

Control the expenses of your business trips!

AirPlus Company Account – effective solution for management of the business trips

AirPlus Company Account is a helpful friend to manage your business trip expenses

Booking of flights and hotels, as well as the car rent is the first step when planning the business trip. However, the second step is the one to make a difficulty - processing of these bookings and provision of other services. These expenses should be harmonized, evaluated and assigned.

A person's, in charge for organization of business trips, table is usually staffed with bills; moreover, assigning of funds in a company is not transparent every time. In addition, without this information, it is difficult to predict the final expenses on the travel service.

Effective solution

AirPlus payment and accounting system is beneficial in multiple ways, because the payment for airline tickets and car rent services can be made unitary. AirPlus issues uniform invoice on all expenses of the business trip. Moreover, in accordance to your needs, it is possible to provide the additional information on a cost center and a project number that eases assessment of the expense of the business trip and assignment of funds. This information allows to make sure that the trips are organized in accordance with the traveling policy and saves both, time and money.

AirPlus Company Account guarantees high level of data protection

Using AirPlus, the companies and the travelers can rely on safe protection of data. AirPlus processes the inside information in conformity with the laws and regulations on the data protection of the EU in force.

The information on a client's name and surname, an account number and transaction data shall be used only in the AirPlus system for the purposes of making a contract.

Client benefits:

➤ **Neutrality**

AirPlus Company Account is neutral and is not attached to any particular organization or chain of travel agencies. Therefore it can be used for any chosen travel agency and is constantly available.

➤ **Detailed and extended reports**

A bill can be issued once a week, twice a week, or monthly. The additional information can be sent in an electronic format that provides convenient and simple review of expenses upon request.

➤ **Transparency of expenses**

The additional information provided by a travel agency allows precise determination of travel expenses and the corresponding supplier.

➤ **Diminishment of prices**

AirPlus provides for management information systems that allow making detailed calculation and analysis of the travel expenses. Basing on the results of the analysis, it is possible to agree on the corporate prices and specific conditions, as well as the diminishment of travel expenses in long-term.

➤ **Consolidation on international data**

AirPlus merges the sales data and includes the international sales data as well.

➤ **Approved all around the world**

It is possible to use the AirPlus Company Account everywhere and in all spheres of entrepreneurship that provides uniform solution for the purposes of business trips in the entire world. Over 240 airway carriers in the world and many other service providers (international travel agencies and car rent companies) accept AirPlus Company Account as the payment mode. Owing to the automatic processes used by the airlines as Lufthansa, United Airlines, SWISS, Austrian Airlines, and many other service providers, using AirPlus makes the benefits of corporate loyalty programs available for you.

Multi-functionality

Unified payment system is more than just paying of bills

Using AirPlus Company Account it is easy to book flights, railway tickets, car rent and other services

Every trip starts by booking a vehicle and, using AirPlus it requires no effort – simply send your AirPlus Company Account to the chosen travel agency, corporate trips department or service provider. Then you can use AirPlus Company Account for all expenses related with the business trip, including:

- flight expenses
- railway tickets
- car rent payments
- booking hotels, and
- paying for an agency's services.

AirPlus Company Account – the key tool for examination of the travel expenses

AirPlus Company Account provides for advantageous booking of trips and making payments, as well as analyzing and managing business trip expenses. The main advantage of AirPlus is transparency. The business trip site AirPlus:

- provides access to the information on the current expenses
- shows the expenses for further analysis using MIS (AirPlus management information systems)
- offers to download the information on the Company's Account.

Constant accessibility of the information and possibility to evaluate it, provides for agreeing on more advantageous prices with the main travel services providers.

AirPlus information manager (AIM) – solution for analysis of the business trip expenses

AirPlus information manager (AIM) is the web based modern information management system. AIM is easy to manage and easy to tailor according to the needs of your company, which turns the business trip information into a valuable experience.

All information on the business trips is available in detail that gives great possibilities to analyze it for further diminishment of expenses in practice. When providing detailed reviews, AIM points on the positions possible to save that helps to agree with the main travel service providers, airlines, hotels, car rent companies and other service provider, for instance.

AirPlus e-billing system

Using AirPlus e-billing system, the trip information is easily incorporated in the information and data system of your company. Taking into consideration these features and the provided possibilities, customized to your needs AirPlus Company Account is a flexible and reliable solution for making payments.

Do you want to receive the information in your e-mail, using the X.400, or to download it from the AirPlus site? You can receive it in a quick and safe manner, and the chosen format.

AirPlus offers four different formats for transfer of electronic data for maximal compliance to your needs:

- **CSV:**

This format allows importing data directly to the Excel program and view data as a table.

- **FlexEbill:**

FlexEbill is a variable CSV format. It can be used to create an individual CSV format and to specify the structure of information of a bill.

- **EDIFACT:**

This international format is the global standard for transfer of electronic data that provides form maximum flexibility.

- **LARS:**

AirPlus provides that bill information is transferred in a simple and structured way.

- **XML:**

eXtensible Markup Language is a flexible data transfer format and is especially designed to use in the internet.

- **Pre-statement data ATX:**

You receive the information on the performed transactions every day that allows incorporating of data in the application for the business trips of the employees immediately.

Benefits

- transactions are processed faster
- diminishment of expenses (simplified process and smaller amount of paper documents to be submitted)
- automatic importing of data is more accurate than manual entering
- no doubling guarantee
- increased safety level while data transfer
- automatic processes reduce the amount of peoples' work
- user friendly archiving possibilities in respect of the electronic reports.

AirPlus Company Account provides the insurer's protection

In case of the accident while travelling it is important to be aware that the insurer covers all expenses. The insurer's protection offered by AirPlus Company Account refers to the purchased services – flight, car rent, hotels, etc. It automatically refers to all co-passengers, who have booked the tickets using the AirPlus Company Account, as well.

Insurance

The services booked using AirPlus Company Account include the insurance indemnity as follow:

- in case of loss of ability to work
- in case of death
- returning transportation expenses, if recommended by a doctor for medical purposes
- medical evacuation and recovery expenses
- daily rate for staying expenses at a hospital
- daily rate during the recovery period
- medical help and the help during the trip

Insurance includes transfer to/from an airport, as well. Aforementioned indemnity is available upon an annual payment in the amount of 100 EUR per contract.

We offer insurance policies, which include all most demanded kinds of insurance. Choose and customize the additional protection to every particular AirPlus Customer Account.

AirPlus Company Account issues uniform, clear and accurate bill

Uniform bill increases flexibility and transparency, and excludes the necessity of advance payments. You can pay after a service is rendered and in the payment periods preset by you.

AirPlus bills are available in different formats according to your needs

Standard format provides for quick travel information overview, for instance:

- date of purchase and the trip
- name, surname
- ticket number
- class
- rout
- travel expenses.

Customized additional information

In order to ease harmonization and assignment of funds, AirPlus bill can be explored by the additional rows (up to nine). This service is provided according to your needs and is free of charge. It is possible to include the information as follows in the bill:

- interior code
- expenses center
- personal ID
- department
- order number
- destination
- recording unit
- processing date
- project number.

This information is individually gathered after the reservation is made and is specified in a bill in separate rows. Then the information is possible to sort by a feature.