

atlatos

Added value for your
company



atlatos
Einfach Geschäftsreisen buchen.



Welcome

Atlasos is a leading provider for business travel solutions in Europe.

Our strength is the simplicity of system usage, our flexibility in action for your company and the integrated documentation of the entire travel organization - from the travel request through the booking to the point of the travel expense report.

Our promise: service and quality for your satisfaction

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Atlasos

Leading provider of business travel solutions for mid-sized companies in Europe

Facts:

- More than 1.450 companies trust in Atlasos
- More than 400.000 business travelers use Atlasos
- 14 % cost savings for our customers
- 81 % average adoption rate of online bookings
- 44 % flight, 29 % train, 22 % hotel and 5 % rental car bookings
- +13 years Atlasos

End-to-End Process

The travel process is exactly adjusted to your company

Travel Request

A screenshot of the 'ADD A NEW TRAVEL REQUEST' form. The form includes a header with 'Request', 'Status', and 'Archive' tabs. Below the header, there are fields for 'Name', 'Username', and 'Travel No.'. The 'Name' field is filled with 'Max Mustermann', 'Civil center' with '656', 'Company' with 'Atlantos GmbH, Schloßstr. 24, 65044 HUNKEL, DE/HRN'. The 'Username' is 'LZingel' and 'Travel No.' is 'Expenses'. Below the header, there is a section titled 'ADD A NEW TRAVEL REQUEST' with a 'not forwarded' status. The main form area has a heading 'Please specify a starting location if it's not your company.' and fields for 'City of departure', 'Target city', and 'Country of destination' (set to 'Germany'). There are also fields for 'From:' and 'Until:' dates, and a table for 'Departure time' and 'Arrival time' with 'Discrepancy' values.



Travel Booking

A screenshot of the Atlatos travel booking interface. The interface shows a search bar and a calendar for 'April 2018'. Below the calendar, there are four callout boxes labeled 'Train', 'Car', 'Flight', and 'Hotel' pointing to various search results. The 'Train' callout is a red circle with white text. The 'Car' callout is a red circle with white text. The 'Flight' callout is a red circle with white text. The 'Hotel' callout is a red circle with white text. The interface also shows a 'Log out' button and a 'Home' link.



Travel Expense Report

A screenshot of a 'Travel expenses' report. The report header includes 'Company: Atlantos GmbH, Schloßstr. 24, 65044 HUNKEL, DE/HRN', 'Name: Max Mustermann', 'Civil Center: 656', 'Personnel No.: 0', 'Travel expense no.: 3270-737', and 'Date: before approval'. Below the header, there is a 'Travel expenses no.' field with the value '3076-137' and a barcode. The main part of the report is a table titled 'Expenses overview in EUR' with columns for 'Category', 'Amount', 'End of travel', 'Start of travel', 'Destination city', 'Quantity of', and 'End date'. The table contains several rows of data, including 'Hotel', 'Car', 'Flight', and 'Train'. At the bottom of the report, there are fields for 'Reported by', 'Approved by', and 'Date'. A note at the bottom states 'EUR & R will be assigned to the following account & L.Z.'.

Whether passive or active travel request, central or decentralized travel booking or the usage of the travel expense report – Atlatos Profi Traveller will be exactly adjusted to the needs of your company.

Atlantos Profi Traveller

Online Booking System

- Optional workflow of travel request
- Integration of the individual travel agency
- Individual set up of the integrated providers
- Deposit of company agreements
- Interactive travel guidelines
- Integration of interfaces
- Recall of reportings
- Definition of payment processes and account assignments
- Administration of authorizations
- Individual company design and a lot of more functions

The screenshot shows the Atlantos Profi Traveller web application. At the top left is the logo "atlantos" with the tagline "Einfach Geschäftsreisen buchen." Below it are navigation tabs for "Flight", "Hotel", "Car", and "Train". The "Hotel" tab is active. In the top right, a user profile for "Max Mustermann" is shown with a "Logout" button. A breadcrumb trail reads "1. Search → 2. Selection → 4. Overview & Payment → 5. Booking confirmation". The main section is titled "HOTEL SEARCH" and contains several input fields: "City of destination" (London (England)), "Radius" (---), "Arrival" (07.03.2019), "Hotel name", "Price start" (€ 40), "Price limit" (€), "Departure" (08.03.2019), "Desired category" (4 stars), "Persons" (1), and "Room" (1). A "Search" button is located at the bottom right of the form. On the left side, there is a sidebar menu with categories like "My data", "Travel Management", "My company", and "Administration".



