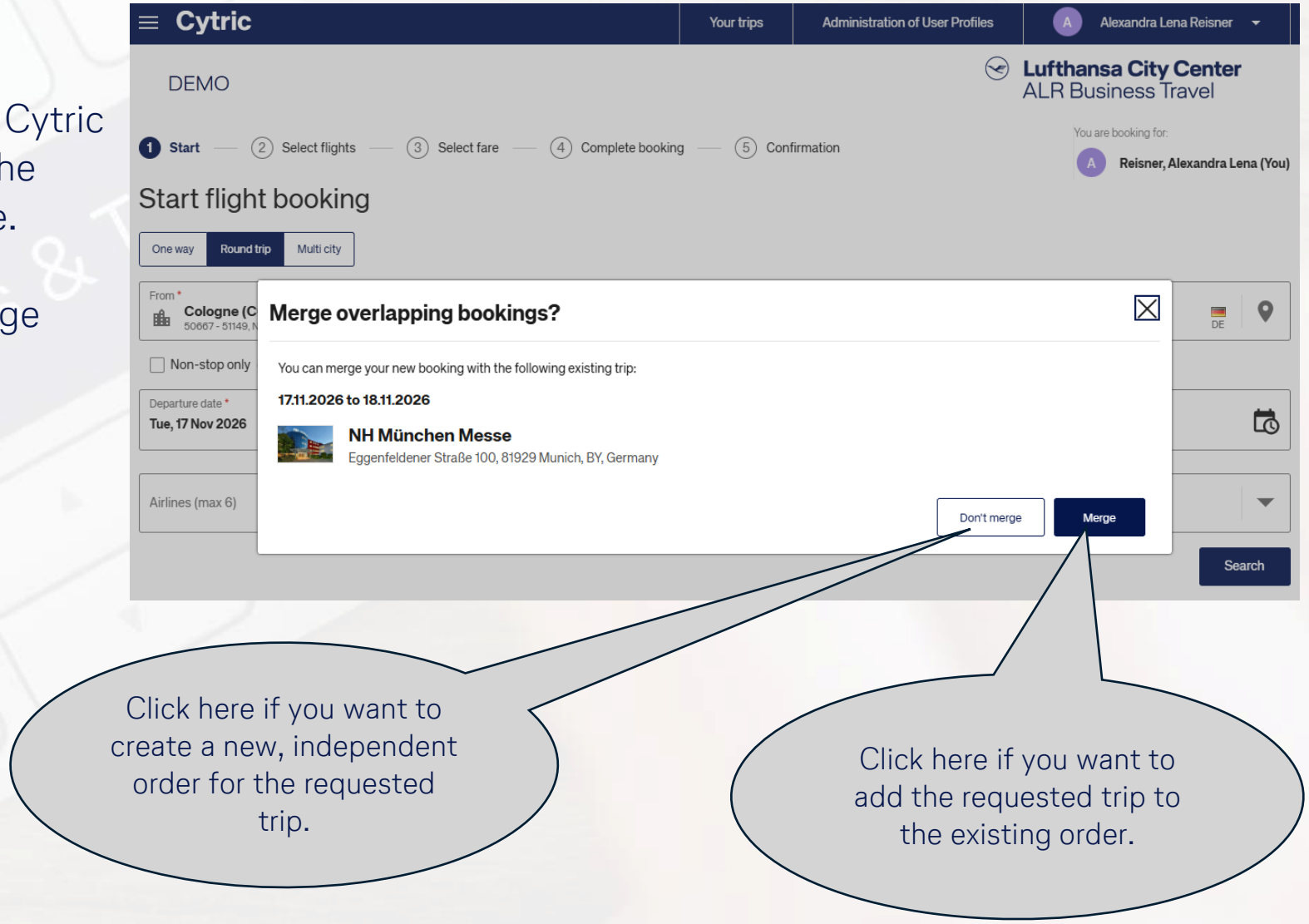


Lufthansa City Center
ALR Business Travel

Tips & Tricks

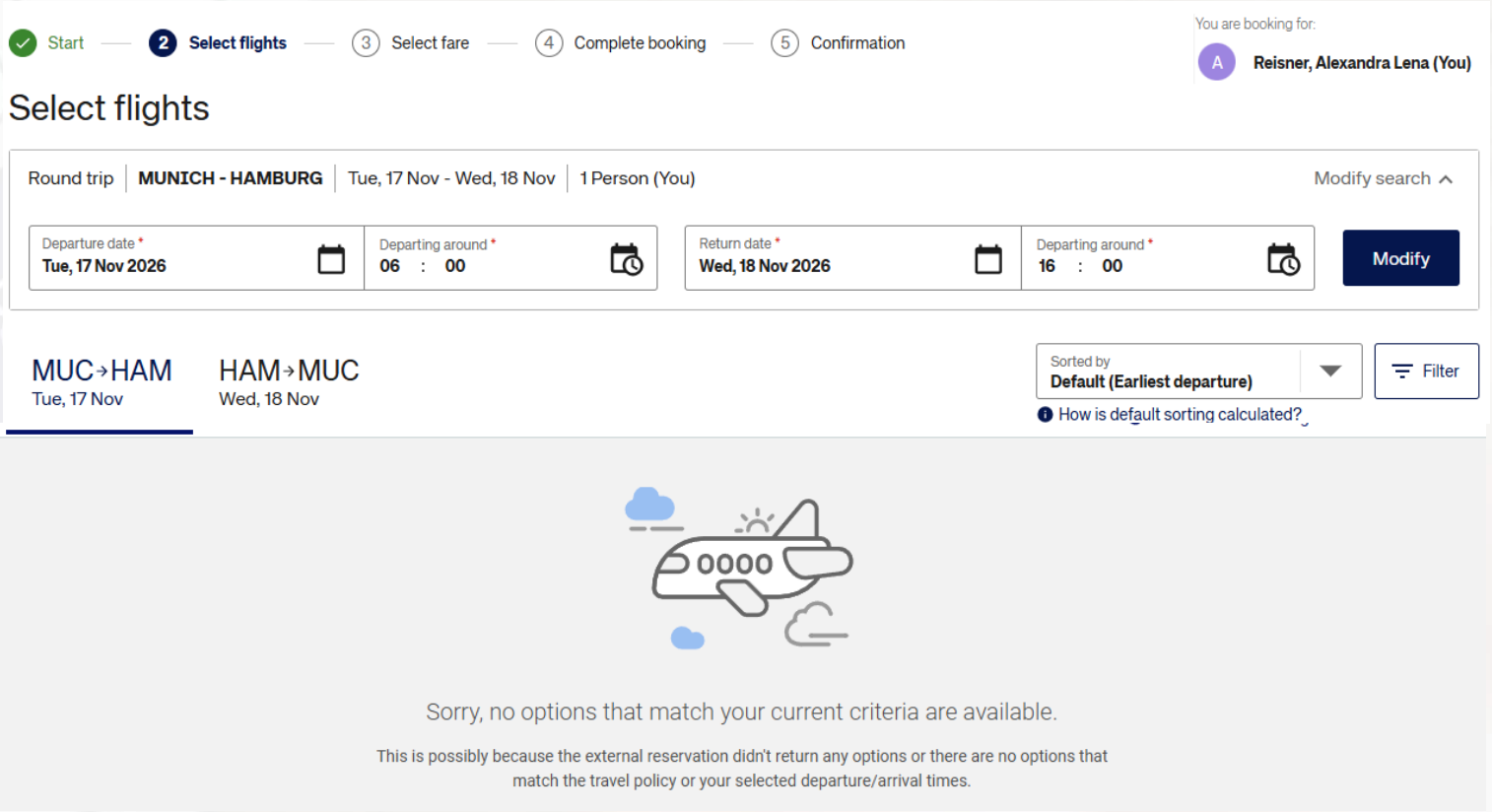
Double booking check

- At the beginning of a new reservation, Cytric checks if a booking already exists for the selected traveller on the specified date.
- If a reservation already exists, a message appears.

