

A man with a beard and short brown hair, wearing a grey suit jacket over a black sweater and a white collared shirt, is smiling and looking towards the camera. He is holding a tablet in his right hand. The background features a large world map on a wall.

AirPlus

INTERNATIONAL

AirPlus Company Account.
The Central Settlement Account for
your Business Travel Management.

AIRPLUS. WHAT TRAVEL PAYMENT IS ALL ABOUT.

Would you like to:

Improve your travel expense management?

Simplify the booking and settlement processes?

Receive clear collective invoices, instead of filtering through mountains of receipts?

Simplify the cost allocation within your corporation?

Obtain comprehensive data for enhanced control over travel expenses?

Take control of your travel expenses!

AirPlus Company Account: the solution for your business travel management needs.

Processing travel expenses can be cumbersome.

In business travel, booking reservations for flights, hotels, trains and/or rental cars is just the first step. It's often the next step – the processing of these reservations and other services – that is easier said than done. These expenses must be settled, reconciled, allocated and evaluated. In fact, a Travel Manager's desk is usually piled high with receipts. Similarly, the cost allocation within a corporation is often unclear. Without reliable data, the task of reconciling the volume your business gives the respective travel service providers can prove difficult.

Clear requirements

Do you want to pay for your flights, train tickets and rental cars as easily as possible? Would you like a single, clear invoice that displays the additional data your corporation needs for travel expense allocation? No problem!

The AirPlus Company Account assists you with your business travel management.

This central payment and settlement system provides many benefits. All plane and train tickets, as well as rental cars, may be charged centrally. A single invoice with all of your company's travel expenses is issued by AirPlus. Supplementary data may also be added, individually and according to your needs, for ease of allocation and evaluation of your travel expenses. Use this information for better compliance and control of your company's travel policy.

An efficient solution

The AirPlus Company Account saves your company time and money: it delivers one-stop consolidated statements with customized data for relevant travel expense management.

The AirPlus Company Account guarantees extensive data protection.

With AirPlus, businesses and their travelers can rely on seamless protection of their data. AirPlus is a financial services corporation registered pursuant to the German Banking Act (Kreditwesengesetz, KWG) and is subject to the regulations of the KWG and the Federal Financial Supervisory Authority (Bundesanstalt für Finanzdienstleistungsaufsicht, BaFin). AirPlus guarantees compliance with the highest safety standards; we recognize further legal conditions, such as the Federal Data Protection Act and EU data protection guidelines, as well as the requirements of MasterCard and VISA. AirPlus handles all data processes on an internal and proprietary basis. Data such as the customer's name, account number and transaction data are used solely by AirPlus for the fulfillment of contracts with customers.



A multi-faceted solution.

Our central settlement system does more than just basic account settling.

You can easily book flights, train tickets, rental cars and other services with your AirPlus Company Account.

Every trip begins with a transportation reservation, and AirPlus makes it easy: Simply register your AirPlus Company Account with your travel agency, corporate travel department, online-reservation system or directly with the service provider. Next, reserve your flight, train or rental car as usual. All transportation costs are automatically settled through your AirPlus Company Account at a mutually decided billing date. You can also use your Company Account for booking any of the following travel agency services:

- > hotel reservations
- > congress, tradeshow, and fair arrangements
- > incentive trips.

Worldwide acceptance

More than 240 airlines worldwide and many other service providers (including international travel agencies and rental car companies) fully accept the AirPlus Company Account. With AirPlus, you benefit from many corporate promotional programs – thanks to automated processes by Lufthansa, United Airlines, Swiss, Austrian Airlines and many other service providers.

Customized electronic invoicing

With AirPlus Electronic Billing, your travel data is easily integrated into your company's downstream and internal systems. Another feature, the AirPlus FlexEbill, allows you to individualize the electronic invoice data in your AirPlus Company Account. With these and other features and services, the AirPlus Company Account is a flexible and solid

payment solution that can be tailored to fit your needs. It provides an overview of travel expenses anytime and anywhere you have Internet access. Optimize processes and identify your savings potential with these tools.

The AirPlus Company Account is the key to controlling your travel costs.

The AirPlus Company Account's features are beneficial in the booking and settlement of travel, and for analyzing and managing your company's travel costs. The most important benefit is transparency. The AirPlus Business Travel Portal enables you to:

- > access current cost data
- > verify credit card purchases, when using our credit card solutions (AirPlus Corporate Card)
- > display expenses for analysis, when using our MIS tool (AirPlus Information Manager)
- > allocate credit notes, partial credit notes and transaction fees to the respective initiators
- > download invoice data.

With the ability to access and evaluate your data at any time, you can strengthen your negotiating position with key travel service providers.



The AirPlus Company Account provides your staff with extensive insurance protection.

If things take a wrong turn on a business trip, it's important to know your employees are fully covered. The travel accident insurance on the AirPlus Company Account provides protection for purchased travel services – plane, train, rental car and hotel. It automatically applies to all accompanying guests, whose plane or train tickets were also booked on the AirPlus Company Account.

