



EXPENSE MANAGEMENT

# Infor Expense Management Travel Plans

## Focus on the traveler

Minimizing travel costs, enforcing often-ignored travel policies, and eliminating unnecessary travel, means continually implementing new processes—checks and balances that help influence travel policy compliance. By taking control of these processes, you can reduce the stress and hassle of making travel plans. You'll be able to automate the entire travel experience—from pre-trip planning to post-trip reimbursement.

With Infor® Expense Management Travel Plans, you gain valuable insights into your corporate travel policies and costs by streamlining your approval process with automated review and approval tools. Not only will you regain control of the cumbersome travel planning process—but you can also reduce nonessential travel and improve how you control travel spending. In addition, you can link your travel planning needs with other key operational processes such as expense reporting and project time capture.

## Key benefits

Infor Expense Management Travel Plans helps you capture a wealth of corporate and employee data with far more detail than you'll find in most financial systems of record. By using this important information, you can spot trends that will allow your company to:

- Control travel that's either unnecessary or needlessly expensive by staying compliant with travel policies.
- Enforce your corporate travel policy before spending occurs, thanks to system-verified compliance alerts.
- Make better approval decisions and help your employees make smarter spending choices with better insights into the travel planning process.

## Control your travel costs

By seamlessly integrating with Infor Expense Management Expense Reports, Travel Plans lets you compare pre-approved elements with actual expenditures. That way you'll be better equipped to control costs by discouraging last-minute travel and requiring the use of preferred vendors.

You'll also ensure compliance with your travel policies by relying on the solution's instant alerts to out-of-policy items. These important alerts let your employees make needed modifications during itinerary creation. And by making changes like selecting your preferred airline to receive favorable negotiated pricing before submitting plans, your employees help streamline the approval process.

## Automate the travel management process

Innovative companies around the globe rely on the proven capabilities of Infor Expense Management Travel Plans to automate their entire travel management process. In doing so, they can enforce travel policy compliance, control costs, and make travel planning faster, easier, and more accurate. Deployed on-premise or in the cloud, Infor Expense Management Travel Plans features:

**Infor Reporting**—Get out-of-the box management and auditor reports and analytics, so you can get insights into your travel spending and negotiate vendor rates.

**Automated review and approval**—Give your managers the option to review and approve employees' travel itineraries and their trip justification before ticketing. What's more, because travelers need to estimate a trip cost for hotels, meals, and miscellaneous expenses, your managers also gain valuable insight into those employee travel costs.

## Enterprise functionality and cross-platform support—

Gain true enterprise functionality with cross-platform support and the broadest range of deployment options. Whether your users access the system from their desktop or laptop, everyone benefits from Infor's common, intuitive user interface. You'll capitalize on an end-to-end solution that links your travel planning processes with other key operational processes such as expense reporting and project time capture. Working in tandem, Travel Plans and Expense Reports deliver a complete solution for automating the entire travel experience—from pre-trip planning to post-trip reimbursement.

## Deliver application performance and reliability

Whether you choose to deploy on-premise or as a software as a service (SaaS) offering, Infor Expense Management Travel Plans gives you powerful control over the entire travel experience.

For cloud customers, Infor Expense Management Travel Plans is hosted on the state-of-the-art Amazon Web Services (AWS) cloud infrastructure. That means you get world-class network performance, rock-solid reliability, and complete security. With continuous backup, complete disaster recovery features, and numerous Internet backbones, Infor Expense Management Timesheets delivers unbeatable application performance and security.

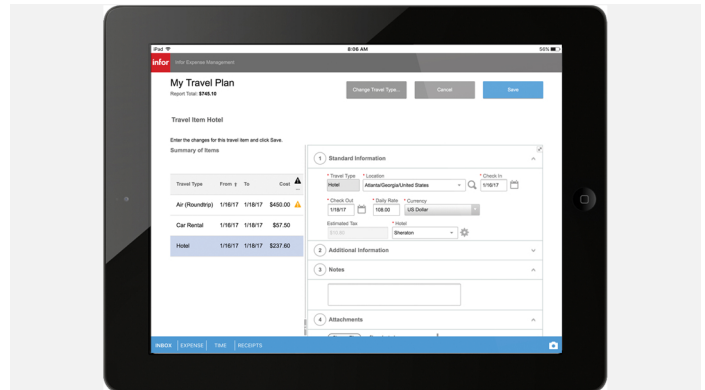
Through Infor's partnership with AWS for cloud customers, you can count on absolute business continuity from every angle against every kind of man-made threat or natural disaster. With multiple redundancies and backups, your data is as secure as possible. Best of all, AWS tools including auto scaling and elastic load balancing, so Infor Expense Management can scale up or down based on demand. That means you get access to compute and storage resources when needed.

Some advantages of running the application from AWS include:

- An end-to-end approach to a secure IT infrastructure, including physical, operational, and software measures.
- AWS Cloud Compliance, which covers numerous programs including ISO, HIPAA, SSAE, FedRAMP, CSA, and more. An up-to-date list can be found at: <http://aws.amazon.com/compliance/>.
- A scalable, reliable, and secure global computing infrastructure, the virtual backbone of Amazon.com's multi-billion dollar online business that has been honed for over a decade.
- Twelve regions around the globe that provide Infor with multiple options for cloud deployments.
- Multiple availability zones (AZ) within each region with each AZ comprised of one or more data centers, allowing for built-in data center redundancy.

## Maintain security and compliance

Because compliance needs change by country and region, Infor Expense Management Travel Plans can help you maintain PCI compliance so you can protect sensitive employee credit card data and meet PCI DSS standards. In addition, companies subject to the Sarbanes-Oxley Act of 2002 can't afford to let large costs go uncontrolled or risk a major security breach or performance failure. Infor Expense Management has obtained clean SSAE 16 (formerly SAS 70) reports every year since 2004, which satisfies adherence to the most stringent Sarbanes-Oxley requirements.



## Stay focused on your travel spending

Infor Expense Management Travel Plans automates the entire travel management process so you can enforce corporate policies, curtail unnecessary trips, and maintain a sharp focus on managing your travel spend.

With Infor Expense Management Travel Plans, you can streamline your company's approval process, saving both time and money. And you'll see these returns on your Infor investment in the shortest time possible through:

- Automated end-to-end travel management
- Improved employee spend control
- Integrated business intelligence
- Increased operational efficiencies
- Improved global functionality

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