



AirPlus Reports on Demand. Customized. Affordable. User-friendly.

Would you like to control your travel expenses in an efficient, fast and affordable manner?

AirPlus offers a reporting tool tailored to your specific needs – AirPlus Reports on Demand.

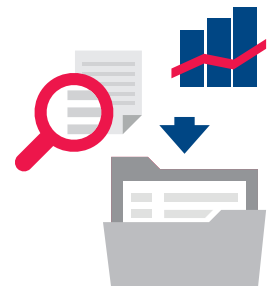
- > Maintain control of your travel expenses
- > Monitor compliance with your travel policy
- > Use AirPlus Reports on Demand as a basis for your purchasing negotiations
- > Use the figures for your reports to management

With our AirPlus Reports on Demand service you can purchase reports directly in the AirPlus Business Travel Portal, without a license, and pay by use, meaning you only pay for the reports you need. For your convenience, payments will be settled through your AirPlus account.

You can select from among a variety of predefined report categories:

The General Overview Report delivers a list of all 15 different travel services. As grouped reports or detailed reports, AirPlus Reports on Demand offer relevant, specific analyses of flight or hotel data or your special company parameters:

- > **General Overview Report**
 - Overview on travel expenses
- > **Grouped Reports**
 - Airlines
 - Flight destinations
 - Flight travelers
 - Class distribution on flight
 - Rail destinations
 - Rail travelers
 - Hotels
 - Car rental companies
 - Company-specific data
- > **Detailed Reports**
 - Flight tickets
 - Flight coupons
 - Travel transactions



Select, order, pay – done

As the Portal Administrator, log into the AirPlus Business Travel Portal at www.airplus.com, then click AirPlus Reports on Demand in the Credit Card Management tab:

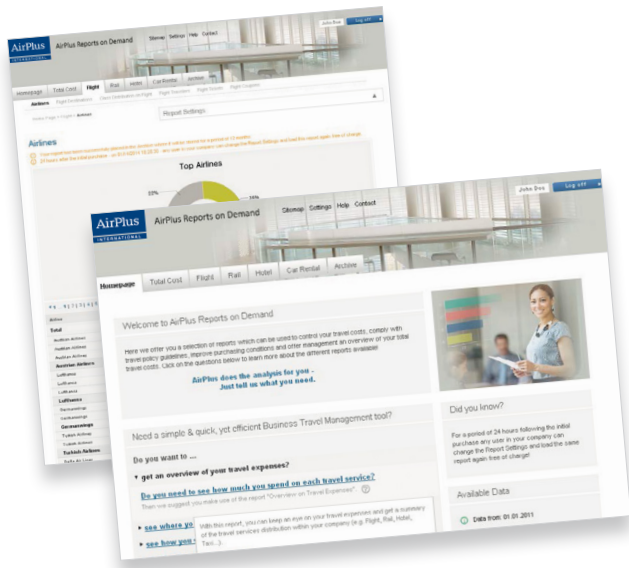
- > Select a report, define the reporting period and select the card/contract
- > Confirm your purchase and pay with your AirPlus account
- > The report you selected will be displayed instantly and can be exported in a number of different formats

Flexibility is in your hands

Use the report filters and diverse settings to compile your reports according to your needs. You can define reporting periods and the cards you wish to include in your analyses.

You can also select additional data for some of your reports. Select the consolidated currencies to have your reports compiled in a common currency. This can be useful for comparisons with divisions abroad.

The Report Assistant of AirPlus Reports on Demand will help you select the reports you need by asking targeted questions. You can also use the sample reports and the interpretation tips provided for every type of report. Once you have placed your order, you or any other AirPlus Reports on Demand user at your company can change the settings and load the same report again free of charge within 24 hours.



All of the reports are structured clearly and provide good overviews of the relevant topics. The information is displayed in the form of charts as well as data tables.

Your reports will be saved in the archive for 12 months. You can export your reports in diverse formats for processing.

The archive also contains a list of the reports your company has ordered, itemized by dates, persons who ordered and AirPlus accounts charged.

Access to your travel expense overview

Once you have accessed the AirPlus Business Travel Portal, you can use AirPlus Reports on Demand around the clock, every day of the week.

If you want to assign access to AirPlus Reports on Demand to a colleague, you can administer the user rights in the AirPlus Business Travel Portal under Administration > Manage users.



Your benefits at a glance

- > Customized – to meet your needs
- > Affordable – pay only for the reports you use
- > User-friendly – easy to handle

Optimize your business travel management and enhance the transparency of your travel expenses.

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