

AirPlus Corporate Card



AirPlus Corporate Card – a good card on the move

More mobility, flexibility and comfort for your business travellers, more transparency, more ways for you to monitor and analyse travel expenses – all this is no longer a contradiction in terms when you have the AirPlus Corporate Card!

Key features at a glance

- The AirPlus Corporate Card has been specially developed for the United Kingdom.
- It is a method of payment for travelling business people accepted by over 29 million partners and over 800,000 ATMs all over the world.
- With this card in their pocket, your employees can settle all the business expenses they incur in hotels, restaurants, etc., and they are sent a clear statement of account every month. Cash advances and time-consuming admin procedures – now a thing of the past!
- The AirPlus Corporate Card offers travelling business people an extensive insurance package.
- All card transactions are analysed in detail for you via the AirPlus Management Information System. This way you can save time and money and take advantage of the ideal controlling tool for your business travel management.



The fast track to your card

- Your company signs a contract through AirPlus with the local card issuer in the United Kingdom and defines which employees are to be given the AirPlus Corporate Card. The company also determines whether invoice amounts are to be debited to the company's account or to employees' private accounts.*
- The future card holders are then sent their card application forms electronically either directly or centrally through your company's card administrator.
- As soon as the general agreement and the completed application forms reach the card issuer, your employees will receive their personal AirPlus Corporate Cards. Within 7 to 10 working days of receipt of the application forms, your travellers will become cardholders.

Card features in detail

For your business

- Simpler management of everyday business travel and entertainment expenses, as there are fewer invoices to settle.
- Less need for petty cash and cheques to be issued.
- Complete control over card allocation and expenditure limit.
- Comprehensive monthly reports to verify individual expenditure.
- A choice of Company or Individual Pay Facilities.*
- No need for supplier accounts or trade references (if they accept VISA).
- Pre-populated expenses claim forms reduce administration.
- A helpline is available for programme administrators and cardholders.

For your cardholders

- They can carry less cash.
- It is easier to keep business and personal expenses separate.
- Purchases are possible in person, by phone, by fax or over the Internet.
- Peace of mind with additional travel insurance and emergency medical and legal assistance.
- 24-hour cash withdrawal (if you choose this option) at 800,000 ATMs and Bureaux de Change that display the VISA sign.
- Purchases can be made wherever VISA is accepted, at over 29 million outlets worldwide.
- If the card is lost, it is replaced within 48 hours.

Monthly reporting and billing options

- The AirPlus Information Manager offers a full set of real-time management information reports, at no further charge, to the programme administrator.
- When the card programme is set up, we will take into account your individual company structure which enables analyses to be made by division.
- There are a number of billing cycle options which can be set to suit your requirements.



Your company logo can optionally be printed on the AirPlus Corporate Card.

Statements and payment facilities

- Company Pay – statements are sent to both the cardholder and to the programme administrator. The company is responsible for the payment of all accounts, in full, by monthly direct debit.
- Individual Pay – the individual cardholder receives a monthly statement and will settle the account in full directly, by monthly direct debit.* Employees then reclaim business expenses as normal.
- Statements illustrate the transactions by date, amount in Sterling plus supplier name and location.

Security and account controls

- Individual card limits and monthly company limit.
- Immediate stop on lost or misplaced cards, once reported.
- Liability Waiver Insurance (LWI), which protects your business against card misuse.

Additional protection for cardholders

- Emergency medical and legal referral such as:
 - Common carrier accident insurance up to £ 150,000
 - Hospitalisation: US\$ 25 per day
 - Emergency medical and legal services up to US\$ 1,000,000

*With company recourse and Liability Waiver Insurance to protect your company.