AirPlus Information Manager.
The analysis tool for business travel management.

What would you like to improve about your travel cost management:

To be able to monitor who, when, where and why costs were generated?

To have a global travel cost analysis tailored to your individual needs?

To be able to analyze data according to your parameters, create transparency, and identify preventable costs and potential savings?

To negotiate more favorable terms with airlines, hotels and car rental companies?

Knowledge with cash value.
AirPlus Information Manager: The solution for your travel costs analysis.

Effective travel cost management begins with the evaluation of your sales data.

When booking business trips, a considerable amount of data constantly comes into play. Details about travelers, travel dates, expenditures, cost centers, employee numbers, suppliers, and much more can communicate valuable information for managing travel costs and savings opportunities — provided you have an effective analysis tool available.

Well-defined specifications
Are you looking for an easy-to-use tool that offers you complete transparency about your company's travel costs at any time? Would you like to be able to analyze your business travel expenditures with the help of straightforward evaluations in only a few simple steps? Would you like to negotiate better terms and prices for hotels, flights and rental cars while making a case for it? No problem.

With the AirPlus Information Manager, you will get to the bottom of your travel costs in the blink of an eye.

The AirPlus analysis tool provides you with a database for managing and reducing costs. Detailed evaluations identify potential savings and create an excellent basis for negotiating purchases with airlines, hotels, car rental companies, and many other service providers. All the information you need is available in a flash and can be accessed at any time. The AirPlus Information Manager transforms your company's business travel data into valuable knowledge.

As an Internet-based solution, it is a fast, easy-to-use management information system:

> that adjusts to meet your needs
> evaluates data according to your specifications, and
> provides transparency about your overall travel costs.

Effective solution
With the AirPlus Information Manager you can view, document, and analyze all travel-related costs. A total of 15 different types of services can be evaluated, such as flights, hotels, rental cars, and trains. Around the world, thousands of companies are using the online solution from AirPlus to analyze and manage their travel budgets.

Professional evaluation.
With this analysis tool,
you're always in control.

All spending can be evaluated and analyzed online with the AirPlus Information Manager.

With the AirPlus Information Manager, you can evaluate all the data in your AirPlus Company Accounts as well as the AirPlus Corporate Cards from your company's national and international branches and subsidiaries. You can also incorporate information from other credit cards into the analysis. This international data consolidation gives you a comprehensive overview of all business travel expenditures, reveals potential savings, and strengthens your negotiating position. You always have a picture of when and why your costs were accrued.

More than 40 standard reports

With the AirPlus Information Manager, you have access to more than 40 standard reports, some featuring a prior-year comparison. It's quick and easy to get information about your most frequently used airlines or hotels, destinations indices to most often, and much more. Management indices such as the average cost per mile as well as per ticket and per coupon prices make it easier to compare different service providers. You can also refine all evaluations in increments, all the way down to transaction level, and if desired, you can even refine supplementary data such as cost centers and project numbers. Naturally, you can modify the database to resolve specific issues. Each report can be compiled for a customizable portfolio of AirPlus Company Accounts and AirPlus Corporate Cards, as well as other credit cards.

In the AirPlus Information Manager, you can individually customize your evaluations to your business-specific needs.

Many of the most popular information requirements are found in the standard reports. But for further personalization, you can configure evaluations individually using the Report Wizard, which can be used not only for flight information, but for all other travel services too, as well as in a combination thereof. You can select from over 100 different fields for the criteria relevant to you. Your evaluations can then be customized further, by filtering or grouping data for example.

Useful templates and archive function

You do not have to set up the parameters for your individual reports every time. You can save the queries you create as report templates and use them again later at any time. For evaluations that you need on a regular basis, you can use the scheduler function to automatically create reports at the times you specify. You will receive an e-mail notification that a new evaluation has been prepared for you and is saved in your archive. With the company archive, your evaluations may be shared online with other authorized staff members.

The AirPlus Information Manager is based on data quality you can rely on.

Every evaluation and analysis tool succeeds or fails based on the quality of the data feed. With the AirPlus Information Manager, we place high importance on:

> complete and error-free data
> flexible processing and evaluation options, and
> current information.

Validated database
To optimize your evaluation results, transaction data from hotels and car rental companies is sent through a validation process. This process checks the data for, among other things, association with corresponding chains. In addition, any missing information is replaced and any incorrect information is revised.

Multiple processing options
All evaluations can be easily exported to other applications for further processing. For exporting data, Excel format (XLS), text format (TXT) or a print version (PDF) can be used.

Current facts
Your transaction data are updated in the AirPlus Information Manager weekly. For changes to your master data, the update occurs daily. Also, you can access data for the current year, as well as from the two previous years.

The AirPlus Information Manager provides the most detailed and accurate data available today. For example, using proprietary AirPlus technology, it offers you the ability to calculate actual segment prices. This feature allows you to view the real cost of each coupon. In addition you can view the fare basis, class of service, tour code, and city codes for that coupon.

The **AirPlus** Information Manager is easy to use and provides a quick overview of your travel costs.

