



AirPlus Meeting Card.

The universal payment solution for your event management.



Settle your event costs conveniently and flexibly through the AirPlus Meeting Card

A myriad of invoices from contract partners, service providers, and suppliers can make settling expenses incurred for a business event cumbersome, time-consuming and complex. You have to consolidate diverse types and formats of invoices and your documentation often lacks the details you need to analyze your event costs later on.

The AirPlus Meeting Card is the optimal tool for managing event costs conveniently and flexibly. All transactions made with the AirPlus Meeting Card are compiled centrally and then displayed jointly on one single detailed invoice. This way you have less administrative work in settling the bills after your event and can save up to 20 percent on your internal and external costs.

Flexible application

Be it for accommodation, meals, meeting room rentals, creative services, travel, or ad hoc expenses on site – the AirPlus Meeting Card is an extremely flexible means of payment. You can use it when booking through an agency (event planner, travel agency, etc.) or directly with the service providers.

Clearly structured invoices

Instead of individual receipts from suppliers, you receive one single invoice (also available in electronic formats, e.g. CSV, XML, etc.) from AirPlus for automatic processing in your downstream systems.

Transparent data

In addition to receiving the standard invoice data, you can define a variable series of additional data fields to facilitate the attribution of costs and identify relevant figures for controlling and strategic procurement.

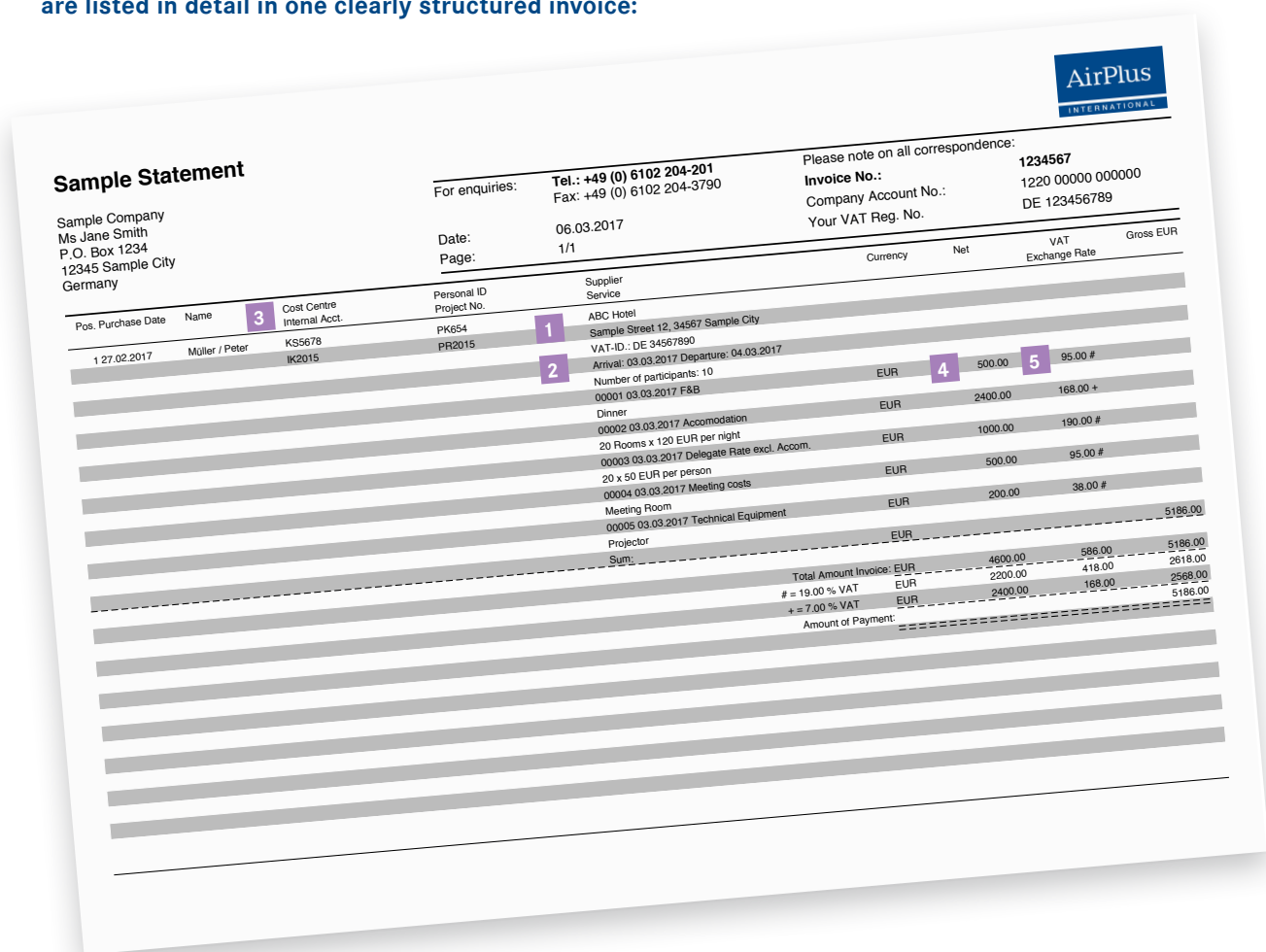
Easy and detailed analyses

In the AirPlus Information Manager you can execute individual analyses of your event expenses. Be it by type of event, service, hotel, or cost center – you can analyze virtually every aspect and get charts that provide you with the optimal basis for negotiating better rates with service providers.

Your benefits at a glance

- › Simpler payment processes with contract partners
- › Less administrative effort due to one transparent invoice for all your expenses
- › All costs can be identified in great detail
- › A stronger basis for negotiating with service providers thanks to relevant data analyses
- › Automated internal processes and, thus, lower costs

Transactions paid for through your AirPlus Meeting Card are listed in detail in one clearly structured invoice:



1 All the details of your event

Hotel information, start and end dates, and the number of participants are delivered as standard data.

2 Unique depth of detail

AirPlus breaks down your event data into clear categories and lists the costs incurred for each of them.

3 Additional data

Aside from the standard data, you can define data fields such as cost centers, staff IDs, departments, etc., for precise attribution of costs.

4 Batch totals

Batch totals, for example per cost center, facilitate cost allocation by generator.

5 VAT display

AirPlus invoices display the VAT for each item separately to help you keep track of your input tax deductions.

If you have any questions regarding the **AirPlus Meeting Card**, please contact us at +49 (0) 6102 204-740 or at meetingcard@airplus.com



AirPlus is a member of the UATP

Lufthansa AirPlus Servicekarten GmbH

Dornhofstr. 10
63263 Neu-Isenburg, Germany

T +49(0)6102 204-740

F +49(0)6102 204-4390

meetingcard@airplus.com

www.airplus.com