

atlatos

Added value for
Business Travel
process





Welcome

Atlasos is a leading provider for business travel solutions in Europe.

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 through the booking to the point of the travel expense report.

Our promise: service and quality for your satisfaction

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Einfach Geschäftsreisen buchen.



Atlatos

Leading provider of business travel solutions for mid-sized companies in Europe

Facts and Figures

- More than 1.500 companies trust in Atlatos
- More than 500.000 business travelers use Atlatos
- 18 % cost savings for our customers
- 86 % average adoption rate of online bookings
- +15 years Atlatos

End-to-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 and company information is displayed: Name: Max Mustermann, User: L2angel, Travel No.: Expenses, and Company: 655 Atlatos GmbH, Schönbühl 26, 65249 HUNDEL, DEUHN. A section titled 'ADD A NEW TRAVEL REQUEST' contains a note: 'Please specify a starting location if it's not your company.' The form includes input fields for 'City of departure', 'Target city', and 'Country of destination' (set to Germany). It also has date pickers for 'From' (15.08.2018) and 'Until' (16.08.2018), and time pickers for 'Departure time' (08:00), 'Arrival time' (08:00), and 'Check-in time' (00:00). A 'not forwarded' status indicator is visible on the right.

Travel Booking



Travel Expense

The screenshot shows a 'Travel expenses' report. At the top, it displays company information: Company: Atlatos GmbH, Schönbühl 26, 65249 HUNDEL, DEUHN; Name: Max Mustermann; Card: 655; Personal ID: 0; Travel expense no.: 3270-737. Below this is a barcode and the date '17.08.2018'. The report includes a table titled 'Expenses overview in EUR' with columns for 'Category', 'Cost of travel', 'Cost of services', 'Cost of accommodation', 'City of destination', 'Number of days', and 'Totality'. The table lists various expenses such as 'Transportation', 'Accommodation', 'Food and drink', 'Other', 'Total', and 'Grand total'. The 'Grand total' is 1,000.00 EUR.

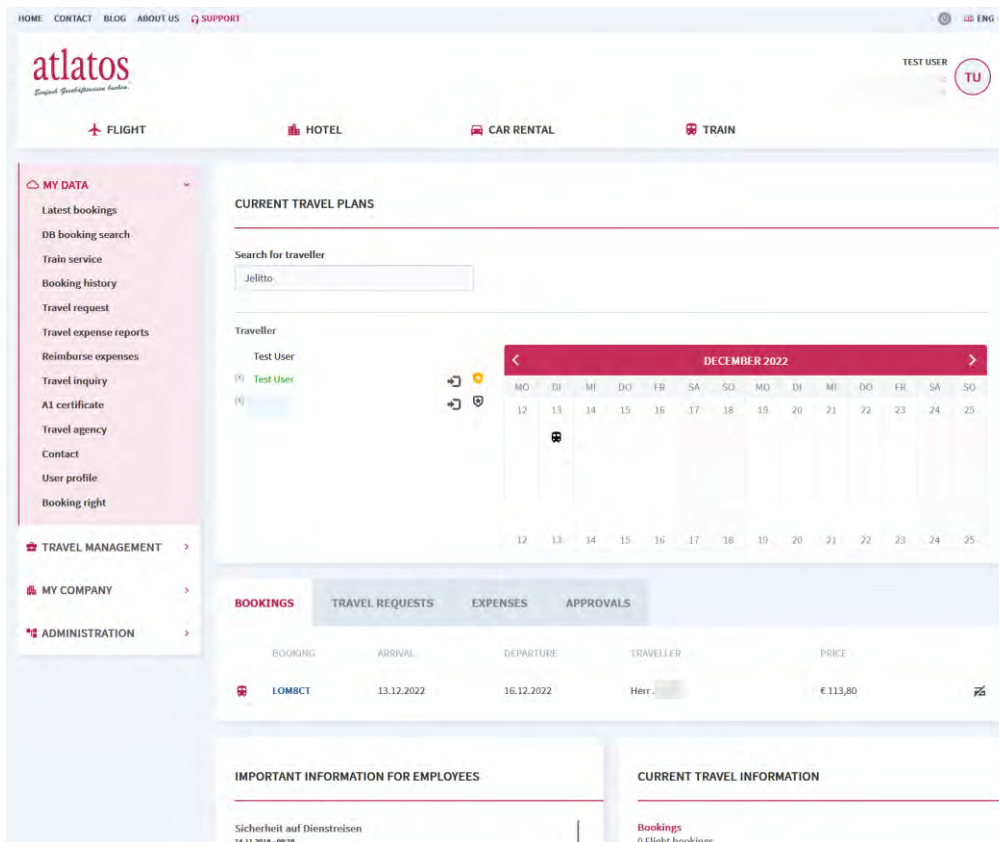
Whether passive or active travel request, central or decentralized travel booking or the usage of the travel expense report – Atlatos Profi Traveller will be exactly adjusted to the needs of your company.

