



## AirPlus Company Account. Centralising payments for pre-trip expenses couldn't be easier.

With the AirPlus Company Account you receive a single, comprehensive invoice for all transactions, together with all your company's required internal data, which allows you to simplify the entire expense management process.

- > Total visibility of spend – enhanced data
- > Full travel policy compliance
- > Cost savings through supplier negotiations
- > Bespoke invoicing and reporting
- > Comprehensive insurance

“Commerzbank and AirPlus have worked together successfully for many years. By using AirPlus' products this has enabled Commerzbank to streamline processes. The additional data collected at the time of the transaction is paramount for Commerzbank's processes and using the AirPlus Information Manager reporting suite enables transparent and accurate reports for all of our business travel.”

**Kate Hellier**, Head of Travel at Commerzbank



### Total visibility of spend – enhanced data

Achieve greater clarity and control through one clear, consolidated invoice. The AirPlus Company Account is offered on the UATP network, which is airline owned, meaning that AirPlus is able to provide ticket information that cannot be sourced elsewhere.

- > **Additional data fields** – up to 9 additional customer-defined data fields can be captured at the time of booking, such as cost centre, employee ID or project code, for easy sorting and cost allocation
- > **Level 3 data** – enhanced information is included in your invoice such as booking class, whether the fare was negotiated or not and whether there was an upgrade
- > **Reconciliation** – the invoice arrives fully reconciled between direct data from the Travel Management Company (TMC) and data provided by airlines, corporate card transactions and other third-party data
- > **Daily transaction feeds into expense management tools** – travellers can easily attribute the right costs to their trip and managers have full visibility of spend

### Full travel policy compliance.

The AirPlus Company Account card details are lodged with your TMC. This means that all bookings and payments are fully controlled to your bespoke policy requirements.

### Cost savings through supplier negotiations

Better data puts our clients in a better position to negotiate successfully with suppliers such as hotels and airlines.

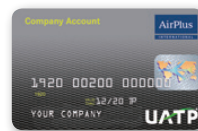
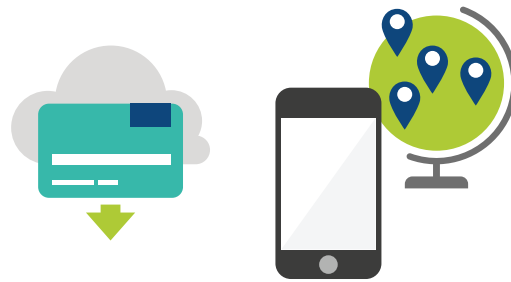
- > **AirPlus Information Manager (MIS tool)** – captures all transactions made via the AirPlus Company Account, and consolidates them with Corporate Card data and data from third parties to provide a complete picture
- > **Pro-rated data** – data is split for each sector of a multi-leg booking
- > **Flown data** – data is based on what is actually flown rather than, as with other payment systems, what was ticketed

### Bespoke invoicing and reporting

Electronic invoicing means that your invoice is delivered to you securely in almost any format that you require (e.g. CSV, ATX, EDIFACT, LARS, XML). Our patented FlexEbill allows you to individualise your formatted electronic invoice data. The AirPlus FlexEbill seamlessly integrates billing information with your company's financial systems.

#### A.I.D.A. Virtual Payment

Payment through a lodge card is accepted at over 260 airlines. AirPlus also offers the A.I.D.A. virtual payment solution, which generates a single transaction virtual Mastercard® number, which is accepted at all 32.6 million Mastercard® merchants, in over 240 countries around the world, which can be used to pay for low-cost carriers, hotels, rail, car rentals and alike. Costs are detailed on the Company Account Invoice.



**AirPlus Company Account for business travel pre-trip expenses**

**AirPlus Company Accounts in the UK are issued by AirPlus International Ltd.**

<b>Billing cycle</b>	Daily, weekly, fortnightly, monthly – flexible to suit your needs
<b>Payment terms</b>	Up to 28 days settlement period after invoicing
<b>Additional data</b>	Up to 9 additional data fields, e.g. cost centre, employee number
<b>eBilling</b>	Transaction and settlement data in a variety of formats: CSX, ATX, EDIFACT, LARS, XML, CDF3
<b>Foreign currency exchange rate</b>	<ul style="list-style-type: none"> <li>&gt; Any charges incurred in currencies other than GBP will be converted into GBP based on the preceding day's Mastercard® International/ Europay exchange rate</li> <li>&gt; Foreign exchange rate fee: 0% (2.75% A.I.D.A.)</li> </ul>
<b>Security</b>	The AirPlus Company Account is a ghost account and known only to your travel manager and travel department. The setup essentially eliminates the risk of fraud.
<b>Insurance</b>	Public transport accident cover and travel accident insurance are included as standard.



For more information on AirPlus' products and services, please contact us directly at:

**AirPlus International Ltd.**

**T +44 (0) 20 8994-4725**

**F +44 (0) 20 8987-6113**

**london@airplus.com**

**www.airplus.com**