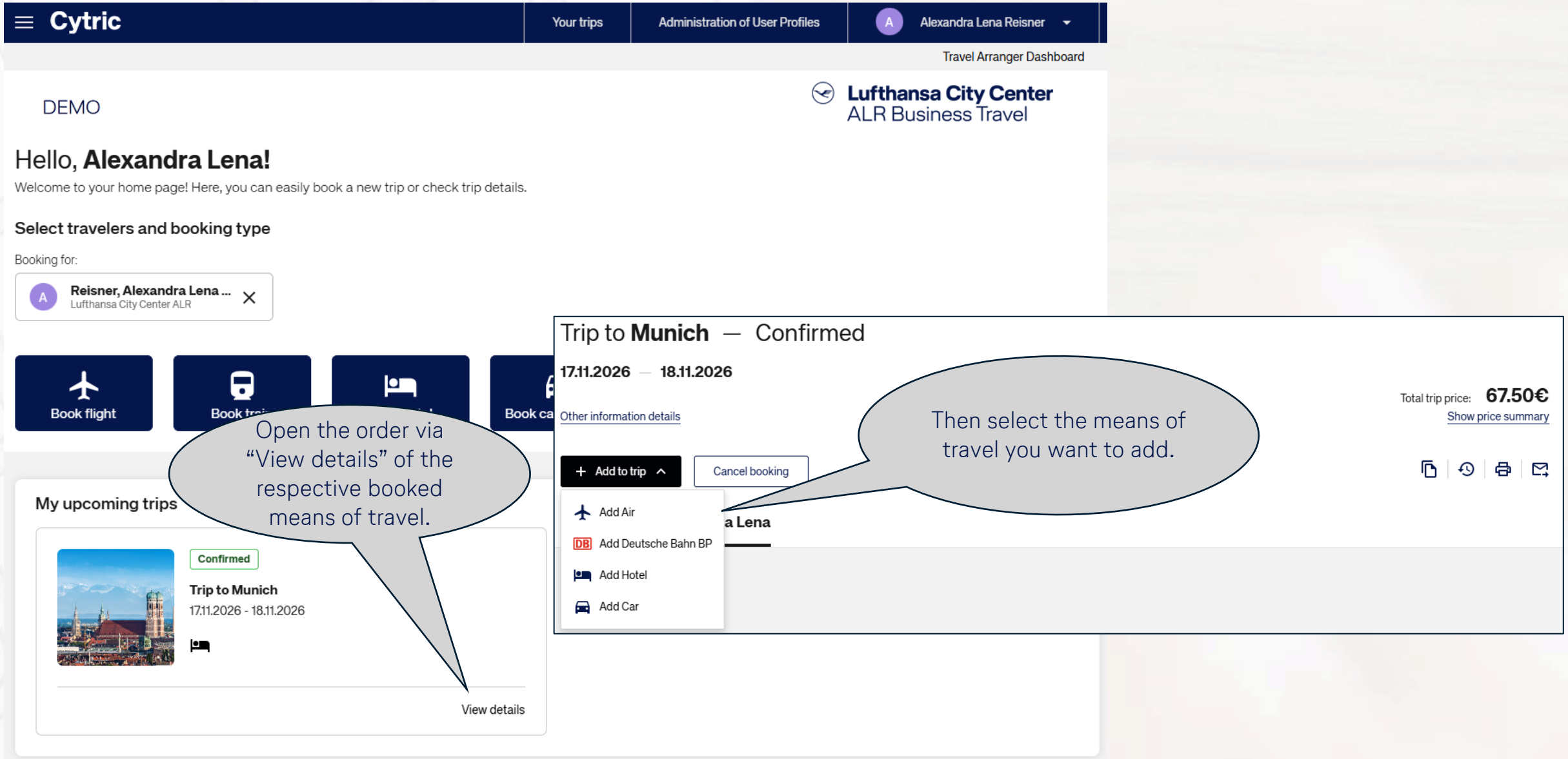


Flight search LH-Group

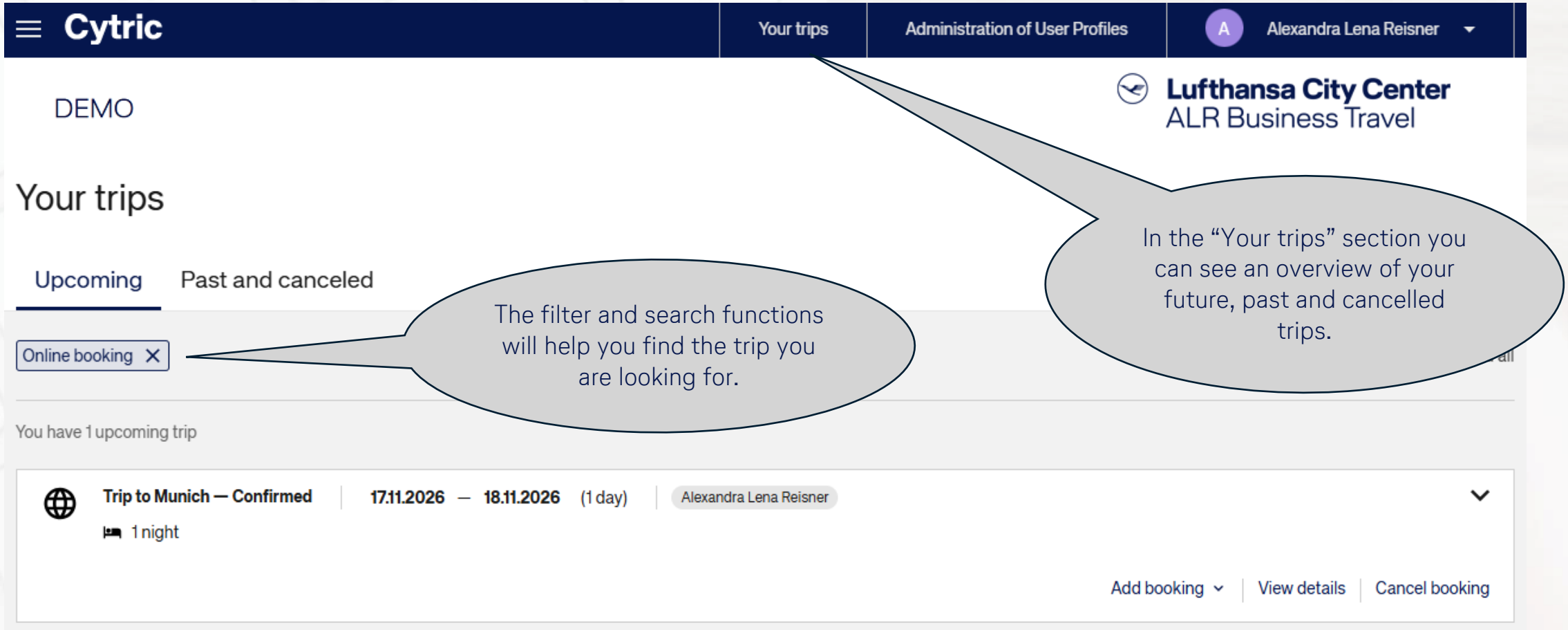
- The flight search for the Lufthansa Group is only processed +/-4 hours according to the departure/arrival time specified in the search mask.
- If you do not receive the desired/expected flights in the search results for Lufthansa Group flights, change the desired departure/arrival time to receive further search results.



