

# atlatos

Added value for your  
company



**atlatos**  
*Einfach Geschäftsreisen buchen.*

## Welcome

Atlantos GmbH is one of the leading providers for business travel solutions in Germany.

Our strength is the simplicity of system usage, our flexibility in action for your company and the integrated documentation of the entire travel organization - from the travel request over the booking to the point of the travel expense report.

Our promise: service and quality for your satisfaction



## Atlatos

Leading provider of business travel solutions for small and medium-sized companies in Germany.

### Facts Atlatos

- More than 1.200 companies trust in Atlatos
- More than 300.000 business travellers use Atlatos
- 14 % cost savings for our customers
- 73 % average adoption rate of online bookings
- 44 % flight, 29 % train, 22 % hotel and 5 % rental car bookings
- 12 years Atlatos

# End-2-End Process

The travel process is exactly adjusted to your company

## Travel Request

The screenshot shows a web form for creating a travel request. At the top, there are tabs for 'Request', 'Status', and 'Archive'. Below this, user information is displayed: Name: Max Mustermann, Cost center: 656, Company: Atlatos GmbH, Schloßstr. 24, 65544 RUNKEL, DE/HRN. The form title is 'ADD A NEW TRAVEL REQUEST'. A note says 'not forwarded'. The form fields include: 'City of departure' (text input), 'Target city' (text input), 'Country of destination' (dropdown menu set to 'Germany'), 'From' (date input: 15.08.2018), 'Departure time' (time input: 08:00), 'Arrival time' (time input: 08:00), 'Discrepancy' (time input: 00:00), 'Until' (date input: 16.08.2018), 'Departure time' (time input: 17:00), and 'Arrival time' (time input: 17:00).

## Travel Booking

The screenshot shows the Atlatos travel booking interface. The header includes the Atlatos logo and user information: 'Max Mustermann', 'Cost center: 656', 'Personnel no.: 3270-737', and a 'Logout' button. The main content area is titled 'AKTUELLE REISEPLÄNE' and features a calendar for 'April 2018'. Four red circles are overlaid on the interface, highlighting the booking options: 'Train', 'Car', 'Flight', and 'Hotel'. The 'Train' circle is positioned over the 'Train' tab, 'Car' over the 'Car' tab, 'Flight' over the 'Flüge' section, and 'Hotel' over the 'Hotels' section.

## Travel Expense Report

The screenshot shows a 'Travel expenses' report document. The header includes the company name 'Atlatos GmbH, Schloßstr. 24, 65544 RUNKEL, DE/HRN' and the user 'Max Mustermann'. The report title is 'Travel expenses' with a date of '17.08.2018'. Below the title is a barcode and the text 'Autoren approval'. The report contains a table with columns for 'Date', 'Amount', 'Cost of travel', 'Destination city', 'City of destination', 'Quantity of', and 'Cost of travel'. Below the table is a section titled 'Expenses overview in EUR' with a table of expense categories and amounts. The report also includes a signature line and the text 'EUR-GAR will be assigned to the following account 81.2'.

Whether passiv or active travel request, central or decentralized travel booking or the usage of the travel expense report – Atlatos Profi Traveller will be exactly adjusted to the needs of your company.

# Atlatos Profi Traveller

Online booking system

- Optional travel request workflow
- Integration of the individual travel agency
- Individual configuration of the integrated provider
- Deposit of company agreements
- Interactive travel guidelines
- Integration of interfaces
- Recall of reportings
- Definition of payment processes and account assignments
- Administration of authorizations
- Individual company design and a lot of more functions

The screenshot displays the Atlatos Profi Traveller web application. At the top, the Atlatos logo is on the left, and user information for Max Mustermann is on the right, including a Logout button. Below the header is a navigation bar with icons for Flight, Hotel, Car, and Train. A left sidebar contains a menu with categories like 'My data', 'Travel Management', 'Travel Info', 'My company', and 'Administration'. The main content area is titled 'CURRENT TRAVEL PLANS' and features a search box for a traveller. Below this, the name 'Max Mustermann' is shown above a calendar for June 2018. The calendar has a grid with days 14 through 30, and some days are highlighted with grey bars. At the bottom of the main area, there are five buttons: 'Bookings', 'Travel requests', 'Expenses', 'Approvals', and 'Present travelinformation'.

