atlatos

Added value for your company

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Einfach Geschäftsreisen buchen.

Welcome

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

Facts:

- More than 1.450 companies trust in Atlatos

- More than 400.000 business travelers use Atlatos

- 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 Atlatos

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End-to-End Process

The travel process is exactly adjusted to your company

Travel Request

Travel Booking

Travel Expense Report

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.

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Atlatos 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

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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

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

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

DB

bahn.business

BahnCard Business **50**
GÜLTIG VOM: 01.04.16 BIS: 31.03.17   HK
03.17 Franziska Fischer   943
7081 0000 0000 0000

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Interactive Travel Guidelines

- 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

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

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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

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Expense Engine

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 inccured 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.

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:	Atlatos GmbH, Schloßstr. 24 65594 RUNKEL-DEHRN
Travel No.:	Expenses		

CREATE MANUAL TRAVEL EXPENSE

STORED TRAVEL EXPENSES

| Bills | Private transportation | Day specifications | Advance Payment | Entertainment |

BOARD AND LODGING

☐ Per diem rate ⓘ   ☐ Accommodation rate ⓘ   ☐ Tax allowable expenses ⓘ

Aktiv	Date	Breakfast ⓘ	Lunch ⓘ	Dinner ⓘ	from / until	Meals ⓘ Overnight ⓘ
✔	14.06.2018	☐	☐	☐	08:00 24:00	Germany ☐ without overnight stay
✔	15.06.2018	☐	☐	☐	00:00 17:00	Germany ☐ without overnight

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# 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

Download on the App Store

ANDROID APP ON Google play
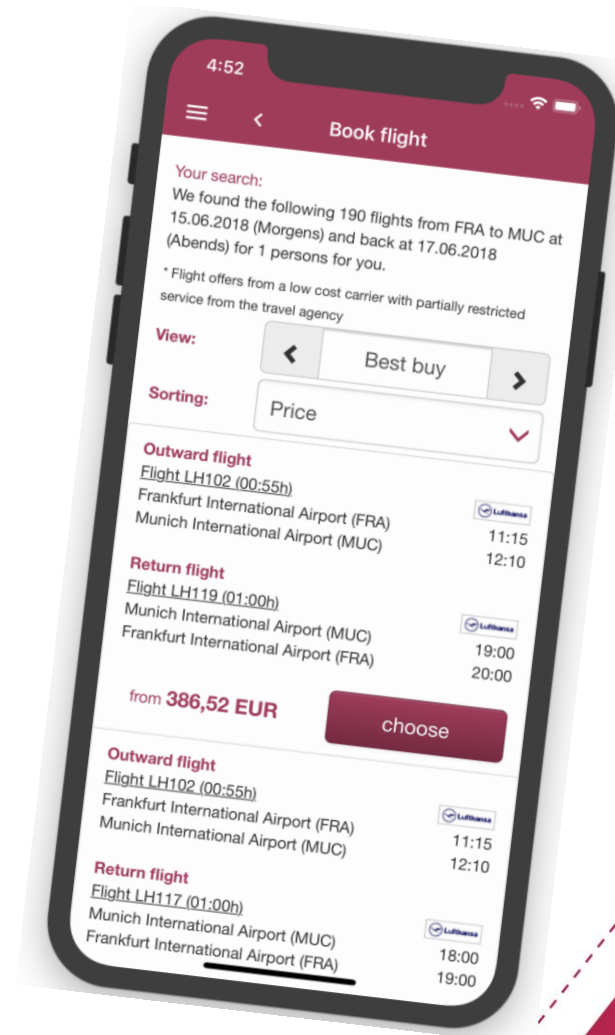
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Time saving

Average working hours spending on travel booking:

Flight 2:45 min.

Hotel 3:03 min.

Rental Car 2:57 min.