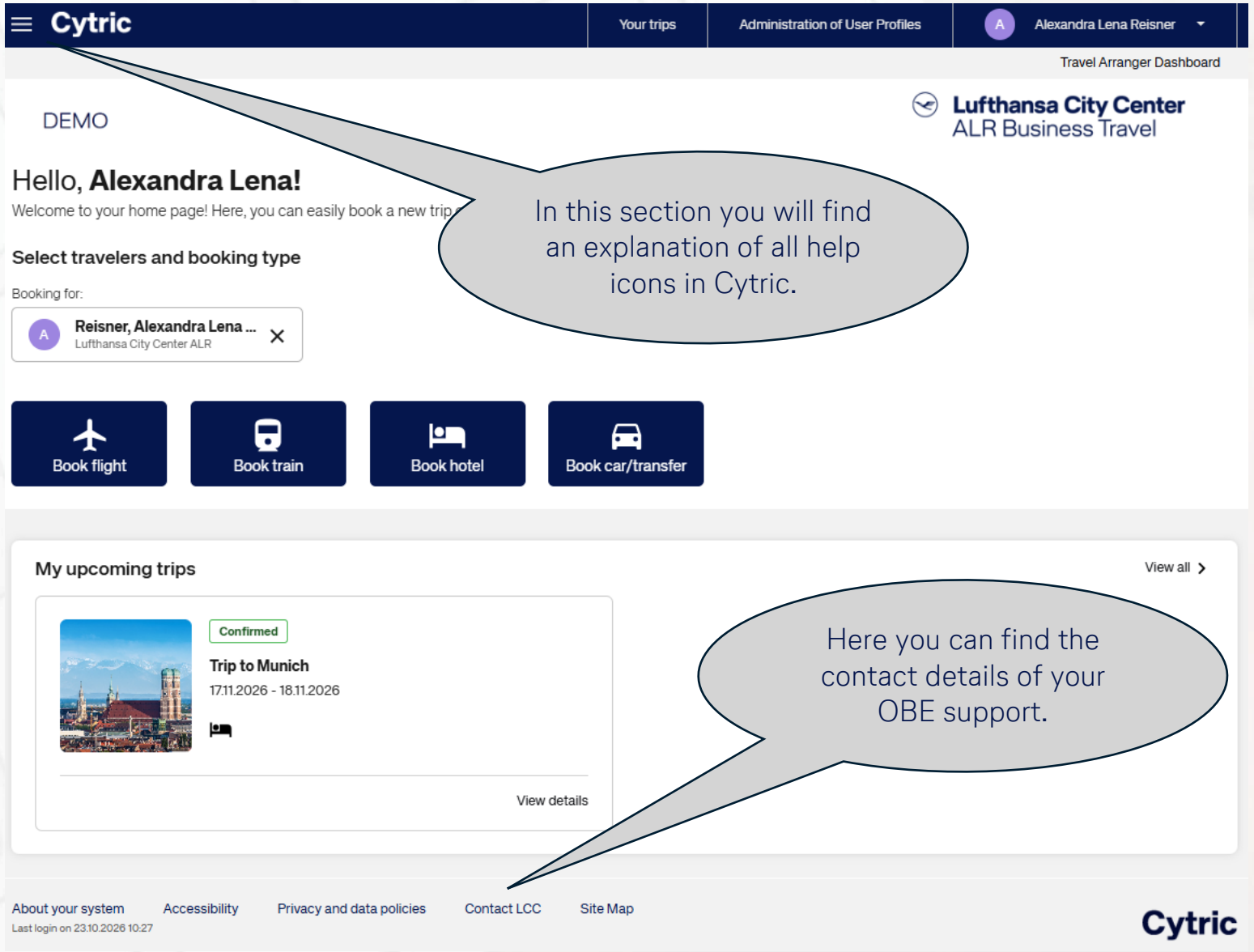
Add travel means to existing reservation



