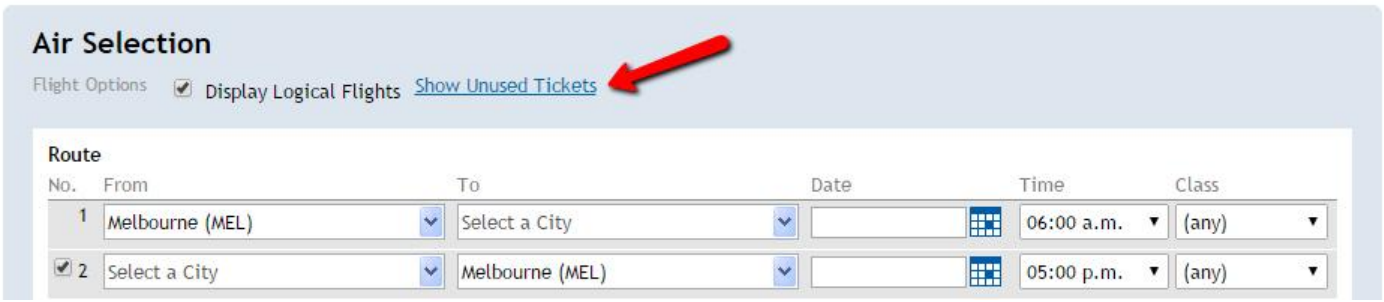
Utilising credits with FCM Travel via FCM Online.

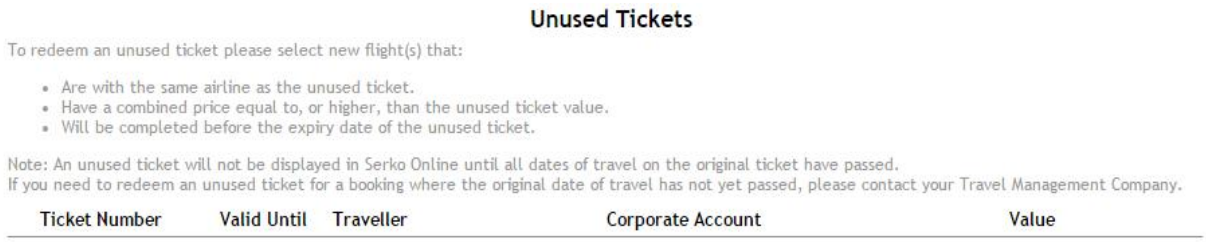
Rapid Book – Please note that when using Rapid Book, FCM Online will automatically apply a credit if eligible for the traveller holding the credit. Please select "show details" in the pricing area at the top of the screen to view if a credit has been applied. If you don't wish to use any credits you will need to change from Rapid Book to Booking.

Booking - Select your traveller on the Initial booking screen.

1. Move through to the flight selection screen where you need to click on *Show Unused Tickets* to get an idea of what credits are available to use. Click on this multiple times if nothing shows up the first time.



2. The pop up screen will then show you any credits for you the traveller or cost centre as your department's Travel Policy.



Please Note that with credit bookings, once you hit finish, FCM Travel will still need to complete manual checks to confirm the credit is ok to use and then apply it to your booking – if there are any concerns they will contact you.

You can also add in the Travel Agency Notes during the booking process to utilise the credit by providing the details in the free format box.