

Dashboard Reporting

Reports are one of the most important components of a successful travel program. Options Travel offers three reporting systems Concur Reporting, Options Grasp Reporting and Travel GPA. We have several standard reports and the capability of customizing reports to meet your specifications. In addition, we have an online benchmarking and analytics tool that allows you instant access to their up-to-date travel spends, as well as recommended savings opportunities. Reports will be auto scheduled to be received bi-weekly, monthly, quarterly and yearly.

Standard Reports Include:

- Loss / Savings Reports
- Traveler Spend Reports
- Air, Car, Hotel Vendor Breakdown and Spend
- Reports broken down by department, cost center or payroll division
- Future Savings Opportunities
- Dashboards and Graphs depicting travel spend
- Hundreds of customized reports can be created

Concur Reporting

Reports from Concur can be accessed through the reporting function within Options Travel's Concur online booking tool. Within Concur, there are 117 reports that are available. These reports accessed by The Fertilizer Institute will be real time traveling done by your employees throughout the world.

Options Grasp Reporting

Within Options Grasp Reporting, there is a feature called "Where are my travelers". This allows The Fertilizer Institute to pin point any traveler around the world at a moment's notice. This falls under the "Duty of Care" responsibilities. Should an emergency arise at any airport, country, city, or state we can immediately locate each traveler, contact them and begin making alternate travel reservations to get them home safely.

There is a "Reporting" feature. The Fertilizer Institute will be able to access 300 of the most popular reports.

Within Options Grasp Reporting there is a scheduling feature. Any standard or custom report can be put on an automatic schedule. Each report can be generated in Excel, PDF, Word or CSV file. We can schedule any reports to automatically be emailed daily, weekly, bi-weekly, quarterly and yearly for any time frame needed.

There is a feature called "Data Café". Within Data Café you are able to look up any invoice/itinerary by an amount, credit card, traveler name, ticket number, date, etc. This feature is typically an Accountants dream because they don't have chase down the back up copy of an itinerary.

Travel GPA

Options Travel's Travel GPA is dedicated to help your company drive significant savings in business spend through their industry-recognized data analytics and benchmarking solutions. Travel GPA and Options Travel would provide powerful and relevant data analytics for your company's uses in managing, reducing and optimizing spend. The Fertilizer Institute would have the ability to manage goals, maximize ROI, initiate benchmark comparisons and perform custom analysis. Travel GPA also provides real time assessment on your traveling employees throughout the world.

For Further Information, Please Contact:

Brett Buynack
Vice President

brett@optionstravel.com

847-803-3000 ext 206