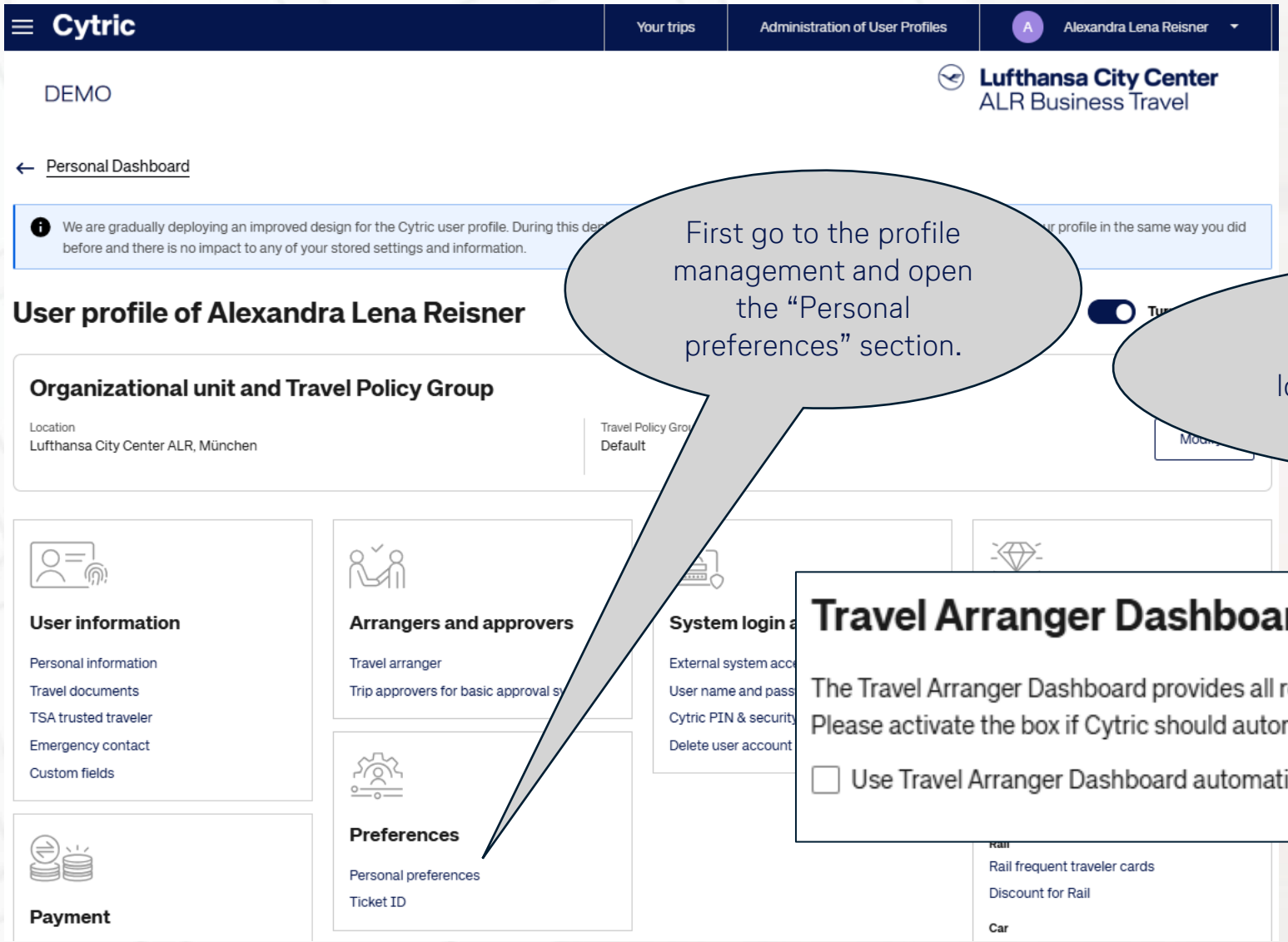
Your Trips


Cytric
Your trips
Administration of User Profiles
A
Alexandra Lena Reisner
DEMO
Lufthansa City Center
ALR Business Travel
Your trips
Upcoming
Past and canceled
Online booking
You have 1 upcoming trip
Trip to Munich — Confirmed
17.11.2026 — 18.11.2026 (1 day)
Alexandra Lena Reisner
1 night
Add booking
View details
Cancel booking
The filter and search functions will help you find the trip you are looking for.
