

YOUR TRAVEL PAYMENT COMPANY.

AirPlus

INTERNATIONAL



AirPlus Company Account.

The Central Settlement
Account for your Business
Travel Management.



Would you like to:

- + Improve your travel expense management?
- + Simplify the booking and settlement processes?
- + Receive clear collective invoices, instead of mountains of receipts?
- + Simplify the cost attribution 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, making 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 have to be settled, reconciled, attributed and evaluated. In fact, a Travel Manager's desk is usually piled high with receipts. Furthermore, cost attribution within a company is often difficult. Without reliable data, the task of reconciling the money your business spends at 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 attribution? No problem!

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

This central payment and settlement system provides many benefits. All flight 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 a comfortable attribution and evaluation of your travel expenses. Use this information to improve compliance with 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 the comprehensive protection of their data. AirPlus is an authorized and registered payment institution according to the German Payment Services Supervision Act (Zahlungsdiensteaufsichtsgesetz, ZAG) and is subject to ZAG regulations and the supervision of the German Federal Financial Supervisory Authority. AirPlus guarantees compliance with the highest safety standards; we adhere to further legal regulations, 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 jointly defined billing date. You can also use your AirPlus Company Account for booking any of the following travel agency services:

- > hotel accommodation
- > congress, tradeshow, and fair arrangements
- > incentive trips



Worldwide acceptance

More than 250 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.

Everything under control: your invoice data in the AirPlus Business Travel Portal

You can view and download your AirPlus Company Account statements online at any time in the AirPlus Business Travel Portal, even transactions that have not yet been invoiced.

In addition, with our Track & Trace service, you can send queries regarding individual transactions online and you can view the status of any complaint you may have filed.

The electronic invoice data for your AirPlus Company Account is also provided in the AirPlus Business Travel Portal. AirPlus offers diverse formats for electronic data transmission; you can select one or more formats, depending on your requirements.

Because of this and other supplementary products and services, the AirPlus Company Account is a one-stop solution tailored to meet all your needs. You have full control of all your travel expenses, so you can optimize processes and identify potential savings.

The **AirPlus Company Account** is the basis for your travel cost management.

With the AirPlus Company Account, you can book and pay for trips and manage all your travel costs as well. Use the AirPlus Information Manager to get detailed evaluations and analyses of all expenses paid for through your AirPlus Company Account or AirPlus Corporate Cards. The data we provide makes it easy for you to draw the right conclusions and make important decisions, for example, in negotiations with service providers or when liaising with management.



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

Staff members who travel frequently are likely to meet with trouble at some stage. Who wouldn't want to make sure that they are protected as well as possible? This is what AirPlus Travel Insurance offers you for travel services which are paid via the AirPlus Company Account. And all travelers accompanying the staff member and invited guests whose services are paid via the AirPlus Company Account are automatically covered as well.

Insurance coverage

The annual fee for the AirPlus Company Account includes AirPlus Travel Insurance – extensive first-class insurance protection for travelers. When their flight or train tickets have been paid for through an AirPlus Company Account, AirPlus Travel Insurance covers your staff members around the clock for the entire duration of their business trips (30 days or less). AirPlus Travel Insurance coverage includes the following compensation payments::

> Death	€25,000
> Disability	€25,000
> Complete disability (>70%)	€50,000

The information contained in this document is provided by AirPlus. To find out what you are covered for, please refer to your policy terms and conditions, which prevail over the information in this document in the event of any dispute.

Thanks to the Transport Accident Insurance, travelers benefit from additional coverage during transportation:

> Death	€400,000
> Disability	€400,000
> Complete disability (>70%)	€600,000

AirPlus Travel Insurance also covers other accident-related expenses as well as expenses incurred e. g., for delayed luggage or means of transportation and the organization of medical and travel assistance. Your travelers also benefit from excess rental car insurance, an advantage that is unique in the business travel management segment.

Optional additional insurance

Is the disability allowance too low for your company's needs? 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 AirPlus Company Account or
- > one collective statement for multiple AirPlus Company Accounts.

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

Invoices indicating value-added tax (VAT)

Our invoices have another great advantage: AirPlus displays VAT amounts on behalf of the respective service providers. Therefore, invoices issued by AirPlus are acknowledged as receipts by the financial authorities and can be used for input tax deduction purposes.

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

On request, we can add up to nine additional data fields to your AirPlus invoice, to render reconciliation and attribution easier for you. These might 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 attribution has never been easier.

Invoice Sample

Sample Company Ltd.
Ms Jane Smith
P.O. Box 12 34
12345 Sample City

Pos.	Purchase Date	Name	4 Cost Center
1	07.09.15	Schulz, Michael	139
2	07.09.15	Schulz, Michael	139
3	08.09.15	Müller, Max	123
4	09.09.15	Müller, Max	123



For Inquiries:		Tel.: +49 (0) 6102 204-201		Please note on all correspondence:	
Date:		Fax: +49 (0) 6102 204-3790		Invoice No.: 1234567	
Page:		14.09.2015		Company Account No.: 1220 00200 456789	
		1/1		Your VAT Reg. No.: DE 123456789	
	Currency	Net	VAT Exchange Rate	Gross EUR	
Supplier Service	EUR	345,45		345,45	
1 LH 2201234567890 / Class C on 07.09.15					
Lufthansa AG, Sample Street. 1-4, 12345 Sample City					
VAT ID.: DE 34567890					
3 FRA CDG FRA					
Travel Agency GmbH					
Sample Street 12, 12345 Sample City					
VAT ID.: DE 1234567890					
LH 2201234567890 Class C on 07.09.15					
Service Fee					
Subtotal Cost Center 139					
5					
1 DB Personalverkehr GmbH					
Sample Street 1, 12345 Sample City					
VAT ID.: DE 123456789					
Travel Agency GmbH					
Travel date: 08.09.15					
EPA reservation Z000012345678					
Ticket national Z00789456					
Sum: Net 51,90 EUR VAT 9,87 EUR					
1 ABC Car Rental GmbH & Co.KG					
Sample Street 12, 12345 Sample City					
VAT ID.: DE 165038067					
Contract-No. 00953232770					
GRY Volk Tour 4 Registration: EUNC3456					
09.09.15 08:00 Uhr Collection: Frankfurt 749km					
09.09.15 19:00 Uhr Return: Frankfurt 1049km					
Distance: 300 km					
Liability insurance					
Sum					
5 Subtotal Cost Center 123					
Subtotal:					
2 Total amount invoice:					

1 All details

Train or plane tickets – your invoice includes all travel details. The traveler’s name, routing, date of travel and service provider are included on our standard invoice.

2 Gross/net

AirPlus displays VAT amounts on its invoices on behalf of the respective service providers. The financial authorities accept invoices issued by AirPlus as receipts and you can use them to claim input tax deductions.

3 Transaction fees

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

4 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 cost attribution.

5 Subtotals

With subtotals, e.g., per traveler or cost center, you can attribute all costs to the right perpetrator.

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.

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AirPlus is a member of the UATP

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