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Added value for your company

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Einfach Geschäftsreisen buchen.

Welcome

Atlatos 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

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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

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End-2-End Process

The travel process is exactly adjusted to your company

Travel Request

Travel Booking

Travel Expense Report

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

Flight booking

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

Hotel booking

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

Rental car booking

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

Train booking

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

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

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Atlatos 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 occured 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:	Atlatos GmbH, Schloßstr. 24 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 🛈 Overnight 🛈
☑	14.06.2018	☐	☐	☐	08:00	24:00	Germany ☐ without overnight stay
☑	15.06.2018	☐	☐	☐	00:00	17:00	Germany ☐ without overnight

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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
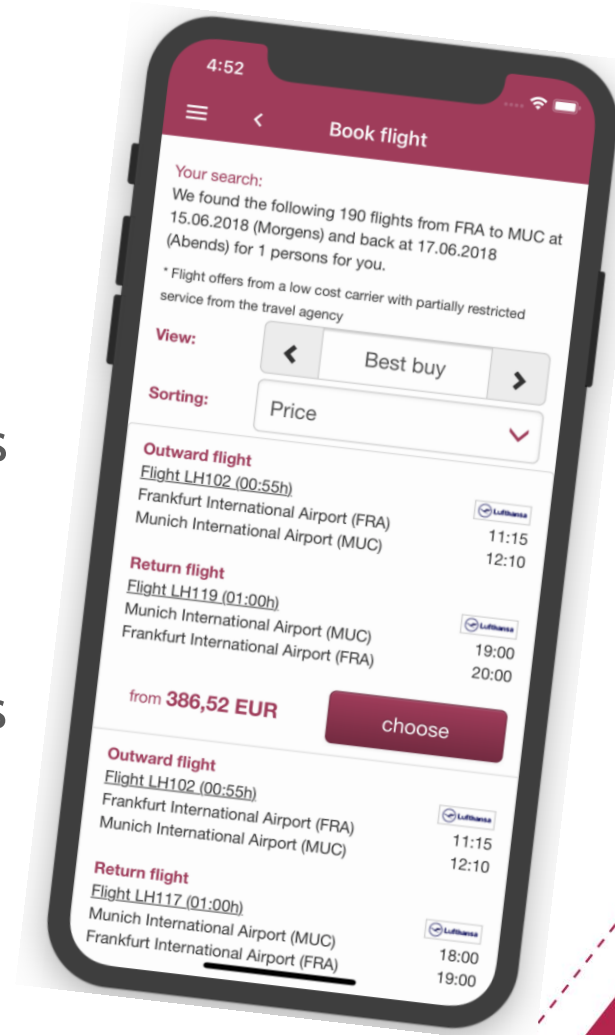
Time saving

Average work time spending on travel booking:

Flight

2:45 min.

Hotel

3:03 min.

Rental Car

2:57 min.

Train

1:51 min.
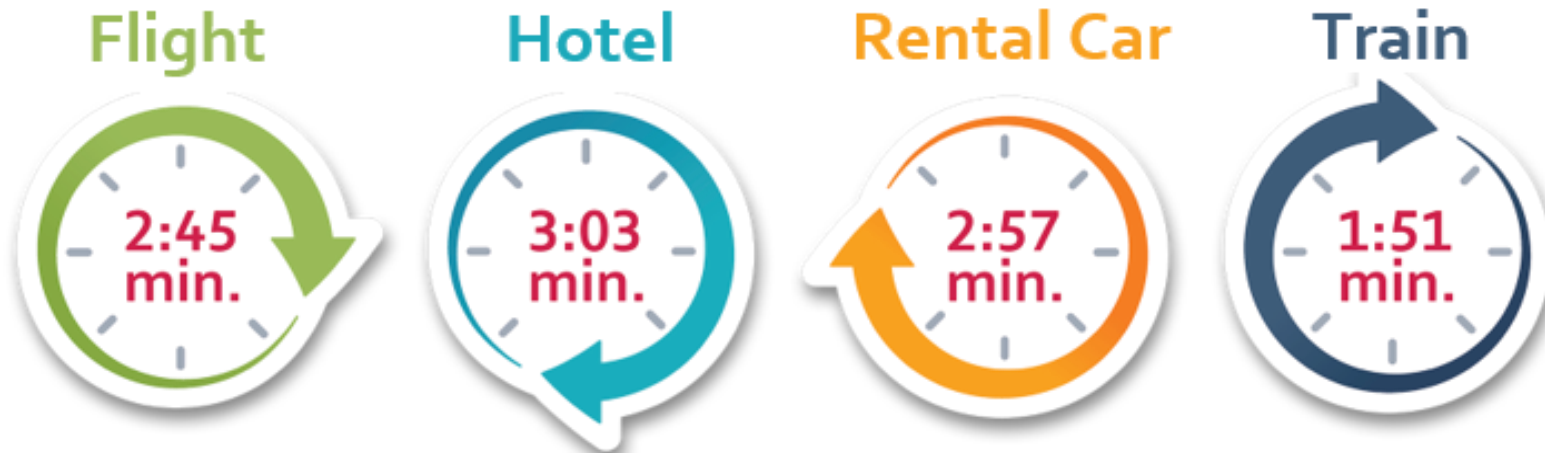
The time savings for the travel organization for the individual traveller is up to 40 % compared to the travel booking on various portals. As compared to coordination via telephone or assignment by mail at a travel agency, the average time saving is 65 % (except for complex flights with more than two stopovers).

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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

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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
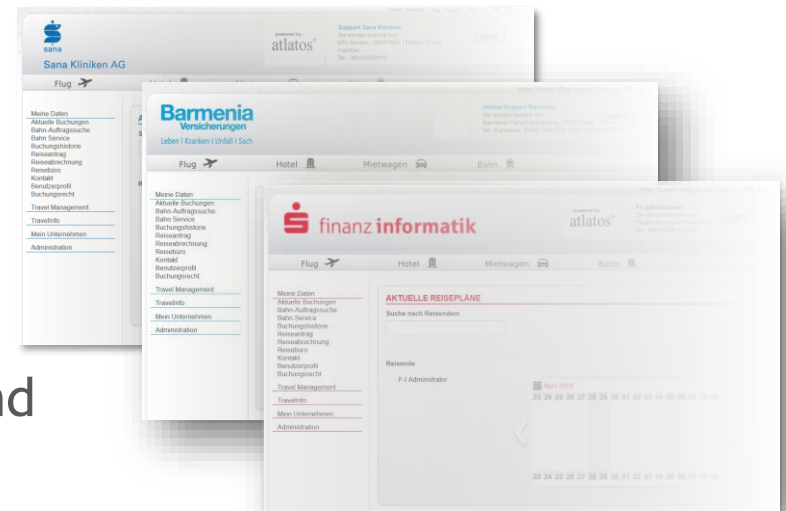
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Data protection

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
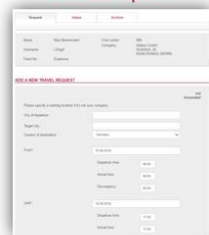Optimal integration of your company service premium partner

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.

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Implementation

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 acccess data

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Support & training

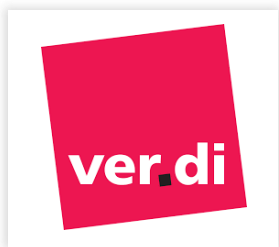## The perfect support for a smooth business travel routine

- 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

A small selection of our customers

Contact

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