In the “Your trips” section you can see an overview of your future, past and cancelled trips.

Support area



Load Travel Arranger Dashboard automatically



First go to the profile management and open the “Personal preferences” section.

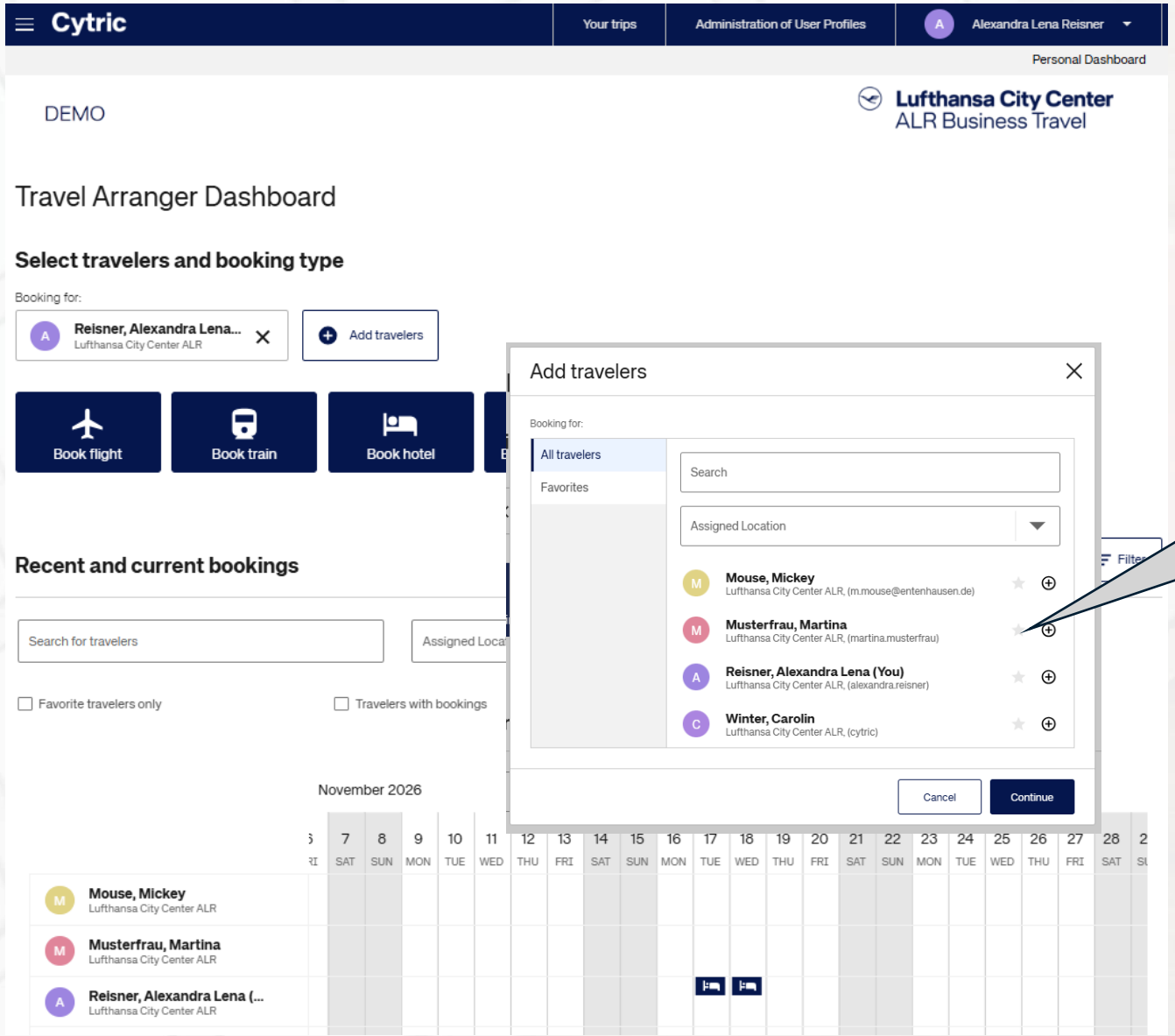
This ensures that the Travel Arranger Dashboard is automatically displayed after logging in, without you having to switch there from the Personal Dashboard.

