



## 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 Portal, without a license and paying per use, that is, you only pay for the reports you need. For your convenience, payments will be settled through your AirPlus Account.

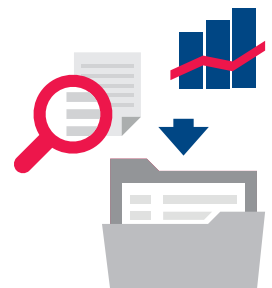
You can select from among a variety of predefined report categories. The General Overview Report delivers a list of all 15 different travel services. As grouped reports or detailed reports, AirPlus Reports on Demand offers relevant analyses in special for flight or hotel data or for your company-specific data:

- > **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](http://www.airplus.com), then click AirPlus Reports on Demand in the Credit Card Management tab:

- > Select a report and define reporting periods and card/contract selection.
- > 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 identify additional data for some of your reports. Use the consolidation currencies to have reports delivered in a common currency, for example, for data comparison with divisions abroad.

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

## 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 have any questions, ask your AirPlus contact – he or she will be happy to help.

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

**AIRPLUS. YOUR TRAVEL PAYMENT COMPANY.**

**AirPlus Reports on Demand - Report Sample - Airlines**

**Do you need to see how much you spend on each airline?**

The graph shows the Top 5 airlines used in your company.

The table shows you all the airlines used in your company, the coupon area (domestic, continental or intercontinental), the miles, the net amount (= excluding airport taxes) and the percentage each of them represent.

Airline	Expense	Percentage
AirPlus	5,000,000	50.00%
Lufthansa	1,000,000	10.00%
Swire	1,000,000	10.00%
British Airways	1,000,000	10.00%
Other Airlines	1,000,000	10.00%

## Your advantages

- > Tailored – 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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All of the reports are structured clearly and provide good overviews of the relevant topics. They are displayed as graphics and 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.