Amadeus cytric Travel & Expense

Advanced spend management

You need to challenge your bottom-line and improve processes. Looking into your travel spend and turning it into a value-add is the way to go. With Amadeus cytric Travel & Expense, you combine the strength of end-to-end optimisation with global content, trusted technology and a strong user experience.

With continued growth in travel spend worldwide[1] 85% of corporations have controlling direct costs as their #1 priority[2] – and this is not just about the cost of airfares.

Securing cost reductions requires a tight corporate travel policy backed up by a flexible cross-device platform and an automated expense management system. This is the only way to keep up with cost tracking and reconciliation which can negatively impact your bottom line.

Amadeus cytric Travel & Expense is an agile, integrated solution to control your corporation travel programme – while simplifying the user experience. Backed by the unparalleled content, technology and expertise of Amadeus, cytric T&E helps companies address the challenges CFOs face, keeping finance processes running smoothly, while driving business performance.

Optimise processes and costs

With Amadeus cytric Travel & Expense, defining travel policies including preferred suppliers and negotiated rates becomes easy. From then on, the solution automatically takes your rules into account, giving you an overview of all direct travel costs on flights, hotels, trains and car rentals.

A set of T&E policies means procurement, budgeting and cost control all get easier, and with this in place controlling spend is easier to achieve. Once organisations see their spend, they benefit from consolidated buying. With T&E, purchasing power becomes a reality. Moreover accurate front to end reporting and monitoring of travel activity and expenses allows for saving opportunities.

Companies with a managed travel strategy can save **30%**[3] on total travel costs compared to those who don't. Travel purchase optimisation results in **12%** and **55 %** average savings on direct and indirect travel costs respectively[4].

With Amadeus cytric Travel & Expense, your look beyond direct costs, impacting indirect costs, the ones related to travel and that need to be avoided: manual handling of travel expenses, errors, email exchanges etc.

1 GBTA CWT study, 8.6 %
2 Amadeus European Business Travel Trends study, April 2015
3 Source: https://www.linkedin.com/in/robert-daykin-04142812?authType=name&authToken=WjNV
4 i: FAO annual report 2014

AMADEUS

Keep your employees focused

With a travel programme running on proven technology and access to the most relevant content for your travellers, Amadeus cytric Travel & Expense makes policy compliance easy. Built with the traveller in mind, the user-friendly interface facilitates online adoption for users, be it travellers, accountants, HR employees, controllers etc. – from booking travel at the right rates to coding expenses properly.

Employees can book flights, rail travel, hotel rooms and a range of other services online anytime, anywhere and directly from the content of the global distribution system (GDS) or through numerous direct connections (Vendor Direct Access). This means less work coordinating with a travel agency, freeing up more time for other tasks.

Best company – preferred travel options on flights, hotels, trains, low-cost suppliers or direct providers are available at a glance, with no need to open multiple windows. Why waste time searching elsewhere? Travellers can speedbook their recurring flights and hotels in less than 30 seconds. A dedicated dashboard just for travel arrangers speeds up booking, including a subsequent view of all related booking data.

Additional services, such as transfers to or from the airport, taxi services and much more can be added directly to a trip. With Amadeus Ticket Changer, employees can also use the tool to change their flight bookings. All the partner travel agency needs to do afterwards is issue the new tickets.
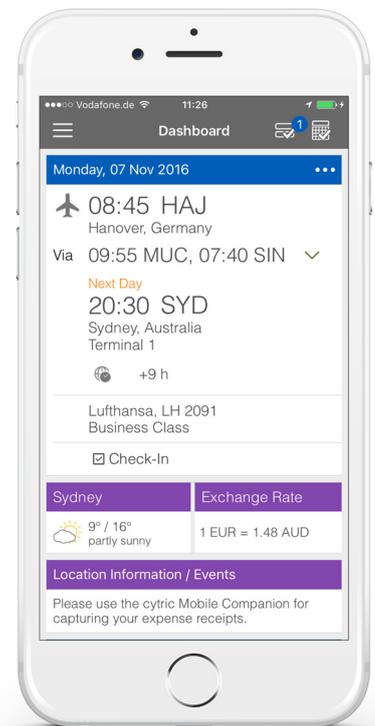
Travellers can also manage their trip on the go, whether checking in for a flight, approving a trip request or scanning a receipt. Even more, they can submit their travel expenses straight away by taking pictures of their receipts and invoices using their smartphone camera. This removes the burden of having to enter their expenses into the system afterwards.

