

BusinessWeek

The Many Hats of
**EXPENSE CONTROL
AND COMPLIANCE**

We Wear Them All

 travelocity
business®



You Choose the Style...

We'll Make Sure the Integration Fits

Like hats, expense management systems are a matter of style. For companies with strict travel compliance requirements, the freedom to choose the best internal expense management system for the look you want shouldn't clash with your choice of travel management partners. And when it comes to things as critical as expense reporting, compatibility and accountability, sharing the same style with your travel management company is essential.

“Every corporation is different, from their industry to their size to the regulations they must adhere to. That’s why we think it’s best to give our customers the ability to pick the solution that is right for them.”

Travelocity Business provides that freedom by wearing just the right hat to integrate with any expense management system. Unlike other travel management companies that lock you into a certain provider, you get to select the expense solution that best fits your needs and we'll put on the same hat to ensure compatibility.

“We work with the whole gamut of expense companies,” says Travelocity Business President Lesley Harris. “Every corporation is different, from their industry to their size to the regulations they must adhere to. That’s why we think it’s best to give our customers the ability to pick the solution that is right for them.”

“Not to mention, choosing an expense provider represents a major contractual and financial commitment. You should be able to work with a partner you are completely comfortable with, not a provider that you feel is forced upon you by your TMC.”

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Travelocity Business expense management system integration:

- Facilitates travel policy compliance
- Increases traveler satisfaction and adoption
- Feeds both online and offline data to any expense reporting system
- Pre-populates expense reports by combining booking and credit card data





If you prefer a turn-key solution, Travelocity Business has partnered with leading expense solution providers like SAP, IBM and ExpenseWatch. These options offer dynamic capabilities to corporations of all sizes.

Corporate travel and expense integration is a hot topic in the industry these days. According to a 2008 Runzheimer International Report on the importance of travel expense compliance, it is imperative for organizations to employ a “systematic and rigorous travel expense reporting and auditing process.”

Travelocity Business makes reconciling expense reports easy on the travelers as well – they only need verify their charges and itemize if necessary. Travelers can log directly into your expense tool and bypass having to go back into the booking tool post-trip to create an expense report.

Because their travel information is pre-populated in their current report, users can complete the report with a few simple clicks. And since Travelocity Business offers a variety of pricing models for expense solutions, from per expense report to per PNR to per a subscription fee, you gain even more flexibility in choosing the solution that best fits your needs.

The expense management system you choose will collect the relevant data from Travelocity Business, your credit card company and travelers. TBiz provides the online and offline booking data, the credit card provides the data for items charged and your traveler provides any additional items that need to be expensed. By matching the credit card data with our online and offline booked data, TBiz ensures that no fraudulent activity has occurred while making the process completely seamless for the traveler.

Expense and Audit Management for Government Contractors

Companies that conduct business with the U.S. government must abide by certain travel regulations – unless they are granted an exception – and are also subject to Federal audits. For example, if a business traveler who only flies coach upgrades to a premium class, the government is likely to review that particular trip. In these cases, the government will look to the company’s travel agency, representing a neutral party, to provide documentation on why the situation occurred and determine if it can grant an exception.

Travelocity Business documents itineraries in electronic format and can provide electronic feeds of all invoices during audits, easing the process. In this case, the itinerary might indicate that the traveler was awarded a free upgrade to fly in a premium class.

Leading Government Travel Solutions

Travelocity Business provides a number of federal contractor-specific services. Our advanced capabilities and deep understanding of government operations has helped us to become the leader in managing government-related travel.

Planning and Compliance

- Fly America Act automated tool that poses a series of questions that determines compliance with acceptable exceptions
- Hotel per diems displayed online and offline and added to traveler itinerary
- Secured travel for confidential activities coordinated by the U.S. government

Expense and Audit Management

- Ability to provide electronic feed of all invoices for audit purposes
- Documentation on itineraries to assist with audits

Reporting

- Traveler location tracking and reporting
- Decrement reports that segment federally allowable airfare against actual booked airfare



The brightest stars in business travel.

The Stars of Travelocity Business really seem to stand out from the rest. At Travelocity Business, we leverage the expertise of our people to provide a personal, consultative approach to customer service and apply the world's leading travel technologies to deliver proven savings to your corporate travel program.

Call 1.866.GET.TBIZ (438.8249) or visit www.travelocitybusiness.com



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