Train 1:51 min.
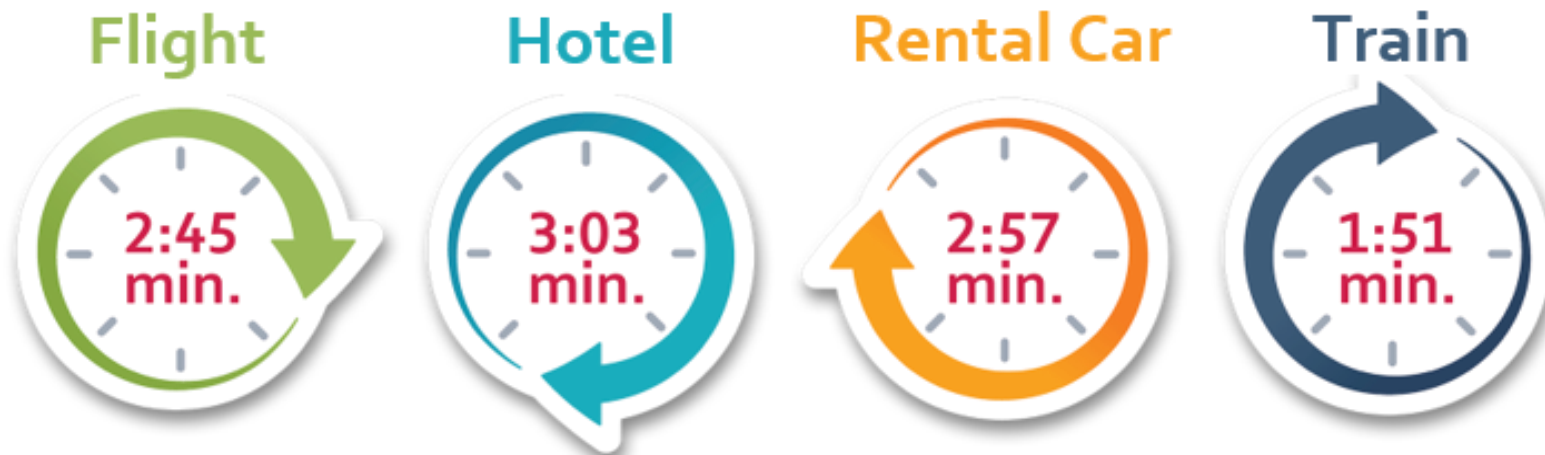
The time savings for the travel arrangements for the individual traveler is up to 40 % compared to the travel booking on various portals. Compared to an order by telephone or e-mail at a travel department / travel agency, the average time saving is 65 %*

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

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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

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Individuality

Individual Settings

- Customer design with logo & colour

- Information for the travelers

- Settings for providers, price and other booking options

- Deposit of indivdual contracts with suppliers

- Custom functions and role definition

- Approval of the use of the Atlatos app

- Activation of additional modules and external interfaces

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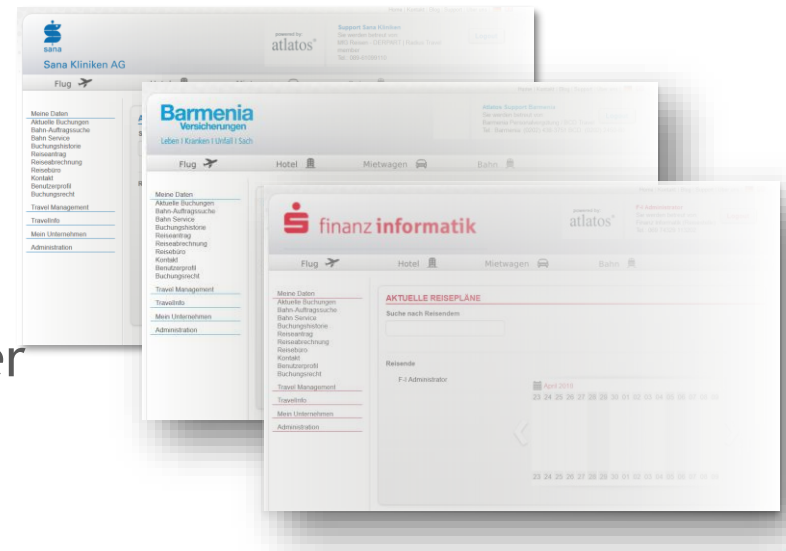
Data Protection

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

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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

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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

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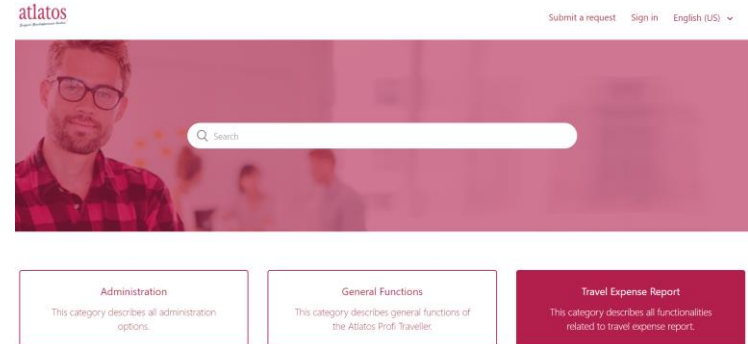
References

A small selection of our customers
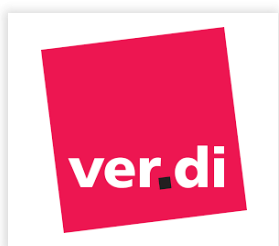
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