download larger files and stream more music)

[Cancel](#) [Save](#)

**Premier Inn Staines Upon Thames** £102.00  
Sat, 26 Sep - Sun, 27 Sep  
1 Night, 1 Room

Total **£102.00**

[Proceed to Checkout](#)

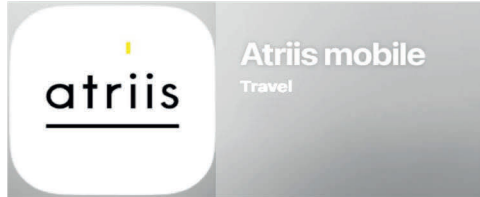
Once you are happy you have added all extras - proceed to checkout

# Mobile APP

Download from  
the

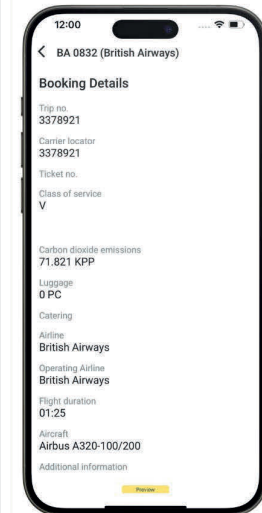
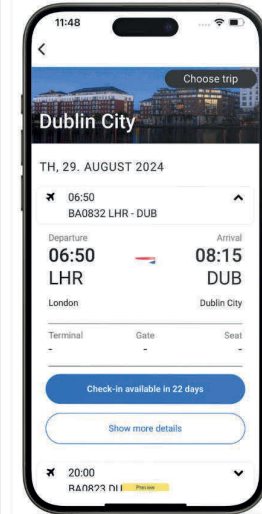
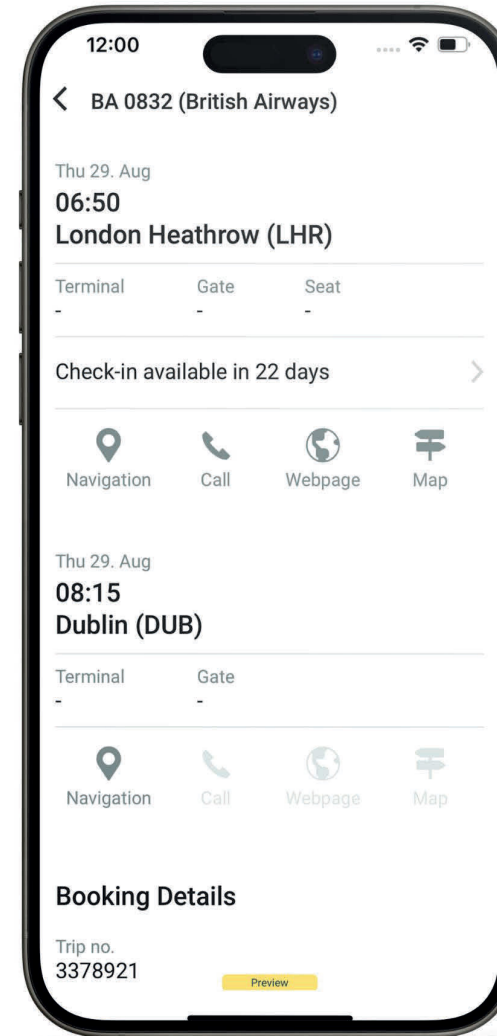
APP

Store, available for [Android](#) and [iOS](#).



Our application allows you to book flights, hotels, cars and UK rail from wherever you go.

- Timeline view for trips - see your entire trip in one graphic display, including past trips (up to 3 months)
- Offline mode display - see all your trips, even if you're in flight mode during flight.
- Embedded travel policy engine - showing you whether your trip is in or out of policy
- Conversations - chat with your approver or travel agent directly from the app
- Approvals - Approve trips for your employees
- Profile – View or update your profile information
- Pre-trip approval is not activated for mobile bookings.



# Best Practice

- **URL** – Make sure the company whitelists it!
  - **Bookings** – Search and book up to 5 people at a time. We recommend bookings to use one trip allow for invoicing and possible future changes.
  - **Passports** – If the user has 2 passports, after adding the flight to the cart you can select the one you want to use in the trip cart by clicking on the APIS tab.
  - **Copy Trip** – Can be used if several travelers have the same arrangements.
  - **Separate Tickets** – The system will advise if it is cheaper to book separate tickets.
  - **Search by Schedule** – Searches for each city pair individually based on one- way fares, with final pricing at the end of the process.
  - **Request Assistance** – Offline fees will apply.
  - **Low- Cost Airlines**– You can only save to the cart for **20 minutes**, after this you will have to refresh. TIP – add to your trip cart last, books your hotels first!
  - **Trip Number**- Keep all elements of your trip under 1 trip number. Even if your items have expired due to approval delays always recalculate or re-add the items in the same trip number.
  - **Itinerary** – CHECK your UNIGLOBE itinerary is correct and includes all products as soon as you receive it.
  - **Need Help** - To report a problem always advise the **GTP** trip number and email [support@uniglobegemini.co.uk](mailto:support@uniglobegemini.co.uk)
-



# Top Tip: Keep Everything Under One Trip Number

- To keep your itinerary organised and avoid duplicate trips, **always keep all travel elements (flights, hotels, rail, car hire and parking) under the same Trip Number.**
- **Waiting for approval?** If any items expire during the approval process, **don't create a new trip.** Simply **Recalculate** or re-add the expired items within the **existing Trip Number.**
- **Why it matters:**
  - ✓ Keeps your full itinerary together
  - ✓ Prevents duplicate Trip Numbers
  - ✓ Makes approvals and amendments easier
  - ✓ Helps us support you more efficiently if changes are needed

**Need help?** Visit our **Client Support** page, where you'll find a range of **short video demos** covering this topic, other frequently asked questions, and helpful tips to get the most from Atriis.

Uniglobe.  
Gemini Travel