Your insurance coverage

In addition to your existing insurance, services booked through the AirPlus Company Account automatically include accident protection for:

> total disability	€ 600,000
> death and disability	€ 400,000
> costs for return transportation, if medically required and ordered by a doctor	€ 100,000
> evacuation, convalescence care and/or cosmetic surgery, if ordered by a doctor	€ 25,000
> daily benefits for coma (up to 104 weeks)	€ 200

> daily benefits for kidnapping (up to one year)	€ 200
> daily hospital allowance and convalescence care allowance	€ 50

Insurance coverage for air and rail travel includes direct shuttle transportation to and from the airport or train station.

Optional additional insurance

Is the disability allowance too low for your company's needs? Would you prefer 24-hour accident protection for your business travelers? Do your employees need travel health insurance? Are you interested in travel cancellation insurance? We have packages that include the most frequently requested insurance types for business travel management. Select and customize additional protection for each individual AirPlus Company Account.

The AirPlus Company Account delivers a single, clear and precise statement.

Select from the following:

- > one individual statement per Company Account or
- > one collective statement for multiple Company Accounts.

The statements enhance your flexibility and liquidity, since you are not required to pay invoices beforehand. Pay for purchases after they have been made and in periods previously defined by you. Upon request, your travel agency will send you delivery notes instead of individual receipts.

AirPlus invoices are available in different formats, tailored to fit your needs.

The standard format gives you a quick overview of all relevant travel data, such as:

- > date of purchase and travel
- > traveler's name
- > ticket number
- > reserved class
- > routing
- > travel costs (net amount, VAT and gross amount).

Individual additional data

For proper reconciliation and allocation, we can extend your AirPlus invoice by up to nine additional data fields, per your request. They could include:

- > cost center
- > staff ID
- > department
- > accounting unit
- > project number.

This data is collected individually per reservation, subtotaled on the invoices and may also be sorted according to your specifications. With the AirPlus Company Account, travel cost allocation has never been easier.

Sample Statement

Sample Company
Accounts Payable
General street 4
1234 SAMPLE CITY
Belgium

Pos.	Purchase Date	Name	3 Cost Centre Project No	T
1	14.12.15	Peeters/Jan Mr	1234 AB935	
2	14.12.15	Peeters/Jan Mr	1234 AB935	
3	15.12.15	Janssens/Dirk Mr	2345 B852	
4	15.12.15	Janssens/Dirk Mr	2345 B852	



For inquiries: **Tel.: +32 (0) 70 22 30 15**
Fax: +32 (0) 70 22 30 14

Please note on payments/correspondence:

Payment No.: 1234567890

Date: 21.12.2015

Company Account No.: 1220 82200 123456

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Your VAT-Reg. No.: BE 999999999

A Invoice No.	Supplier Service	Currency	Net EUR	VAT	Gross EUR
1234567	1 SN Brussel Airlines B House Brussels Airport Build 1935 Deegem Belgium SN 0823212345678 /Class T on 14.12.15 ETIX BRU BUD MUC BRU	EUR	284,26		284,26
1234567	Travel Agency Belgium Avenue des Arts 39, 1040 Bruxelles Value Added Tax ID No.: BE9999999999 SN 0823212345678 /Class T on 14.12.15 ETIX Transaction air eur on line	EUR	20,00		20,00
	Subtotal cost center 1234	EUR	304,26		304,26
1234568	1 Travel Agency Belgium Avenue des Arts 39, 1040 Bruxelles Value Added Tax ID No.: BE9999999999 BEI0424448 Service 24H/24	EUR	40,00	8,40 *	48,40
1234568	1 Travel Agency Belgium Avenue des Arts 39, 1040 Bruxelles Value Added Tax ID No.: BE9999999999	EUR	7,65	1,61 *	9,26
	2 1234567 FEE Agency				
	4 Subtotal cost center 2345	EUR	47,65	10,01	57,66
	Total amount statement:	EUR	351,91	10,01	361,92
	Without VAT	EUR	304,26		304,26
	* = 21,00 % VAT	EUR	47,65	10,01	57,66
	Amount of payment:				361,92

1 All details

Train, flight and car rental transactions – your invoice includes all travel details.

The traveler's name, routing, date of travel and travel agency are included on our standard invoice.

2 Transaction fees

Your invoice shows travel agency fees allocated to the respective transactions.

3 Additional data

In addition to the standard data, such as traveler's name, date of travel, routing, price, etc., there are additional data field options. Information on cost centers, staff IDs, departments, etc. can help to facilitate clearer cost allocation.

4 Subtotals

With subtotals, e.g., per traveler or cost center, you can allocate all costs to their rightful owner.

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

When it comes to your **business travel management**, you need a **specialist**. Trust the global **expertise** of AirPlus and make an appointment with a member of our team. They will listen to your needs – and ask the right questions to develop the most **effective solution** for your company's business travel management.



The Netherlands

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