



Infor Expense Management
Travel Plans helps your
company act strategically to
prevent unnecessary travel
and pare down expenses.



EXPENSE MANAGEMENT TRAVEL PLANS

DO BUSINESS BETTER.

The best time to reduce unnecessary costs is to stop them before they occur. Travel expenses are no exception. Finding better ways to spend less on travel, while gaining a significant return on your travel expenditures, can help you get the most from your travel dollars. To minimize travel costs, enforce often-ignored travel policies, and eliminate unnecessary travel, you need to continually implement new processes—checks and balances that help influence travel policy compliance. Infor™ Expense Management Travel Plans offers valuable insight into corporate travel policies and costs that can help you regain control over the travel planning process, reduce nonessential travel, and pare down your travel spending.

LEVERAGE EXPERIENCE.

With more than a decade of experience in expense management, Infor has the know-how to help your company take control of its travel planning. From report creation to processing to approval, Infor Expense Management Travel Plans automates the entire travel management process to help companies enforce corporate policies, curtail unnecessary trips, and maintain a sharp focus on managing their travel spending.

Travel Plans helps organizations like yours to capture a wealth of corporate and employee data, so you can spot trends that will allow your company to:

- ▶ Plan travel more efficiently
- ▶ Negotiate savings with preferred vendors
- ▶ Control costs

GET BUSINESS SPECIFIC.

By seamlessly integrating with Infor Expense Reports, Travel Plans helps companies like yours to compare pre-approved elements with actual expenditures. You're better equipped to control costs by discouraging last-minute travel and by requiring the use of preferred vendors and ensuring compliance with your travel policies. That also streamlines the approval process, saving time and money. This web-based solution features:

Integration with online booking systems. By importing information directly from online booking systems, you can base approval decisions on the most accurate data available.

Automated review and approval. Travel Plans gives your managers the option to review employees' travel itineraries and their trip justification before ticketing. You can even approve travel plans on your Blackberry® or other HTML-compatible device such as an iPhone™. What's more, because travelers are required to estimate a trip cost for hotels, meals, and miscellaneous expenses, the solution provides managers with valuable insight into employee travel costs.

Compare planned and actual travel costs. Travel costs have a way of escalating over the course of each trip. Infor Expense Management Travel Plans lets you compare historical changes from planned to actual costs so that you can estimate costs more accurately.

Enterprise functionality and mobile device support. Travel Plans gives you true enterprise functionality with the broadest range of deployment options. Better still, you'll capitalize on an end-to-end solution that links travel planning with other key operational processes, such as expense reporting and project time capture.

Flexible delivery options. Infor offers an unparalleled range of software deployment options so that you can choose the way that suits you best. You can take advantage of a hosted version and let us deal with application management, or you can license the application outright.

SEE RESULTS NOW.

Companies around the globe rely on the proven functionality of Infor Expense Management Travel Plans to automate their entire travel management process. This proven travel management solution is helping these organizations to enforce travel policy compliance, control costs, and make travel planning faster, easier, and more accurate. And you'll see these returns on your Infor investment in the shortest time possible through:

- ▶ Automated end-to-end travel management
- ▶ Employee spending control
- ▶ Increased operational efficiency
- ▶ Global functionality

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The Infor logo consists of the word "INFOR" in a bold, sans-serif font. The letters "I", "N", "F", and "O" are black, while the letters "R" and "A" are red. A small trademark symbol (TM) is located to the upper right of the "R".