Timeline enables travellers to view the expenses on one page when back at the office, consolidating all items from a cumbersome step by step workflow. As receipts have been uploaded as they occurred, the booked travel is automatically pulled into the expense report.
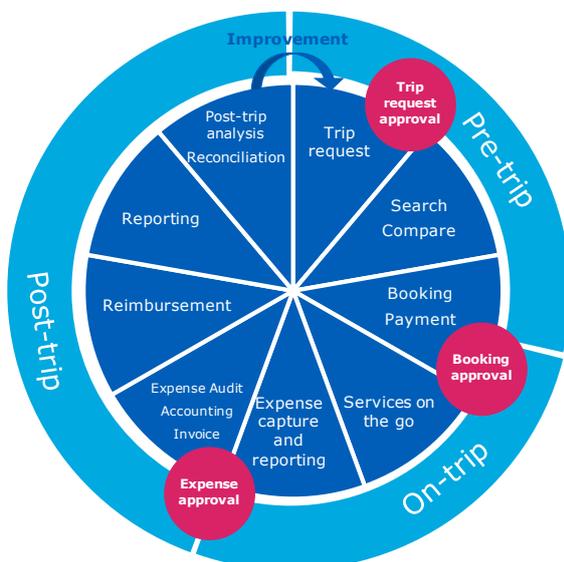
Ensure consistency over time

In this fast-paced business you need to ensure that your employees keep performing. Businesses may have concerns about changing their systems – fearing the unknown in terms of data security, global expansion and cost control. Choosing Amadeus means opting for a long-term partner, acting truly as a global travel player with a geographical footprint and an infrastructure equipped to meet corporations' global operations. Amadeus gives you insight and clear direction in both IT and travel technology – backed up with the investment to make it happen.

Adoption is key to drive direct costs down and goes with a better user experience.

One solution, one app: full end-to-end integration.

Amadeus cytric T&E helps you drive your corporate policy easily: from trip planning to booking, expense reporting, accounting and reimbursement, all online and all in one single system. Your rules apply, with customised features to enable the best purchase decisions.

AMADEUS

Booking a business trip can be as easy as booking your next holiday.

Go anywhere with trusted content

- Access your chosen relevant travel content with the most adapted rates

- Connect to the world with the richest GDS and external content on flights, rail, hotels, cars in a consolidated tool or benefit from numerous direct connections (Vendor Direct Access)

- More than 430 bookable airlines, depending on the GDS used, including more than 80 leading regional low cost (LCC) and hybrid carriers, with real time fares and availability

- Integrated content from hotel chains, representation companies, independent properties and leading hotel aggregators in a merged display

- Regional focus with best in class rail integration

- Altéa, unique community based platform shared between airlines and travel agencies, with a single shared PNR: real time access to airlines schedules and availability on Altéa airlines enabling to provide winning customer service and duty of care… even on the move (mobile)

- Viewing travel plans, giving approvals and online check-in are just as easy as on a desktop computer

Gain certainty with trusted leadership

With strong financial performance, Amadeus is regularly rated as #1 R&D investor (in the travel and tourism industry in Europe).

- 4.1 billion Euros invested in R&D since 2004

- 661 million Euros invested in R&D in 2015

- 19 R&D centres

- 13,000 employees

- 195 countries

Thanks to the Amadeus ecosystem, reach a wider end-to-end solution encompassing data security, Business Intelligence and Duty of Care.

Amadeus cytric Travel & Expense
Advanced spend management

Grow with trusted technology that serves your employees and keeps them focused

- Smart search taking into account the traveller's personal search history and an overall comfort value

- Schedule driven or Fare driven search

- Leading fare search technology (Amadeus Master Pricer)

- Interactive seat maps

- Ancillary services, even on LCCs and rail, with policies integration

- Simplified real-time fare conditions (Amadeus Mini Rules)

- Online reception and selection of alternative proposals from your TMC (Amadeus Offers and Agent Link)

- Policy-compliant ticket changes (Amadeus Ticket Changer)

- Map shopping, full multimedia content

- Upfront fare info

- Booking from availability showing lowest agency, corporate, net, and web fares in a single screen (Grid Pricing*)

- Best purchase decision based on superior and user-friendly aggregation of availability with most appropriate sources and pricing (Cube Channel Technology*)

- Business travellers' trusted reviews

- Push notifications for changes in flight time or gate

- Timeline function: documents can be assigned to a particular day with an easy drag and drop function

- Seamless integration between HR, finance, expense and travel management platforms

- Integration with any ERP of your choice

- Services available on Mobile

The features with (*) are registred or unregistered trademarks of iFAO AG

At Amadeus we are 14,000+ experts in 190+ countries, committed to advancing the world of travel. Our solutions help customers and partners:

_ Connect to the travel ecosystem and grow revenues
_ Manage operations efficiently and reduce costs
_ Serve travellers better and increase loyalty

Visit **amadeus.com** or contact your Amadeus Account Manager to learn more

Let's shape the future of travel.

Amadeus cytric Travel & Expense
Advanced spend management