

YOUR TRAVEL PAYMENT COMPANY.

AirPlus

INTERNATIONAL



AirPlus Company Account.

The Payment Solution
for all your
Business Travel Expenses.



Would you like to:

- + Improve your business travel management?
- + Streamline and increase the efficiency of your travel management processes?
- + Have greater control over your travellers' booking behaviour?
- + Achieve greater clarity and control through one clear, consolidated invoice?
- + Deliver greater cost savings through enhanced data transparency?

Take control of your travel expenses!

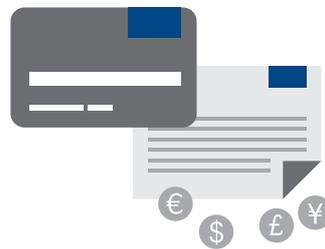
AirPlus Company Account: award-winning* payment solution.

All your travel expense data under one roof.

Managing business travel; settling, reconciling and evaluating expenses can be a cumbersome process. A centralised payment and billing system is the way to achieve easier administration and greater cost control. Our award-winning* lodge card product; the AirPlus Company Account, is the perfect solution. It provides hassle free payment for all your business travel needs, through a bespoke centralised system with automated reconciliation, that allows you to evaluate, control and optimise your travel budget.

Unique data

In today's global marketplace, the need for greater transparency and cost savings is becoming increasingly important. Unlike typical payment providers whose products are based on a corporate card network, the AirPlus Company Account is based on the Universal Air Travel Plan (UATP) platform. Consequently clients benefit from access to unique airline data, instrumental in identifying savings potential, as well as capturing up to nine additional, flexible data fields at the time of booking.



Perfect payment solution.

The AirPlus Company Account offers greater flexibility through its tailored invoice formats that accommodate the nine additional data fields, helping you achieve greater transparency and cost efficiency. Together with the AirPlus Corporate Cards for on-the-road business travel expenses, the AirPlus Company Account provides a complete payment solution, powered by innovation and superior customer service.



* Winner: "Best Corporate Card Provider" –
Buying Business Travel Diamond Awards, 2016

* Finalist for "Best Corporate Payment Product", 2017

Why the **AirPlus Company Account** is the perfect payment solution: the benefits speak for themselves.

Your key benefits

- › Increased transparency for all your company travel expenses
- › Enhanced efficiency and minimised administration
- › Customised and flexible invoices for ease of reconciliation
- › Streamlined processes, saving you time, money and resources
- › Ability to monitor and control your corporate travellers' booking behaviour
- › Increased control and compliance of your company travel policy and supplier deals
- › Higher quality, detailed data for supplier negotiations
- › Enhanced protection and reassurance against fraud and misuse
- › Easy data uploading into ERP system (e.g. SAP) with flexible data fields and file formats
- › Ability to pay for your carbon offset through a central account

Easy implementation

The AirPlus Company Account is easily implemented with very few stakeholders involved. Simply lodge your AirPlus Company Account with your existing travel agency, corporate travel department, online reservation system or service provider. Thereafter, you can use your AirPlus Company Account for all business travel expenses, including: air fares, rail tickets, car rental payments and other travel agency services, such as hotel reservations and MICE arrangements.

- › **The next time you or your corporate travellers make a booking, all the payments and transaction fees are automatically billed to your account and consolidated into one concise invoice. This enables easy reconciliation and integration into your financial system, thereby helping you to identify cost-cutting opportunities and optimise expenditure control.**



Greater acceptance

Awarded* for its innovation, AirPlus Integrated Data and Acceptance (A.I.D.A.) is a unique product feature, which enables you to use your AirPlus Company Account to pay for virtually all travel services where a credit card is required, including: low cost carriers, hotels, rail and car rental.

A.I.D.A. works by generating a unique, virtual Mastercard® number online for each booking wherever Mastercard® is an accepted form of payment. All payments made with an A.I.D.A. number are settled through the AirPlus Company Account and transactions are detailed on a tailored invoice which allows up to nine additional data fields, thus facilitating greater transparency and control.



*Finalist: "Business Travel World Award, 2017", Best Corporate Payment Product.

Winner: "Business Travel World Award, 2016", Best Corporate Card Provider.

Winner: "Business Travel World Award, 2015", Best Corporate Card Provider.

Green payment solution: an industry first

You can automatically offset your carbon emissions for all flights purchased with your AirPlus Company Account. It works seamlessly with any carbon offset provider of your choice; the amount charged by the provider is automatically settled through the AirPlus Company Account.

This award-winning** feature provides total transparency, enabling you to report on your business flight emissions almost immediately, breaking it down by department, project or branch office.



**Winner: "Project Icarus", Sustainability Gold Medal.

Winner: "myclimate AWARD 2015".

Unique invoices that help you optimise control over expenditure: **essential in today's business travel management.**

Tailored invoice formats to suit your needs.

With the AirPlus Company Account you have the option to customise your invoices both on paper and electronically.