# Flight booking

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## Book flights worldwide online

- Online booking of more than 400 airlines (charter flights and low cost carrier)
- Central payment methods (AirPlus, American Express among other things)
- Recommendation of the preferred pay scale type
- Interactive travel guidelines
- Deposit of corporate rates
- Book flights via smartphone
- Individual regulation of providers

**aMADEUS**

Your technology partner

**travelfusion**



**SoftConEx**  
Software Consulting Experts

**atlatos**  
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# Hotel booking

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Book hotels easily with Atlatos  
Profi Traveller

- Online booking of HRS, CRC, booking.com, ehotel und DERhotel
- Central payment processes
- Interactive travel guidelines
- Prioritization of corporate rates
- Mobile booking
- Regulation of providers according to customer requirements

hotel.de<sup>®</sup>



Das Hotelportal

ehotel

Booking.com

DERHOTEL



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# Rental car booking

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Book a rental car with 3 clicks

- Online booking of Sixt, Hertz, Europcar, Enterprise, Avis among other things
- Book extended benefits like a navigation system
- Central payment and account assignment
- Interactive travel guidelines
- Deposit of the corporate program
- Mobile booking
- Optional delivery and pick-up service



**Europcar**



**Hertz**

**AVIS**



# Train booking

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## Efficient train booking

- Online booking of corporate rates of Deutsche Bahn
- Data delivery to the integrated travel agency system Midoco
- BahnCard booking if there is an approval
- Comprehensive reporting und excel-download with appropriate authorization
- Call up your train booking in the Atlatos-App and the DB Navigator App



# Interactive travel guidelines



**HOTEL BELLEVUE AM KURFÜRSTENDAMM**  
★★★★  
Emserstr. 19-20  
10719 Berlin  
Germany  
4.5 km  
Booking.com business  
From 49,64 EUR  
Hotel details



**APARTHOTEL RESIDENZ AM DEUTSCHEN THEATER**  
★★★★  
Reinhardtstr. 27a-31  
10117 Berlin  
Germany  
0.8 km  
7.6 km  
0.9 km  
HRS  
From 162,00 EUR  
incl. Breakfast  
Hotel details

More Offers for

|                                |                      |
|--------------------------------|----------------------|
| Booking.com<br>From 162,00 EUR | eHotel<br>162,00 EUR |
|--------------------------------|----------------------|

Integration of travel guidelines

- Integration of travel guidelines in order to regulate the Online Booking Engines
  - Interactive travel guidelines for the firm, department and employee level
  - Booking of violations of the travel guidelines with justification and Travel Manager Alert
  - Travel budgeting
  - Demonstration of violations of travel guidelines in travel expense report
- and a lot of more functions



## Travel expense report

The End-2-End process reduces the expenditure of time of travel expense reports by almost 60 %.

### Efficient travel expense reporting

- Travel costs are billed based on the booking data
- Accounting can easily correct and approve bills of costs as needed
- An exact sub-ledger with automated booking in downstream systems
- Violations of travel guidelines are made transparent for the approver in the accounting process
- Central paid travel activities are listed as overall costs
- Different laws of taxation can be defined per company

# Atlantos

## Expense Engine

### Online travel expense reports

- Integrated travel expense report with automatic processing of booking data
- Online workflow for multi-level approval of accounting
- Simple addition to the locally occurred travel expenses
- Simple accounting for colleagues
- Calculation of the food allowance, the reductions as well as the accommodations per diem (also company specific)
- Report for the three-month period examination
- Calculation of the mileage allowance

and a lot of more functions

- My data
- Latest bookings
- DB booking search
- Train service
- Booking history
- Travel request
- Travel expense reports**
- Travel agency
- Contact
- User profile
- Booking right
- Travel Management
- Travel Info
- My company
- Administration

|             |                |              |   |
|-------------|----------------|--------------|---|
| Name:       | Max Mustermann | Cost center: | 666   |
| Username:   | LZingel        | Company:     | Atlantos GmbH,<br>Schloßstr. 24<br>65594 RUNKEL-DEHRN |
| Travel No.: | Expenses       |              |   |

#### CREATE MANUAL TRAVEL EXPENSE

#### STORED TRAVEL EXPENSES

|       |                        |                    |                 |               |
|-------|------------------------|--------------------|-----------------|---------------|
| Bills | Private transportation | Day specifications | Advance Payment | Entertainment |
|-------|------------------------|--------------------|-----------------|---------------|

