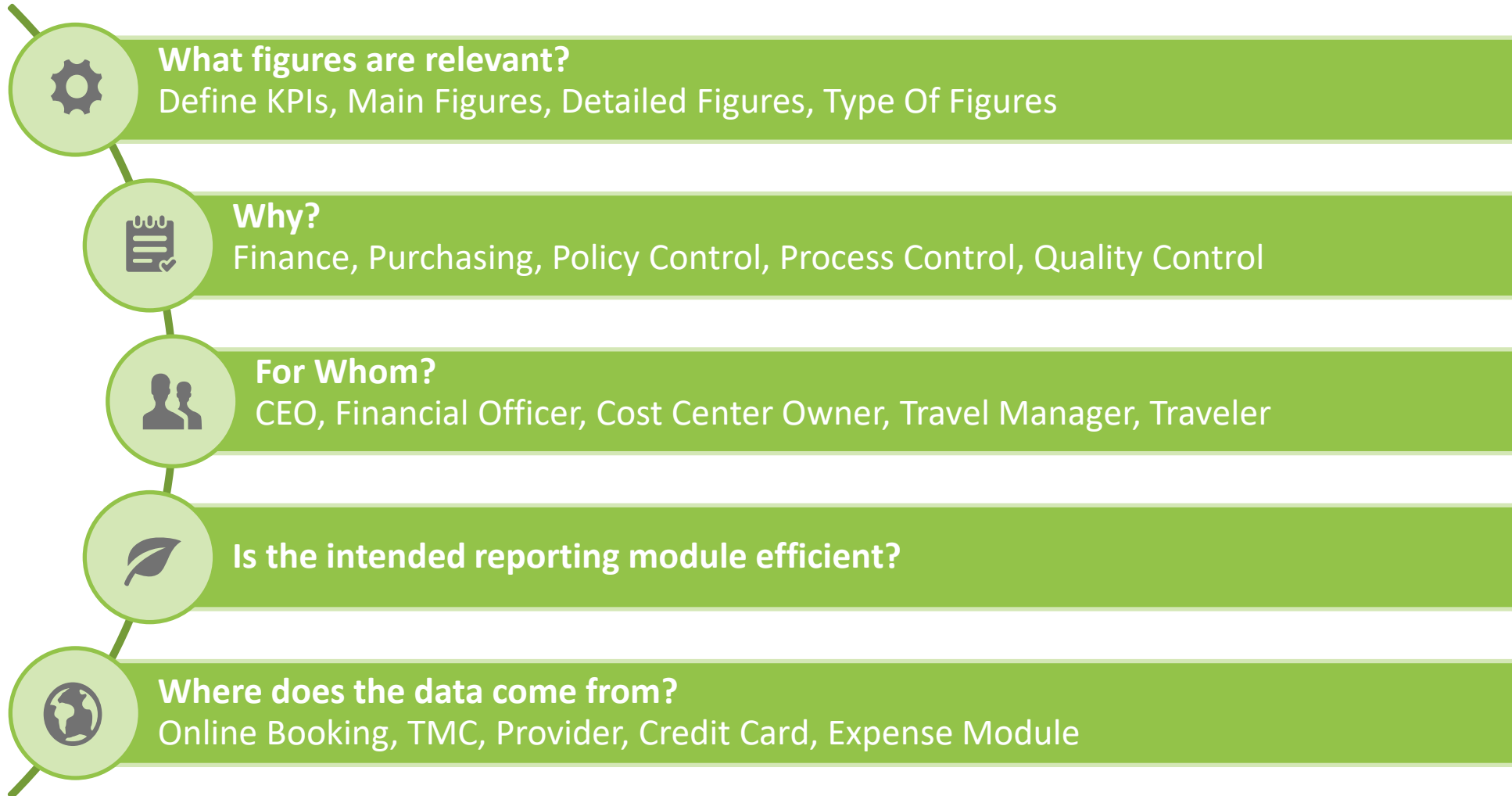




# Reporting

Key Concepts

# Reporting: Concept First!



# Data Sources

full=★★★★★  
partly=★★

	Booking	Expense	Request	TMC	Credit Card	Finance	Business Warehouse
Traveler Tracking	★★★★★	-	★★	★★	-	-	-
MIS Data	★★★★★	★★★★★	-	★★★★★	★★	-	★★
Credit Card Data	-	★★★★★	-	-	★★★★★	-	-
Expense Totals	-	★★★★★	-	-	-	★★	★★★★★
Expense Details	-	★★★★★	-	-	★★★	-	★★
Trip Details	★★	★★★★★	★★	-	-	-	★★
VAT	-	★★★★★	-	-	★★	★★★★★	-
Cost/- Org Assignments	★★	★★★★★	-	★★	★★	★★★★★	★★★★★
Trip Lifecycle	-	★★★★★	-	-	-	-	★★★★★

## Remark

Additionally, dedicated systems for further details and special processes might be available:  
International SOS, Airplus Information Manager, Provider Reporting Hotel/Rail, ...

# Reporting: How to...

What figures are you interested in?

Define KPIs, Main Figures, Detailed Figures, Type Of Figures

Why are your interested in these figures?

Financial Information

Purchasing Improvements

Policy Control

Process Control

Quality Control

Who will benefit of these information?

CEO/ Board

Financial Officer

Cost Center Owner,

Travel Manager

Traveler

Where does the data come from?

Are all ressources available on time?

Online Booking, Provider

TMC, Credit Card

Expense

Where to report it best?

TMC

Credit Card

T&E Solution

Finance

Data Warehouse

How to report?

Who will perform each report?

Who will read each report?

Which frequency will be required for each report?

# Happy to support you!

Our expert team will help with anything around business travel. We create success.