Flight Booking

Book flights world-wide online

- Online booking of 400+ airlines (scheduled flights and low cost carrier world-wide)
- Central payment methods (AirPlus, American Express, etc.)
- Recommendation of the preferred pay scale type
- Interactive travel guidelines
- Deposit of corporate rates
- Individual set up of providers
- Book flights via app

amADEUS
Your technology partner



travelfusion

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Hotel Booking

Book hotels easily

- Online booking of booking.com, HRS / hotel.info, CRC and others
- Support of central payment process
- Interactive travel guidelines
- Prioritization of negotiated company rates
- Comparison of price and availability
- Set up of customer selected hotel provider
- Mobile booking via app

Booking.com business



DERHOTEL

ehotel

HOTEL INFO



Rental Car Booking

3 clicks to book a rental car

- Online booking of Sixt, Hertz, Europcar, Enterprise, Avis etc.
- Book extended benefits, like navigation system
- Central payment and account assignment
- Interactive travel guidelines
- Deposit of the corporate program
- Optional delivery and pick-up service
- Mobile booking via app

AVIS

enterprise
rent-a-car

Europcar

Hertz[®]

SIXT
rent a car

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Train Booking

Efficient train booking

- Online booking of corporate rates of Deutsche Bahn
- Data delivery to the integrated travel agency system Midoco
- BahnCard booking, if there is an approval
- Comprehensive reporting and export of data to excel by appropriate authorization
- Call up of train bookings in the Atlatos-App and the DB Navigator App



bahn.business



Interactive Travel Guidelines



HOTEL BELLEVUE AM KURFÜRSTENDAMM
★★★

Emserstr. 19-20
10719 Berlin
Germany

4,5 km

Booking.com business

From 49,64 EUR

Hotel details

6.9/10



APARTHOTEL RESIDENZ AM DEUTSCHEN THEATER
★★★

Reinhardtstr. 27a-31
10117 Berlin
Germany

0,8 km
7,6 km
0,9 km

HRS

From 156,20 EUR

incl. Breakfast

Hotel details

8.8/10

More Offers for

Booking.com
From 162,00 EUR

eHotel
162,00 EUR

- Integration of travel guidelines / policy in order to regulate the Online Booking Engines
- Interactive travel guidelines for the company, department, subsidiary and on employee level
- Consideration of travel policy violations with justification and Travel Manager Alert
- Travel budgeting
- Recording of travel policy violations in travel expense report and a lot of more functions



Travel Expenses

The End-to-End process reduces the time spent on travel expense accounting by almost 60 %.

Efficient Travel Expense Management

- Travel expenses are accounted for on the basis of the booking data
- Accounting can easily correct and approve bills as needed
- An exact sub-ledger with automated posting in downstream systems
- Travel policy violations are displayed transparently in the billing process for the approver
- Central paid travel services are reported as total costs
- Different tax laws can be defined per company

Expense Engine

- My data
- Latest bookings
- DB booking search
- Train service
- Booking history
- Travel request
- Travel expense reports**
- Travel agency
- Contact
- User profile
- Booking right
- Travel Management
- Travel Info
- My company
- Administration

Name:	Max Mustermann	Cost center:	666
Username:	LZingel	Company:	Atlas GmbH, Schloßstr. 24 65594 RUNKEL-DEHRN
Travel No.:	Expenses		

CREATE MANUAL TRAVEL EXPENSE

STORED TRAVEL EXPENSES

Bills	Private transportation	Day specifications	Advance Payment	Entertainment
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BOARD AND LODGING

Per diem rate ⓘ Accommodation rate ⓘ Tax allowable expenses ⓘ

Aktiv	Date	Breakfast ⓘ	Lunch ⓘ	Dinner ⓘ	from / until	Meals ⓘ Overnight ⓘ
<input checked="" type="checkbox"/>	14.06.2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08:00 24:00	Germany <input type="checkbox"/> without overnight stay
<input checked="" type="checkbox"/>	15.06.2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	00:00 17:00	Germany <input type="checkbox"/> without overnight stay