#### BOARD AND LODGING

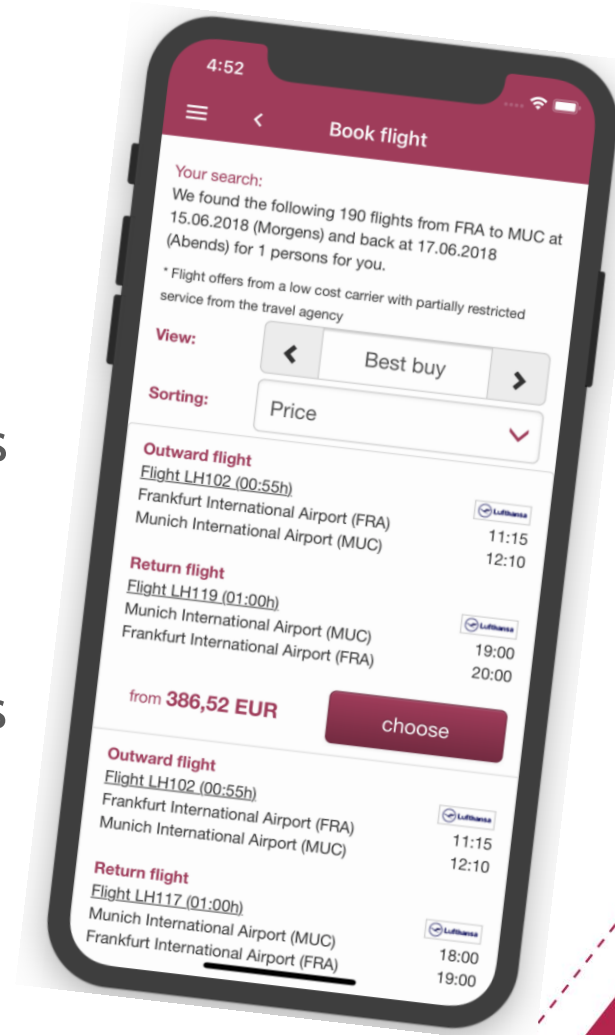
Per diem rate ⓘ  Accommodation rate ⓘ  Tax allowable expenses ⓘ

| Aktiv                               | Date       | Breakfast ⓘ              | Lunch ⓘ                  | Dinner ⓘ                 | from / until | Meals ⓘ<br>Overnight ⓘ                                     |
|-------------------------------------|------------|--------------------------|--------------------------|--------------------------|--------------|--|
| <input checked="" type="checkbox"/> | 14.06.2018 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 08:00 24:00  | Germany<br><input type="checkbox"/> without overnight stay |
| <input checked="" type="checkbox"/> | 15.06.2018 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 00:00 17:00  | Germany<br><input type="checkbox"/> without overnight stay |

# Atlatos Mobile

## Book easier on the go

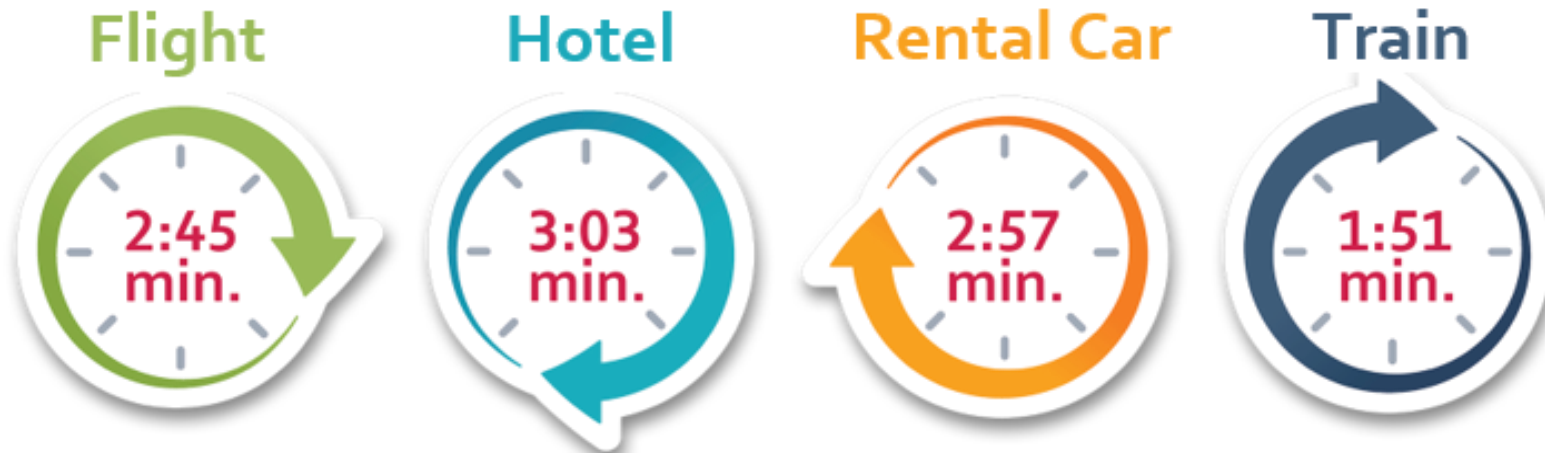
- Native Atlatos-App or a mobile version is available
- Recall of booking data
- Booking of flights, hotels and rental cars according to company guidelines
- Make travel request
- Approval of travel requests



# Time saving

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Average work time spending on travel booking:



The time savings for the travel organization for the individual traveller is up to 40 % compared to the travel booking on various portals. As compared to coordination via telephone or assignment by mail at a travel agency, the average time saving is 65 % (except for complex flights with more than two stopovers).