AirPlus offers 2,500 invoicing layout options which can be tailored to your company's specific needs, including numerous sorting criteria and sub-totalling options. The key advantages of customised invoices are: the data is captured at the time of booking and electronic invoices can be automatically uploaded into your accounting system – thereby saving you valuable time by minimising any additional administration work. Meanwhile, your accounting department has access to swift and accurate allocation of each travel expenditure.

Standard invoice format

In addition to what you expect from a standard invoice format, the AirPlus Company Account provides a quick overview of all the relevant travel data, including:

- > Dates of purchase and travel
- > Reserved class
- > Traveller's name
- > Routing
- > Ticket number
- > Full travel costs

Key Advantage: Additional data fields

What makes the AirPlus Company Account unique is the provision of nine additional flexible fields captured at the time of booking to suit your individual company requirements, including:

- > Cost centre
- > Accounting unit
- > Staff ID
- > Project number
- > Department

Seamless integration with your systems.

The unique and enhanced flexible data captured with the AirPlus Company Account allows you to seamlessly integrate your billing information. The advantages include:

- > Guaranteed compatibility – you choose your data format
- > Improved time management through automated processes
- > An end to time consuming manual data entry
- > Increased accuracy – no more double entries
- > Secure transfer

We offer you a selection of formats for electronic data transmission of your invoice data. Simply choose the one that you require:

- > EDIFACT
- > XML
- > CSV
- > FlexEbill
- > LARS
- > PDF e-Invoice

Additionally, we offer two formats (ATX and the standard Mastercard® CDF3 format) for daily pre-invoice data for automated integration into expense tools.

Data transmission methods include: encrypted email, X.400, or download from the AirPlus Business Travel Portal. We offer you both the PGP encryption and ZIP password protection for email transfers.

A multifaceted lodge payment solution. Gain greater data transparency and extensive protection.

One-stop administration tool.

The AirPlus Business Travel Portal gives you complete control of all your business travel related transactions at the touch of a button.

Not only can you access all your invoiced transactions via your AirPlus Company Account, this clever online administration tool acts as a central management system for your entire company's business travel expenditure. You have full access and control over all data, services and online card accounts.

The AirPlus Business Travel Portal enables you to:

- > Access business transactions (including transactions not yet invoiced)
- > Download invoice copies
- > Download Electronic Billing data
- > Analyse travel costs via the AirPlus Information Manager

The AirPlus Business Travel Portal is available 24/7, helping you optimise control of your business travel management.

AirPlus Information Manager: turning travel data into valuable information.

Our leading online reporting tool, the AirPlus Information Manager, sets the benchmark in the payment industry. It captures all the transactions made via your AirPlus Company Account allowing you to monitor supplier deals and your company travel policy compliance. This provides enhanced data transparency to strengthen your negotiating position with travel service providers and optimise your cost control.

Unique data capture

As the world's largest issuer of UATP, pro-rated flight data as well as flown data are captured when using the Company Account. This is reported via the AirPlus Information Manager. Pro-rated data helps you identify the actual cost of each flight coupon with the respective airline, helping you monitor your airline deals. Flown data assists in tracking down how many tickets have not been used and whether you are eligible for refunds. You can also preview tickets that have been cancelled or exchanged to keep up to date with your current travel expenditure. Flown data is currently available for a number of airlines (i.e. British Airways, Lufthansa, SWISS, Austrian Airlines and AirChina) and is continuously being extended.



Furthermore, your travel expense data from your AirPlus Company Account can be amalgamated with your AirPlus Corporate Card data or any other expense data on another company credit card, giving you a complete overview of your T & E spend. All transactions from hotels and car rental companies (including hotel, city and country names), are captured and standardised by a sophisticated data cleansing tool, making analysis and reporting clearer and easier.

Flexible and easy-to-use reports

The AirPlus Information Manager is easy to use with an intuitive and clear interface. More than 40 pre-configured standard reports are available, giving you various assessments of the business travel services used by your company and their related expenses. Custom-made “MyReports” enable you to tailor your analysis to suit your individual reporting needs.



Data Protection.

AirPlus handles all data processes on an internal and proprietary basis, in compliance with the relevant EU and UK data protection legislation. Data, such as the customer’s name, account number and transaction details are used solely by AirPlus for the fulfillment of contracts with customers.



Extensive insurance protection.

Comprehensive policies apply to every type of accommodation and transport (including air, rail, ship and car rental) paid via the AirPlus Company Account. In addition, transport to and from airports or railway stations is covered, irrespective of the means of transport used.





Decrease travel costs? Save time and effort? Contact us!

When it comes to integrated payment and MIS solutions, we are the experts. We have helped over 32,000 corporate customers worldwide optimise their travel expense management and realise their full savings potential. Find out how you can benefit from the AirPlus complete payment solution. Call: +44 (0) 20 8994-4725, email london@airplus.com or visit www.airplus.com



AirPlus is a member of the UATP



AirPlus International Ltd.

Building 4 • Chiswick Business Park • 566 Chiswick High Road London W4 5YE • United Kingdom
T +44(0)20 8994-4725 • F +44(0)20 8987-6113
london@airplus.com • www.airplus.com