

Did you know...

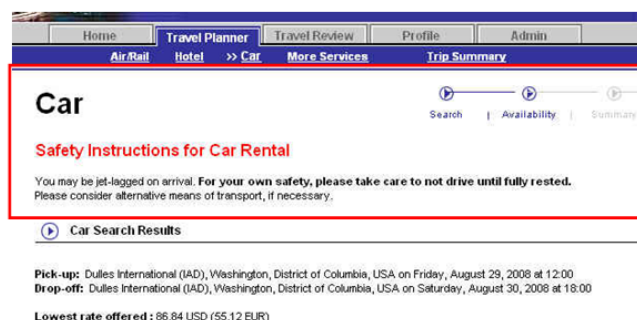
...Amadeus e-Travel Management supports your traveller safety and security programmes?

Travel Managers are increasingly focusing and putting in place more comprehensive traveller security and safety policies and programmes to ensure employee welfare and compliance with duty of care.

On a practical basis there are numerous ways in which you can already take advantage of Amadeus e-Travel Management to support your company's traveller security, safety or risk management programmes and policies. Here are some simple quick tips on how you or your TMC can use Amadeus e-Travel Management for this starting today.

Providing up to the minute safety advice

You can use customisable marketing messages to provide up to the minute safety advice to travellers. These messages are freely available for you to use and just like travel rules are easily configurable by country, city or airport or customised regions/provinces. The messages can be programmed to appear for specific dates or time periods.



The screenshot shows the Amadeus e-Travel Management interface. At the top, there are navigation tabs: Home, Travel Planner, Travel Review, Profile, and Admin. Below these are sub-tabs: Air/Rail, Hotel, >> Car, More Services, and Trip Summary. The main content area is titled 'Car' and features a search bar with 'Search', 'Availability', and 'Summary' buttons. A red-bordered box highlights a 'Safety Instructions for Car Rental' message. The message text reads: 'You may be jet-lagged on arrival. For your own safety, please take care to not drive until fully rested. Please consider alternative means of transport, if necessary.' Below the message, there is a 'Car Search Results' section with a 'Pick-up' location of Dulles International (IAD), Washington, District of Columbia, USA on Friday, August 29, 2008 at 12:00 and a 'Drop-off' location of Dulles International (IAD), Washington, District of Columbia, USA on Saturday, August 30, 2008 at 10:00. The lowest rate offered is 86.84 USD (55.12 EUR).

Sample Message

A simple practical application of this would be to have a message appear associated with certain flight or car rental destinations reminding travellers that after a long flight they should not drive until fully rested.

Enforcing specific approval or booking workflows for medium- or high-risk travel

You can easily enforce mandatory approval by configuring rules related to routes or destinations considered high risk (and configure messages to appear to advise travellers of these specific approval requirements).

Blocking high-risk destinations to ensure zero-travel to these areas

To ensure zero travel to high-risk areas you can configure administration rules on Amadeus e-Travel Management to block specific destination countries or cities/airports. Once configured rules can be enabled or disabled as required and changes are effective immediately. These rules can also be activated for a certain time period and an associated message can be set up to advise travellers as to why this journey cannot be booked or to inform them about the risks of travelling to that destination.

Blocking travel providers who do not comply with your company's security standards

Applicable for companies who enforce strict security requirements at e.g. hotels, Amadeus e-Travel Management allows the blocking of providers simply via the include/exclude lists available in the various administration wizards. Up to 50 items can be flagged.

Ensuring access to travellers' emergency contact and other health and safety details

Using the Profile Management module, in liaison with your HR and Safety/Risk Management teams, you can easily make the mobile phone field mandatory for all your travellers profiles to facilitate sending of SMS alerts or traveller location in case of an emergency.

For companies where corporate mobile devices are not issued as standard, advise that a personal mobile or 'emergency contact number' should be included in the profile to facilitate traveller safety and location in the case of an emergency.

Additionally, depending on your company's policies, the custom fields in the traveller profile can be adapted to cover a variety of safety/health purposes such as informing of allergies, blood type, medication requirements... and these fields can be set as mandatory if required.

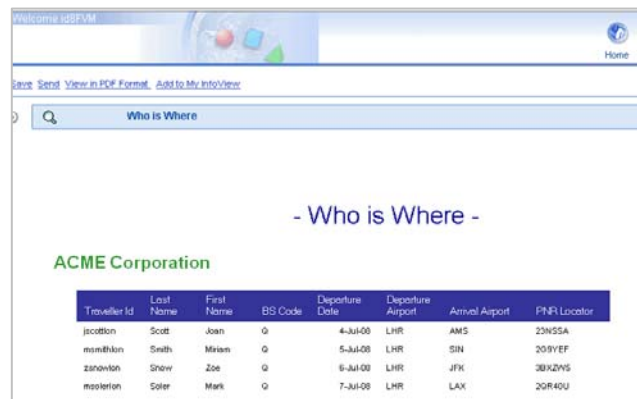
Linking internal and external safety/security-related information

- **To your corporate safety policies:** Link to your company's safety policies directly from the Amadeus e-Travel Management home page to help ensure your travellers are fully informed of what to do in case of risks or problems while travelling.
- **To third party travel risk and safety advice services:** You can easily include a link from Amadeus e-Travel Management to your company's preferred safety advice.

Traveller tracking - real-time reporting on 'Who is Where'

To get a full view of where your travellers are at any single time you can access the Amadeus e-Travel Management 'Who is where' report.

Using Amadeus e-Reporter, you can see the full list of employees travelling during a period with basic travel details and PNR locators. You can then drill down for each traveller/PNR to get complete itinerary details.



Traveller Id	Last Name	First Name	BS Code	Departure Date	Departure Airport	Arrival Airport	PNR Locator
jacobson	Scott	Joan	Q	4-Jul-08	LHR	AMS	23WSSA
msmithson	Smith	Miriam	Q	5-Jul-08	LHR	SIN	209YEF
zshonkton	Shaw	Zoe	Q	6-Jul-08	LHR	JFK	30XZVS
masleron	Soler	Mark	Q	7-Jul-08	LHR	LAX	20R40U

'Who is where' report

Automatically inform Security department of all trips

Finally, for all types of travel, you can automatically have your Security department copied on all trip confirmation emails, should they need to be informed on an ongoing basis as to who will be travelling where on which dates.