The AirPlus Information Manager is easy to use, because its user prompts are intuitive. Its user interface is designed to come across as natural and easy for users. In just a few steps, you get the evaluation you need – presented clearly. If you do need assistance, a glossary and an interactive user manual make things easier for you.
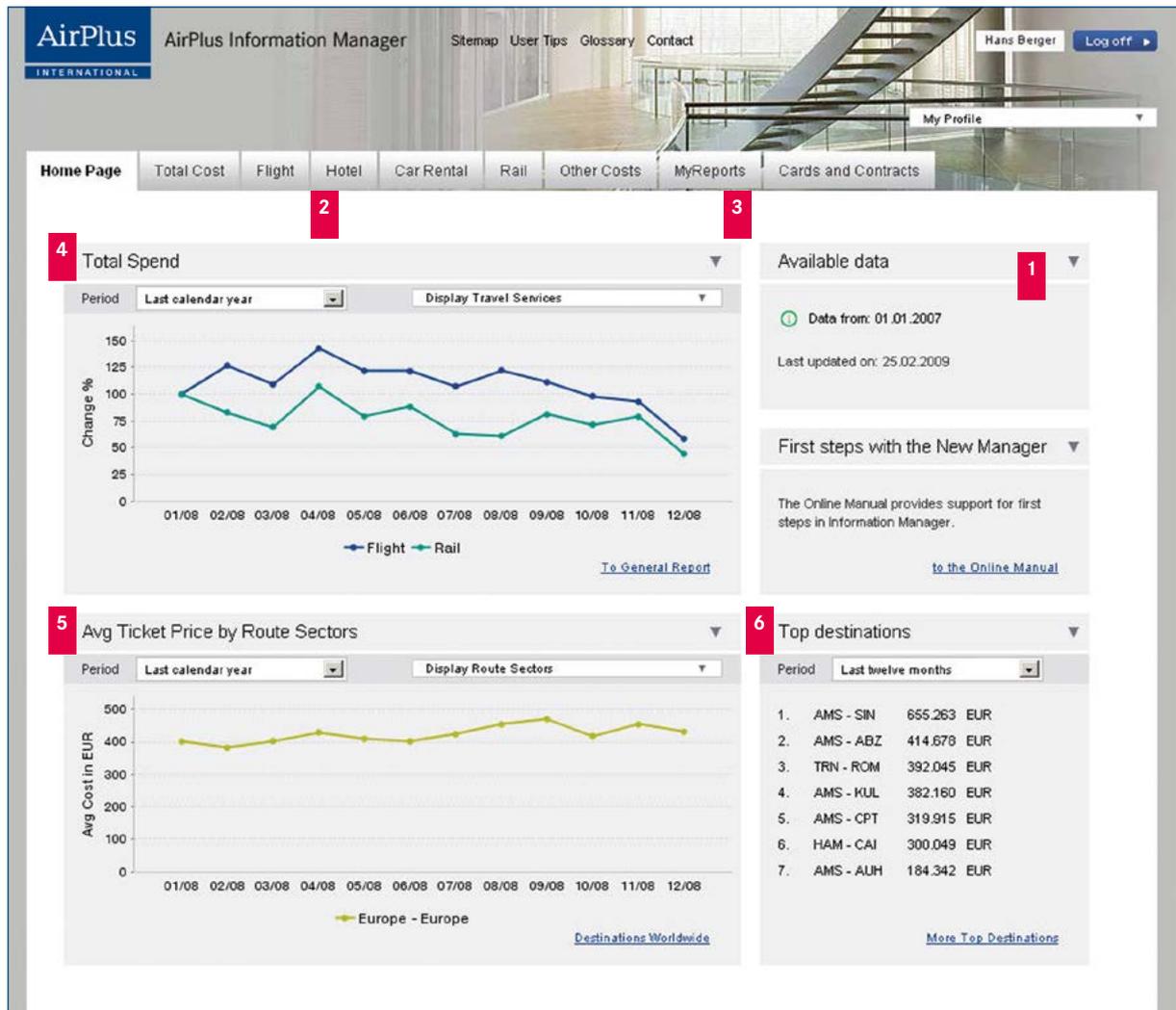
Easy access to basic information

The AirPlus Information Manager compiles the most important information for you on summary pages, so you can see the big picture of your business travel management at any time. This way you'll know right away where you stand and will quickly identify potential savings without having to search through lots of evaluations. There is a trend view of your total costs right on the home page. Here, you can comparatively examine trends and variations in long-term averages of individual travel services. Step by step, the system leads you through detailed reports, which give you a deeper analysis of the data.

Global information system

The AirPlus Information Manager is available to you anytime, anywhere via the AirPlus Business Travel Portal at www.airplus.com. Users in local branches can choose their preferred languages. A total of eight languages are available: English, German, French, Italian, Spanish, Portuguese, Dutch, and Chinese. In addition, you can always analyze your data using four consolidation currencies (USD, GBP, EUR and CHF) plus any local sales or card currency.

AirPlus Flown Data

With the AirPlus Flown Data auxiliary module, you can identify tickets that your company has purchased but that have not yet been used. This usage data has cash value for you! You can also determine which tickets were cancelled or exchanged, providing you with the most up-to-date information about your flight expenditures to identify potential refunds. This service is already offered for some airlines and continues to be expanded.

1 Available data
You can analyze your transactions for the current year as well as the previous two years. This information is updated weekly. For changes to your master data, the update occurs after one day.

2 Standard reports
Under the navigation bar, you can use the pre-configured standard reports. These reports are available for all travel services. In fact, there are twelve reports for "flights" alone.

3 MyReports
Under "MyReports," you can configure a report according to your individual parameters in three easy steps.

4 Total cost development
In the total cost trend view, you can compare the development of individual travel services over a twelve-month period.

5 Ticket volume by route sectors
Here, you can identify the seasonal fluctuations of average ticket prices within a region. For a detailed report, use the link under the graphic.

6 Top destinations
Here you will find your "beaten paths." These are the seven flight routes that constitute the highest expenditures in the given period.

Want to reduce travel costs? Want to save time and effort? Talk to us!
When it comes to your **business travel management**, you need a **specialist**. Trust the global **expertise** of AirPlus and make an appointment with one of our consultants. We'll listen to your needs, and ask the right questions to find the **solution** that's most effective for your business travel management.