



AirPlus International.

Customizable travel payment solutions for the Legal profession.

Managing travel in the legal profession is complex and moves quickly. Getting attorneys across the globe from busy cities to remote areas makes it challenging to not only manage travel but also to understand total costs. Customized, streamlined and secure, AirPlus provides flexible solutions to address your travel payment needs.

How do you manage?

Timely filing & billing of client expenses

How can you get all your travel expenses logged and reconciled in an expeditious manner so that you can bill your client in a timely fashion? With the AirPlus travel payment solutions, you can receive a fully reconciled statement on a weekly basis allowing for plenty of time to post to your client's billing.

Reconciliation of travel expenses

Trying to reconcile travel payments can be a time-consuming, tedious process. Matching expense receipts to individuals and then cross referencing them to their specific billable client can turn into a reconciliation nightmare that takes days to complete. With the AirPlus centralized/virtual payment solution, your invoices are customized to include enhanced data like client name, case number and/or project number. We deliver a fully-reconciled invoice which essentially eliminates the need for manually allocating travel expenses to a specific client. We will reduce the time and cost to your accounting/finance team so they can focus on higher priority projects for your organization. We deliver all of this information electronically which enables you to fully integrate a centralized/virtual payment solution directly into your T&E/EMS and GL/ERP systems – a “no-touch”, effortless process.

Cash advances & personal credit cards

Having to issue cash advances is a costly process. Some employees do not have the personal credit available to travel for work. Combining a centralized/virtual payment solution along with single-use virtual cards is a perfect solution to pay for planned travel expenses thereby reducing the need for walking cards and reducing risk of fraud.

Transparency

Do you know how compliant your travelers are with your travel policy? Do you know where you are spending the majority of your travel dollars and with which travel providers? AirPlus solutions can help ensure travel policy compliance and allow you to turn your travel data into information that helps you make informed travel policy decisions. Our solutions improve visibility and streamline your travel payment processes. We listen to our customers in this industry and cater our solutions to solve the greatest challenges mentioned above. AirPlus can become your valued travel payment partner saving you time and money.



“AirPlus travel payment solutions benefit our firm in multiple ways. Their local country service is quick and responsive to our needs, which allows us to make quick and effective decisions. The payment solutions allow us to monitor and give us the ability to restrict use to just travel providers or to specific merchant codes that we specify. And finally, AirPlus offers enhanced travel data that provides transparency into our travel policies allowing us to meet various audit and financial guidelines.”

Greenberg Traurig, LLP

AirPlus solutions and benefits.

We partner and integrate with your travel management companies, T&E/EMS and GL/ERP software systems in an expeditious manner and align with your specific travel policy requirements.

The combination of our payment solutions will enable your company to offer a streamlined travel program that can be easily implemented and seamlessly managed through:

- **AirPlus Company Account**
- **AirPlus Single-Use Virtual Card**
- **AirPlus Corporate Cards**
- **AirPlus Information Manager**

With AirPlus, our solutions can complement the varied travel scenarios within the legal setting.

Our solution benefits include:

- › An fully automatic, “no touch” solution for travel payment that is fully integrated into both your travel & expense and general ledger/ERP software systems (e.g. Concur, Chrome River, Oracle & SAP)
- › Secure, centralized payment reducing risk of fraud
- › Tailored invoiced reference fields for accounting (e.g. client name, case number, staff ID) within a customizable invoice format that fit your specific needs
- › Flexible invoicing cycles
- › Improved payment & reimbursement time
- › Greater duty of care/transparency of all of your travelers (attorneys, legal aides, expert witnesses, etc.)
- › Quantified reporting of your travel behavior providing negotiation opportunities with travel providers

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