

NEW TRAVEL & EXPENSE MANAGEMENT MODULE

- ◎ More Comprehensive Travel Data
 - Know where our travelers are – risk management and 911 tool
 - Better record of airline, hotel, car rental usage for possible preferred rates

- ◎ Analytical Reporting of Travel Expenses
 - Standardization of data entry provides better reporting in all aspects

- ◎ Streamlining of Travel Process
 - Eliminates paper-shuffling and allows for ad-hoc electronic approval process
 - Automatic calculation of per diem
 - Minimize errors
 - Align all travelers with BOR travel regulations