Online Travel Expense Reports

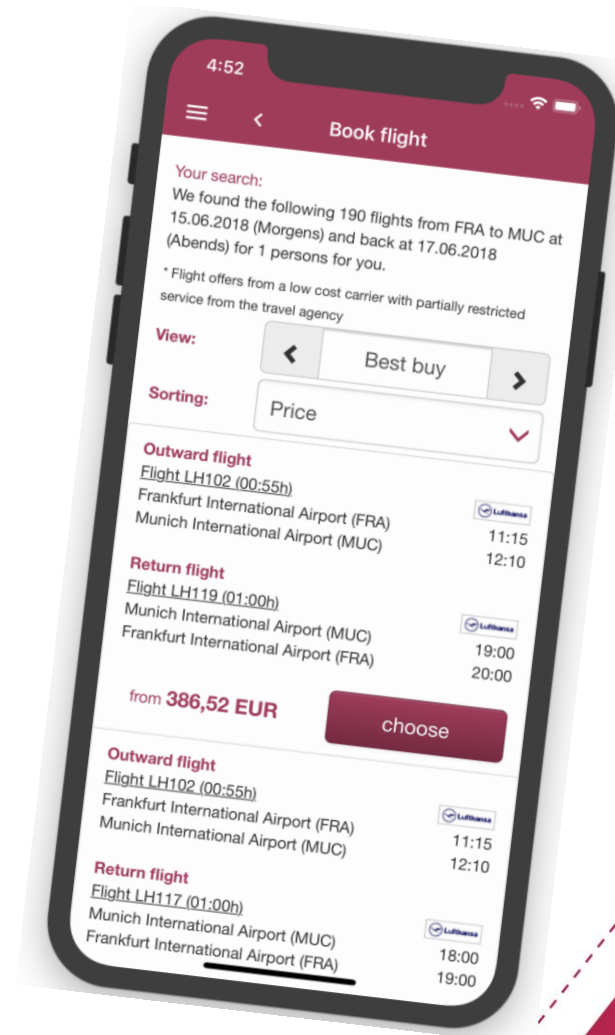
- Fully integrated travel expense report with automatic processing of booking data
- Online workflow of accounting for multi-level approval
- Simple addition to the locally incurred travel expenses
- Simple accounting for colleagues
- Calculation of the meal allowance, the reductions as well as the accommodation lump sums per day (also company specific)
- Report for the three-month time period test
- Calculation of the mileage allowance

and a lot of more functions

Atlatos Mobile

Book easier on road

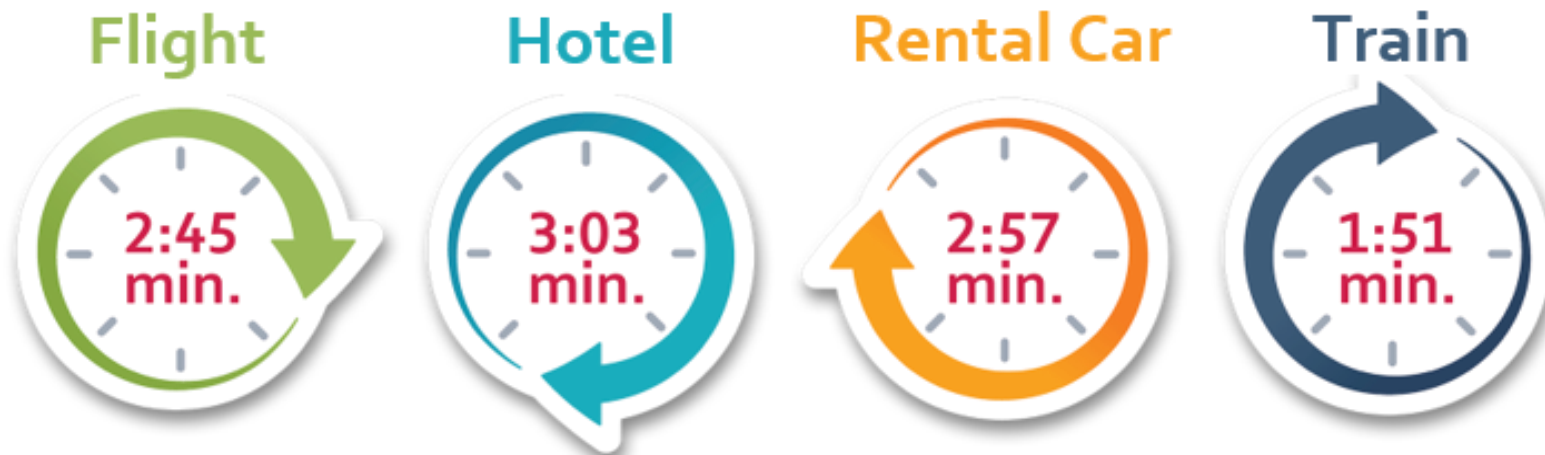
- Native Atlatos-App or mobile version
- Recall of booking data
- Booking of flights, hotels and rental cars according to company guidelines
- Make travel request
- Approval of travel requests
- App available for iOS and Android



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Time saving

Average working hours spending on travel booking:



The time savings for the travel arrangements for the individual traveler is up to 40 % compared to the travel booking on various portals. Compared to an order by telephone or e-mail at a travel department / travel agency, the average time saving is 65 %*

*(except for complex flights with more than two stopovers)