Atlantos Profi Traveller

Online Booking Engine

- Optional workflow of travel request
- Integration of the individual travel agency
- Individual set up of the integrated providers
- 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 world-wide online

- Online booking of 400+ airlines (scheduled flights and low cost carrier world-wide)
- Central payment methods (AirPlus, American Express, etc.)
- Recommendation of the preferred pay scale type
- Interactive travel guidelines
- Deposit of corporate rates
- Individual set up of providers
- Book flights via app

amadeus



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Hotel Booking

Book hotels easily

- Online booking of booking.com, HRS, CRC, DERhotel and others
- Support of central payment process
- Interactive travel guidelines
- Prioritization of negotiated company rates
- Comparison of price and availability
- Set up of customer selected hotel provider
- Mobile booking via app

Booking.com business



DERHOTEL

 **HRS**
Das Hotelportal

Premier Inn 

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Rental Car Booking

3 clicks to book a rental car

- Online booking of Sixt, Hertz, Europcar, Enterprise, Avis etc.
- Book extended benefits, like GPS
- Central payment and account assignment
- Interactive travel guidelines
- Deposit of the corporate program
- Optional delivery and pick-up service
- Mobile booking via app

AVIS[®]

enterprise
rent-a-car

Europcar

Hertz

SIXT

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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 and export of data to excel by appropriate authorization
- Call up of train bookings in the Atlatos-App and the DB Navigator App



bahn.business



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Train international

Book international rail travel

- Online booking of selected European rail providers
- Fully integrated in Atlatos via direct interfaces
- Central payment with AirPlus Virtual Cards
- Booking via Atlatos app and desktop version



Interactive Travel Guidelines

- Integration of travel guidelines / policy in order to regulate the Online Booking Engines
 - Interactive travel guidelines for the company, department, subsidiary and on employee level
 - Consideration of travel policy violations with justification and Travel Manager Alert
 - Travel budgeting
 - Recording of travel policy violations in travel expense report
- and a lot of more functions




HOTEL BELLEVUE AM KURFÜRSTENDAMM
★★★★
Emserstr. 19-20
10719 Berlin
Germany

4,5 km

Booking.com business
From 49,64 EUR

Hotel details

6,9/10



APARTHOTEL RESIDENZ AM DEUTSCHEN THEATER
★★★★
Reinhardtstr. 27a-31
10117 Berlin
Germany

0,8 km
7,6 km
0,9 km

HRS
From 156,20 EUR
incl. Breakfast

Hotel details

8,8/10

More Offers for

Booking.com	eHotel
From 162,00 EUR	162,00 EUR



Travel Expenses

The End-to-End process reduces the time spent on travel expense accounting by almost 60 %.

Efficient Travel Expense Management

- Travel expenses are accounted on the basis of the booking data
- Accounting can easily correct and approve bills as needed
- An exact sub-ledger with automated posting in downstream systems
- Travel policy violations are displayed transparently in the billing process for the approver
- Central paid travel services are reported as total costs
- Different tax laws can be defined per company

Atlantos Expense Engine

The screenshot displays the 'DAY SPECIFICATIONS' tab within the 'BOARD AND LODGING' section of the Atlantos Expense Engine. The interface includes a sidebar with navigation options: 'Travel agency', 'Contact', 'User profile', 'Booking right', 'TRAVEL MANAGEMENT', 'MY COMPANY', and 'ADMINISTRATION'. The main content area shows 'STORED TRAVEL EXPENSES' with a table listing items like 'Hotel inside Germany' (110,00 EUR) and 'Meals' (39,20 EUR). Below this, the 'DAY SPECIFICATIONS' tab is active, showing a table for 'BOARD AND LODGING' with columns for 'ACTIVE', 'DATE', 'BREAKFAST', 'LUNCH', 'DINNER', 'FROM / UNTIL', 'MEALS', and 'OVERNIGHT'. The table contains three rows of data for dates 05.10.2022, 06.10.2022, and 07.10.2022. At the bottom, there are buttons for 'select/unselect all', 'save per diems', 'Add further travel components', 'Back', and 'Continue'.

