

Overview of features available with Atlatos Pro Traveller/Expense Engine

1.

Features of Atlatos Pro Traveller

Profile management

Storage of basic data

Storage of frequent flyer numbers to be shared for flight and rental car bookings

Storage of BahnCards

Storage of customer cards (e.g. for rental cars and hotels) to be shared with the relevant service providers

Storage of additional data specific to the customer, e.g. employee numbers

Storage of passports and other documents used for identification purposes

Storage of travel preferences, e.g. preferred seats

Storage of vaccination/visa information

Optional: Regular automatic imports of master data/interface with third-party systems where applicable

Optional: Profile synchronisation with travel agency via Umbrella or Ypsilon profiles

Company profile

Storage of BahnCorporate BMIS customer numbers

Storage of corporate rates for flights

Activation of cost transfer function for HRS, booking.com and ehotel.de

Activation of AirPlus payment method for hotels booked through HRS, DERhotel and CRC

Assignment of partner travel agency

Storage of agreed service fees

Storage of travel agency for 24-hour ticketing

Basic portal settings (e.g. search options, integrated partners)

Storage of general approval processes

Application of corporate design

Company structure

Storage of all branches and subsidiaries

Storage of all departments

Addition of all employees

Allocation of all roles and authorisations

Storage of company locations for the hotel search

Storage of company-wide payment methods

Configuration of additional data required

Booking approval

Allocation of booking authorisations at company, department and employee level

Allocation of booking authorisations for different types of services (e.g. authorisation to book train tickets only)

Straightforward process for making bookings for colleagues using the team booking option

Employee search by name or username

Travel policies

Any number of travel policies applicable to the whole company, specific departments and specific employees

Travel policies for flights with restrictions on price, travel class, distance, duration, etc.

- Travel policies for hotels with restrictions on price, category, etc.
- Travel policies for rental cars with restrictions on vehicle category, price, provider, etc.
- Travel policies for train tickets with restrictions on travel class, etc.
- Budgeting for travel expenses
- Managers/travel managers alerted to breaches of travel policies
- Travel policy breaches flagged up with expenses before approval

Approval of expenses and reports

- Allocation of report authorisations at company, department and employee level
- Allocation of approval authorisations at company, department and employee level
- Authorisation to approve expenses
- Passive approval option for travel bookings
- Option to approve via the app

Payment process administration

- Storage of personal credit card details in personal travel profile
- Storage of personal credit card details in company profile (for use by all employees travelling for business)
- Storage of travel department card details in company profile
- Administration of additional details required for a transaction (e.g. internal account as mandatory field)

Travel requests

- Optional requirement for travel requests to be submitted by the employee travelling
- Travel requests for selected flight emailed to travel manager
- Travel requests emailed to person with authority to approve them
- Travel requests approved on the system by the relevant employee or a representative
- Details on travel timings applied to expenses
- Passive travel request workflow (for all trips or only in the case of travel policy breaches)

Flight booking module

- Scheduled flight booking
- Low-cost carrier booking
- Search for flexible options or best deals
- Search for direct flights
- Search only for corporate rates
- Search for one-way or return flights
- Search for open-jaw and multi-stop flights
- Search for specific airlines
- Search by price
- Search for nearby airports
- Via option for flights with a stopover
- Search for exact departure times or any departure time
- Results sorted by price
- Round trips matching requirements shown
- Results shown with total price
- Option to add baggage for low-cost carriers
- Option to reserve seats on certain flights
- Automatic application of frequent flyer number
- Booking via Amadeus, direct connections and NDC connections
- Corporate rates highlighted
- Immediate booking confirmation with all internal booking details listed clearly
- Booking added to travel agency queue to be issued
- Low-cost bookings issued directly
- Option to make bookings via the app

Hotel booking module

Bookings at one million hotels using the providers booking.com, HRS, hotel.de, CRC, ehotel.de and DERhotel

Search by city, street, area, category, date, number of rooms

Results shown by price

Results shown on map

Hotel details shown with cancellation policy highlighted

Immediate booking confirmation with all internal booking details listed clearly

Booking confirmation sent to person booking and person travelling

Option to automatically transfer costs

Corporate rates displayed first

Map indicating S-Bahn and U-Bahn stations near hotel

Search by company location search

Optional: own hotel rating system

Option to make bookings via the app

Rental car booking module

Bookings with rental car providers Sixt, Europcar, Hertz, Avis and Europcar

Search by town, pick-up/return station and location

Search by category, price and features

Price comparison between providers

Option to add extras with some providers (e.g. sat navs)

Drop-off and collection

Addition of flight number

Storage of rental car customer number and frequent flyer number

Costs transferred with Sixt

Option to rearrange bookings with Sixt and Europcar

Option to make bookings via the app

Train ticket booking module

Bookings at corporate rates/with corporate customer discounts

Online bookings with tickets to be printed out or shown on smartphone

Profile details shared with Deutsche Bahn

Seat reservations

Free cancellation on train tickets

Reports

Reports on current and past bookings depending on authorisation

Filters available

Comparison of booking and expense details with AirPlus

CSV exports

Booking synchronisation

Update on current online bookings changed as per the customer's instructions (once a day)

2.**Features of Atlatos Expense Engine****Travel expense management**

Module for processing expenses for bookings made

- Processing of additional receipts
- Processing of travel expenses based on route plans
- Processing of subsistence allowances
- Restriction of subsistence allowances to breakfast, lunch or dinner
- Reduction for private use
- Processing of accommodation allowances
- Processing of advance payments
- Processing of catering, including attendees, tips and categorisation as external and internal catering
- Forwarding of travel expense claims to management for approval
- Option for expense claims to be approved and updated by the accounts team
- Creation of expense claims for colleagues
- Option to apply international laws on expenses on a company basis
- Option to process expense claims in currencies other than euros
- Currency calculator for receipts
- Option to process expenses via the app
- Basic OCR function included
- Configuration of criteria for individual receipts such as flat rates, multiple tax positions and limits on amounts
- Option to categorise travel policy breaches by type of expense

Approval of expenses and reports

- Allocation of report authorisations at company, department and employee level
- Allocation of expense authorisations at company, department and employee level
- Authorisation to approve expenses
- Authorisation to update travel expenses that have already been processed
- Authorisation to access exported files
- Option to approve via the app

Administration of expenses

- Administration of expense types
- Administration of travel types
- Administration of subsistence allowances
- Administration of accommodation allowances
- Administration of tax keys
- Administration of account assignments
- Selection of export formats for integration with third-party systems

Expense exports

- Exports of details for all approved travel expenses with choice of 56 individual transfer values
- Exports of expenses yet to be processed
- Exports for archiving travel expense PDFs and receipts
- Exports of expenses yet to be approved
- Travel expense reports sorted by branch, cost centre, etc.