Travel Arranger Dashboard

The Travel Arranger Dashboard provides all relevant information and functionality to support Travel Arrangers. Please activate the box if Cytric should automatically redirect to the Travel Arranger Dashboard at user log-in.

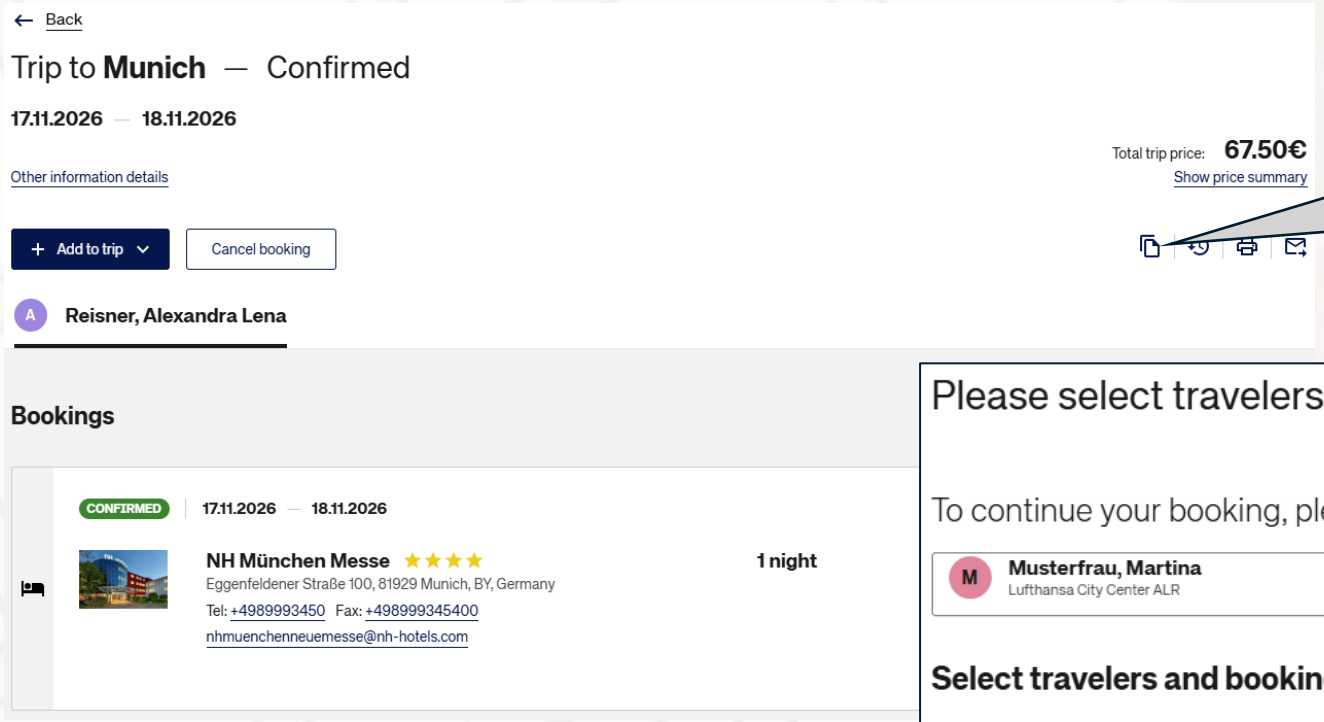
☐ Use Travel Arranger Dashboard automatically

