

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



AIRPLUS. WHAT TRAVEL PAYMENT IS ALL ABOUT.

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, 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 for 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.

The screenshot shows the 'AirPlus Reports on Demand' interface. At the top, there's a navigation bar with 'Homepage', 'Total Cost', 'Flight', 'Rat', 'Hotel', 'Car Rental', and 'Active'. Below this, there's a 'Report Settings' section. The main content area features a 'Top Airlines' pie chart showing the distribution of travel expenses across different airlines. Below the chart is a table with columns for 'Airline', 'Coupon Area', 'Expenses', 'Miles', and 'Net Amount'. The table lists various airlines like Lufthansa, Air Berlin, and others with their respective values.

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.

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.

This screenshot shows a sample report titled 'AirPlus Reports on Demand - Report Sample - Airlines'. It features a 'Top Airlines' pie chart and a table of airline data. The pie chart shows the top 5 airlines used in the company. The table below it lists airlines like Lufthansa, Air Berlin, and others with columns for 'Airline', 'Coupon Area', 'Expenses', 'Miles', and 'Net Amount'. Text annotations on the right side explain that the graph shows the top 5 airlines and the table shows all airlines used, including coupon areas and net amounts.

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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