# Transparency



## Overview

Current bookings and the booking history is online and mobile available



## Excel-Report

Detailed information of all travel services



## Guidelines

Reports of bookings with violation of guidelines



## Survey

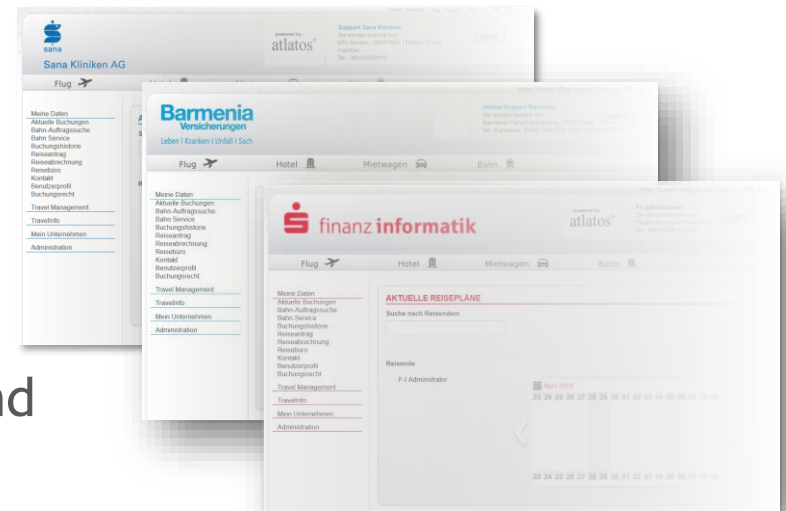
Evaluations of differences between booking and accounting

Improved use of saving potentials

# Individuality

## Individual portal settings

- Customer design with logo & colour
- Own information for travellers
- Portal settings for providers, price and other booking options
- Custom functions and role definition
- Approval of the use of the Atlatos app
- Activation of additional modules and external interfaces





An aerial night photograph of a city, likely Berlin, viewed from an airplane. The city lights are visible against the dark landscape, and the wing of the airplane is in the upper left corner. The sky is a deep blue, suggesting dusk or dawn. The city lights are a mix of yellow and white, with some red lights visible. The overall scene is a high-angle, wide-area view of a city at night.

## Data protection

Compliance with the requirements of the EU Data Protection Ordinance for maximum security of personal data in the travel organization

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# Interfaces

## Travel agency integration

Optimal integration of your company service premium partner

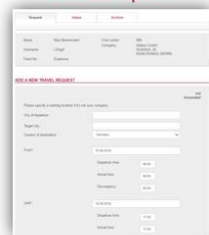
## Payment data

Integration of the credit card data for the alignment with the booking data

## Single Sign-On

Registration via Single Sign-On based on SAML and company-specific user identification

### Travel Request



### Travel Booking



### Travel Expense Report



Export of the accounting data  
Csv-format and soon via Webservice

## Import of master data

Daily import of profile data of users incl. approval rights

## Account assignment

Company-specific configuration of cost centers by daily import

Interfaces facilitate the travel organization and reduce manual efforts to a minimum.

# Implementation

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## Conception & Data delivery

- Kickoff-Meeting
- Definition of the system set-up
- Delivery of set-up data

## Implementation

- System set-up
- Involvement of the travel agency partner
- Set-up of interfaces
- Set-up of the SSO-process

## Acceptance & Training

- System hand-over
- Introduction of key user
- Documentation and preparation of the communication
- System release

## Training & Going live

- Training of the respective user groups
- Inform the employees
- Sending of access data

# Support & training

The perfect support for a smooth business travel routine

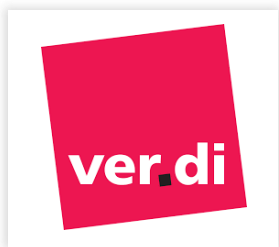
- Support for all booking requests via the company service premium partner incl. 24-h service
- Online support-center incl. training video
- Monthly free live-training
- Technical support
- Individual online-trainings
- Presence-training



# References

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A small selection of our customers



# Contact

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Images: [istockphoto.com](https://www.istockphoto.com)