Select preferred travelers

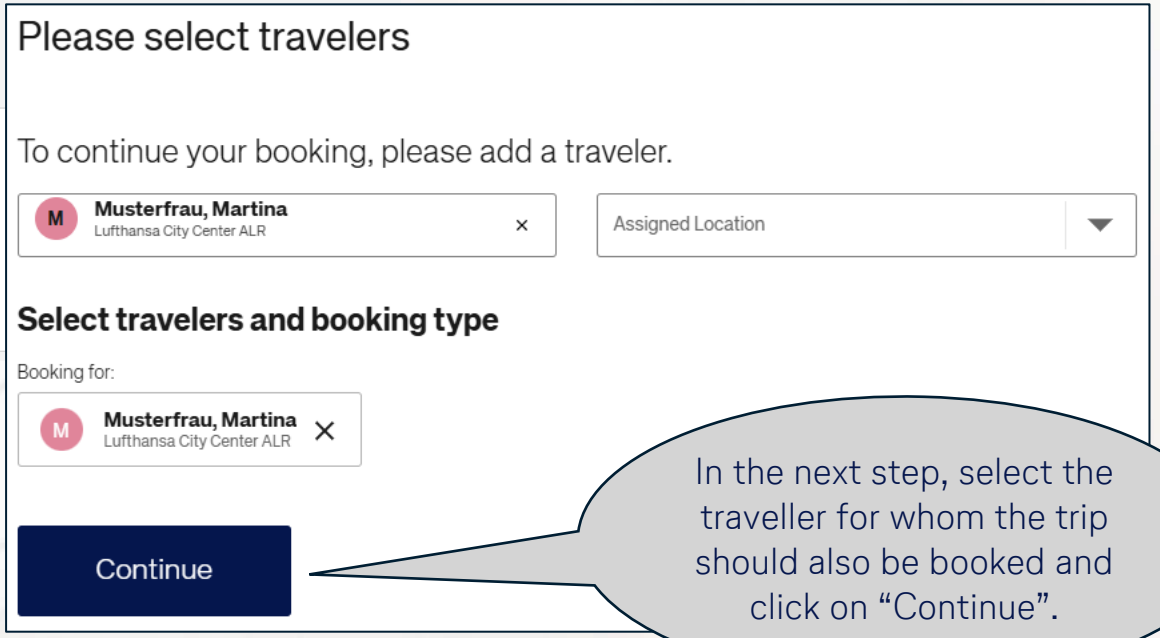


As a travel arranger, you can mark the travellers you book for most frequent as favorite/preferred travellers with the star.

Copy booking (1/2)

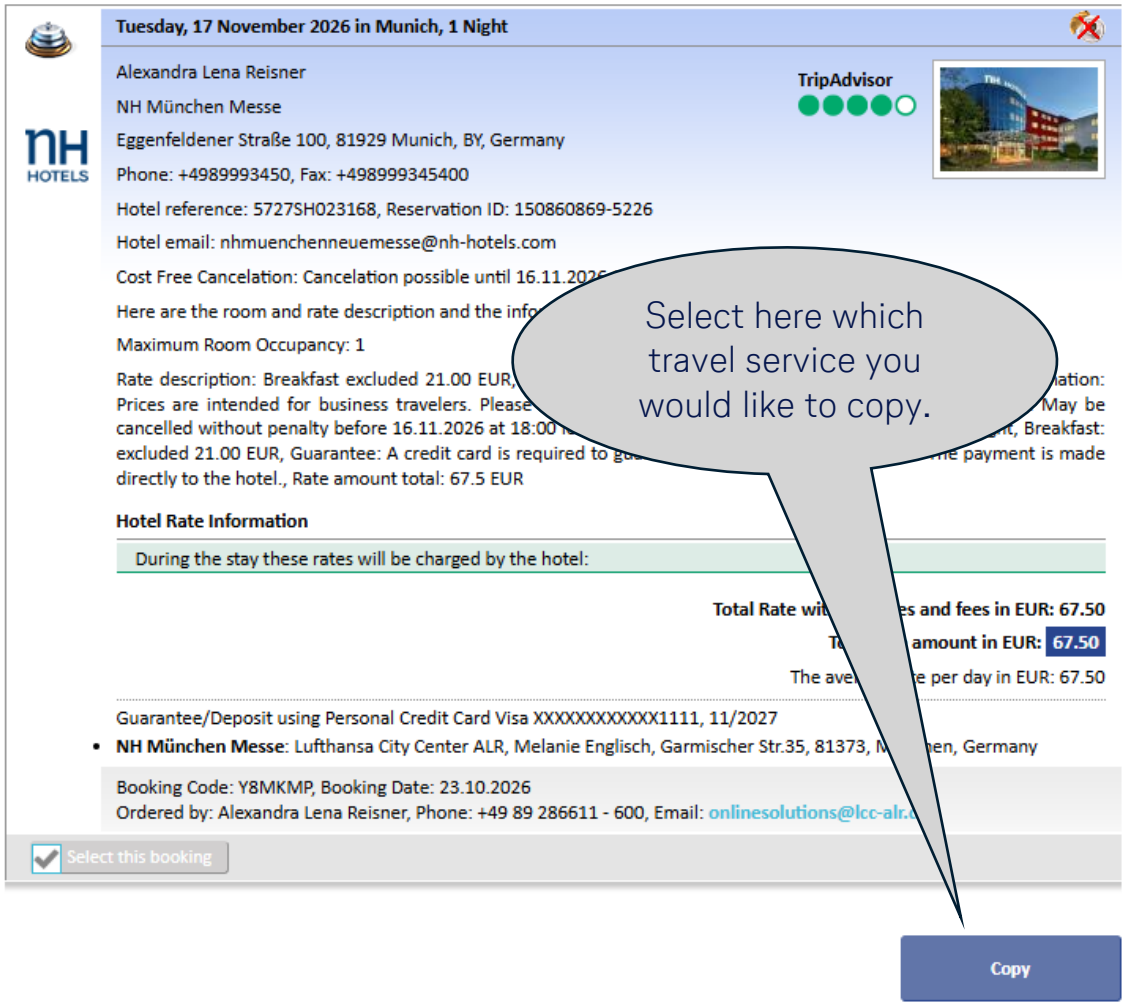


You can copy a booking by clicking on the copy icon in the itinerary to book the same trip for another traveller.