Transparency



Overview

Current bookings and the booking history are available online and mobile



Excel-Report

Detailed information of all travel services



Guidelines

Reports of bookings with violation of travel guidelines



Survey

Evaluation of differences between booking and accounting

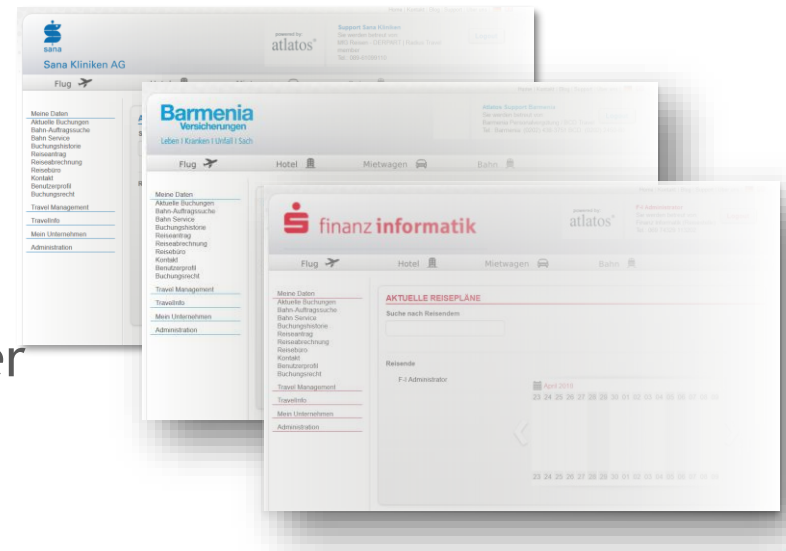
Improved use of possible savings



Individuality

Individual Settings

- Customer design with logo & colour
- Information for the travelers
- Settings for providers, price and other booking options
- Deposit of individual contracts with suppliers
- Custom functions and role definition
- Approval of the use of the Atlatos app
- Activation of additional modules and external interfaces





Data Protection

Compliance with the requirements of the EU Data Protection Ordinance (GDPR) for maximum security of personal data in the travel organization. Data Processing Centre in Germany and EU

Interfaces

Travel agency integration

Optimal integration of your company service premium partner

Payment data

Integration of the credit card data for the alignment with the booking data

Single Sign-On

Registration via Single Sign-On based on SAML and company-specific user identification

Travel Request



Travel Booking



Travel Expense Report



Export of the accounting data
Csv-format and soon via Webservice

Import of master data

Daily import of profile data of users incl. approval rights

Account assignment

Company-specific configuration of cost centers by daily import

Interfaces simplify travel arrangements and reduce manual efforts to a minimum

Implementation

Conception & Data delivery

- Kickoff-Meeting
- Definition of the system set-up
- Delivery of set-up data
- Elaboration of an implementation plan

Implementation

- System set-up
- Involvement of the travel agency partner
- Set-up of interfaces
- Set-up of the SSO-process

Acceptance & Training

- System hand-over
- Introduction of key user
- Documentation and preparation of the communication
- System release

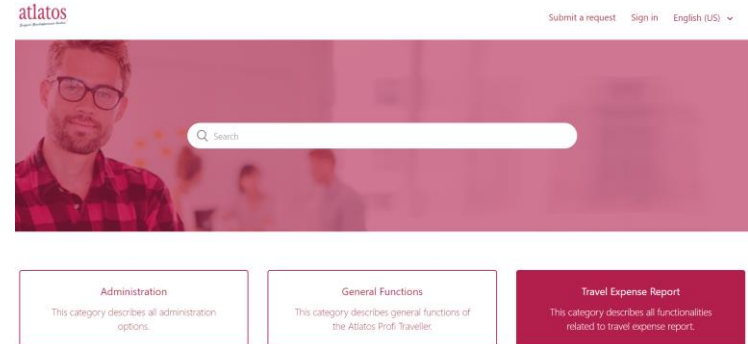
Training & Going live

- Training of the respective user groups
- Briefing of the employees
- Sending of access data

Support & Training

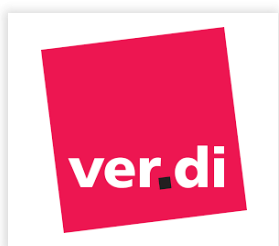
The perfect support for a smooth business travel routine

- Support for all booking requests by the travel agency premium partner, including 24/7 service
- Online support-center including training videos e.g.
- Technical support
- Free of charge online-training (monthly)
- Individual online-trainings
- Onsite-training



References

A small selection of our customers



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Images: [istockphoto.com](https://www.istockphoto.com)