ACTIVE	DATE	BREAKFAST	LUNCH	DINNER	FROM / UNTIL	MEALS	OVERNIGHT
<input checked="" type="checkbox"/>	05.10.2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09:00 - 24:00	Germany	<input type="checkbox"/> without overnight stay
<input checked="" type="checkbox"/>	06.10.2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	00:00 - 24:00	Germany	<input type="checkbox"/> without overnight stay
<input checked="" type="checkbox"/>	07.10.2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	00:00 - 18:00	Germany	<input type="checkbox"/> without overnight stay

Online Travel Expense

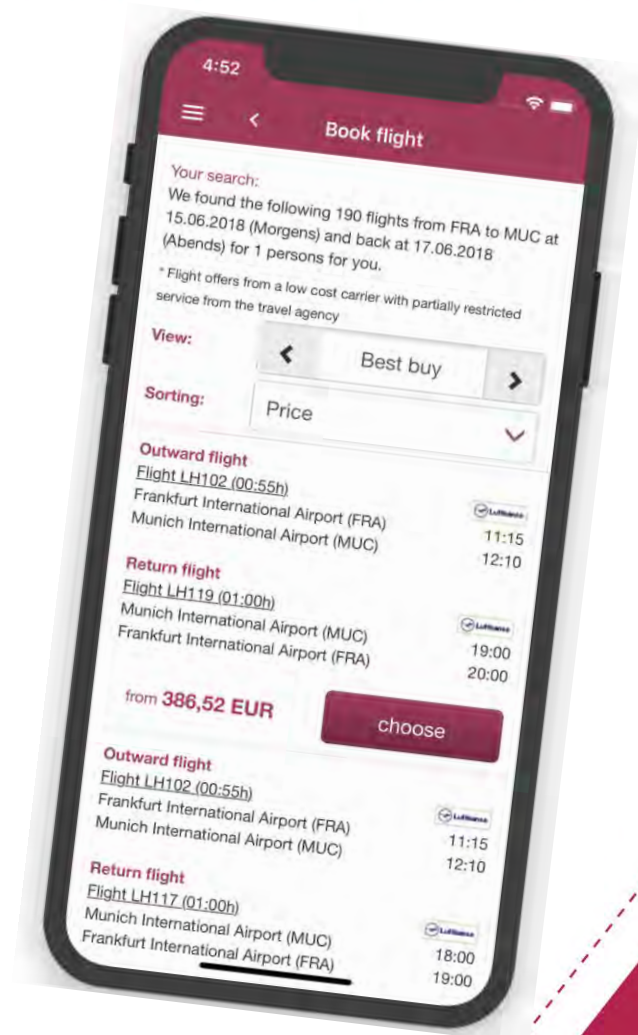
- Fully integrated travel expense report with automatic processing of booking data
- Online workflow of accounting for multi-level approval
- Simple addition to the locally incurred travel expenses
- Simple accounting for colleagues
- Calculation of the meal allowance, the reductions as well as the accommodation lump sums per day (also company specific)
- Report for the three-month time period test
- Calculation of the mileage allowance

and a lot of more functions

Atlantos Mobile

Book easier on the road

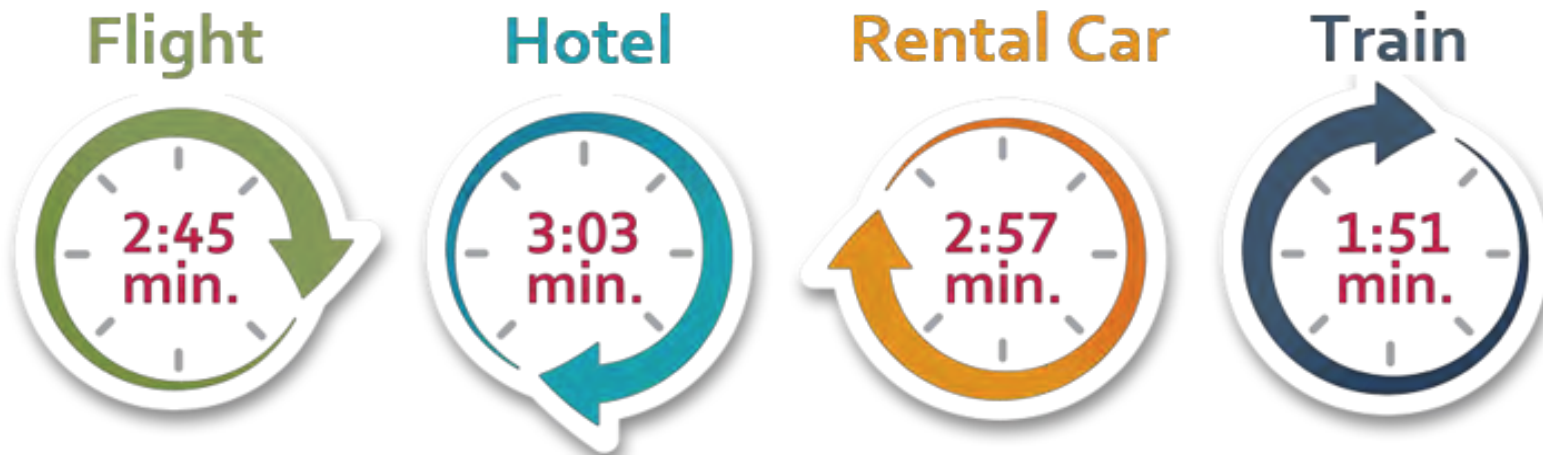
- Native Atlantos-App or mobile version
- Recall of booking data
- Booking of flights, hotels and rental cars according to company guidelines
- Make travel request
- Approval of travel requests
- App available for iOS and Android