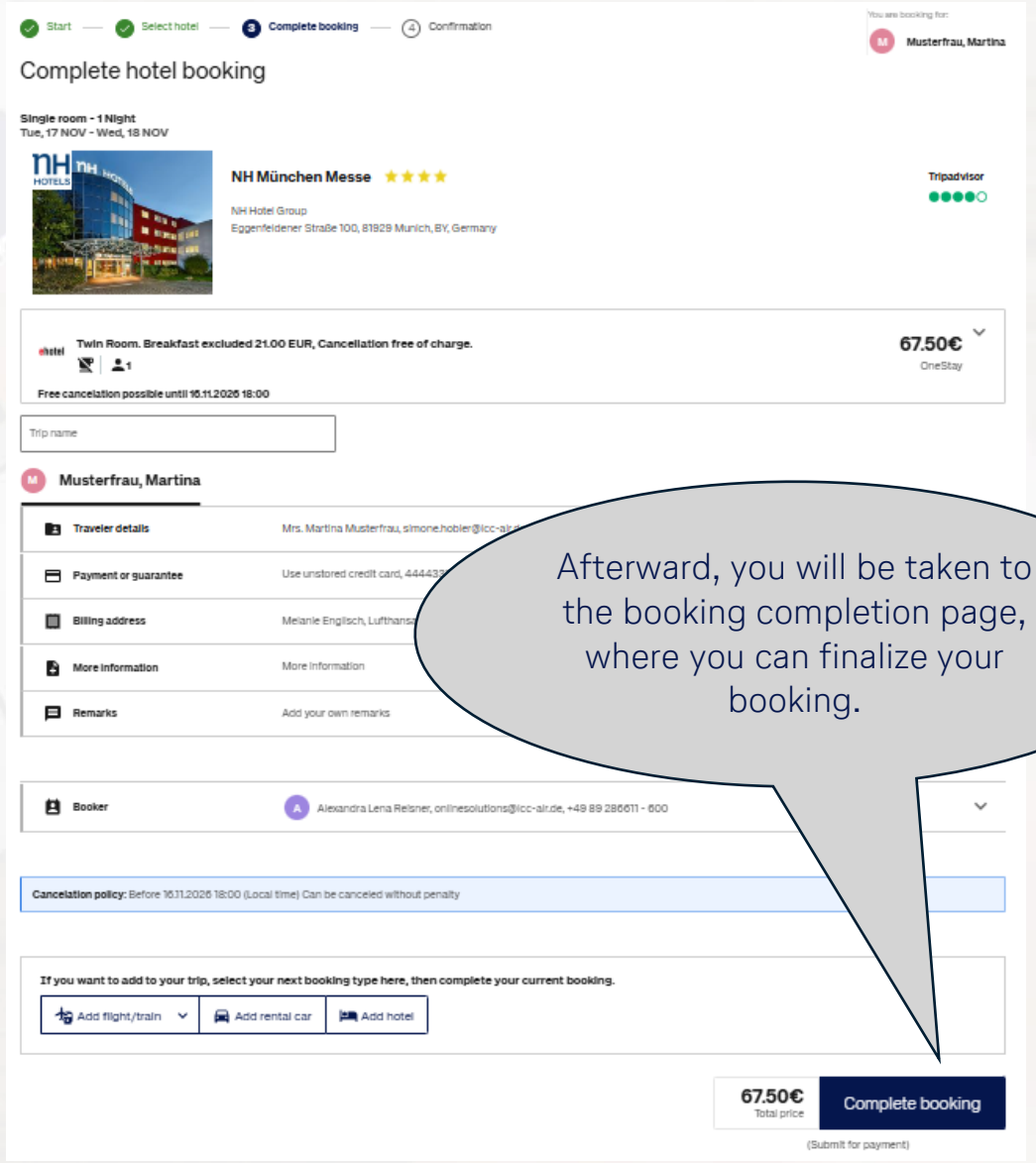


In the next step, select the traveller for whom the trip should also be booked and click on “Continue”.

Copy booking (2/2)



Select here which travel service you would like to copy.



Afterward, you will be taken to the booking completion page, where you can finalize your booking.

General tips & tricks

- Before you start booking, check that all relevant data is correctly saved in your profile.
- During the booking process, check that the travel dates are correct and change them if necessary.
- Check all the data again before completing the booking to avoid change or cancellation fees.
- Check the booking confirmation for accuracy immediately after receiving it and contact your Business Travel Team as soon as possible if this is not the case.
- Make sure that the traveller (if you did not book for yourself) has also received the booking confirmation.



Lufthansa City Center
ALR Business Travel

Contact

Contact

Do you have any questions or suggestions regarding Cytric?

The Online Solutions Team is happy to assist you.

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