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Time saving

Average working hours spending on travel booking:



The time savings for the travel arrangements for the individual traveler is up to 40 % compared to the travel booking on various portals. Compared to an order by telephone or e-mail at a travel department / travel agency, the average time saving is 65 % (except for complex flights with more than two stopovers).

Transparency

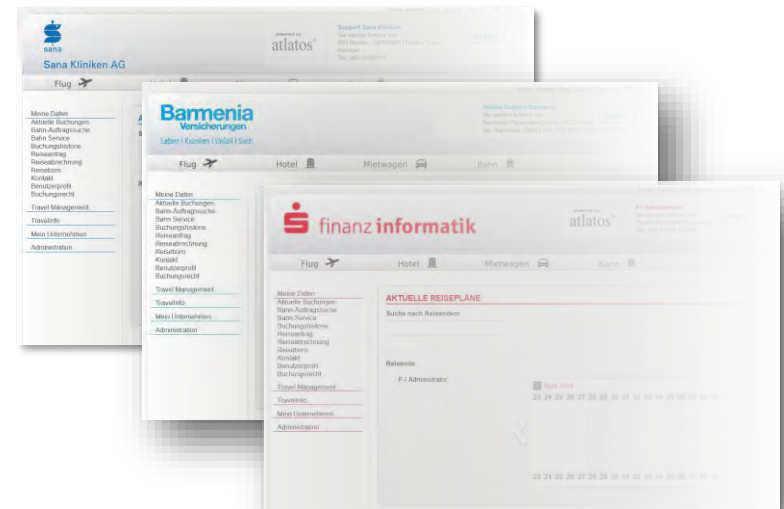


Improved use of possible savings

Individuality

Individual Settings

- Customer design with logo & color
- Information for the travelers
- Settings for providers, price and other booking options
- Deposit of individual contracts with suppliers
- Customized functions and role definition
- Approval of the use of the Atlatos app
- Activation of additional modules and external interfaces





Highest priority for data protection

Compliance with the requirements of the EU General Data Protection Regulation (GDPR) for the highest security of personal data in the travel organization

PCI DSS certification / credit card industry standard for security in handling sensitive data

High security data centers in Germany

Encryption of data according to the latest security standards

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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 simplify travel arrangements and reduce manual efforts to a minimum.

Implementation

Conception & Data delivery

- Kickoff-Meeting
- Definition of the system set-up
- Delivery of set-up data
- Elaboration of an implementation plan

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

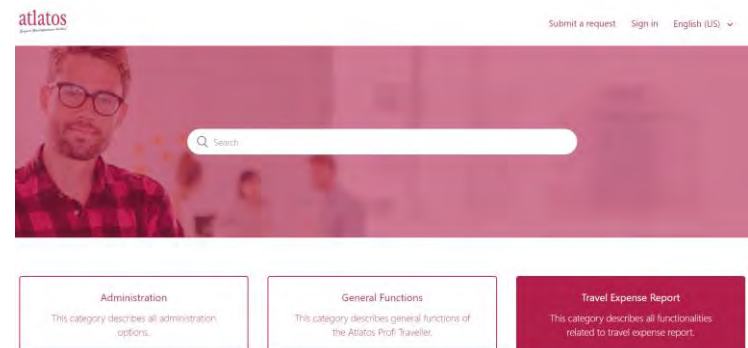
Training & Go-live

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

Support & Training

The perfect support for a smooth business travel routine

- Support for all booking requests by the travel agency premium partner, including 24/7 service
- Online support-center including training videos e.g.
- Technical support
- Free of charge online-training (monthly)
- Individual online-trainings
- Onsite-training



References

A small selection of our customers



Contact

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