



# SAP<sup>®</sup> Travel Management with **DataFlexNet Galileo Gateway**



- Save up to 30% on travel and entertainment costs
- Optimise your end-to-end workflow
- Improve travel policy compliance
- Integrate travel procedures into your core business processes



# Streamline your processes, reduce your costs

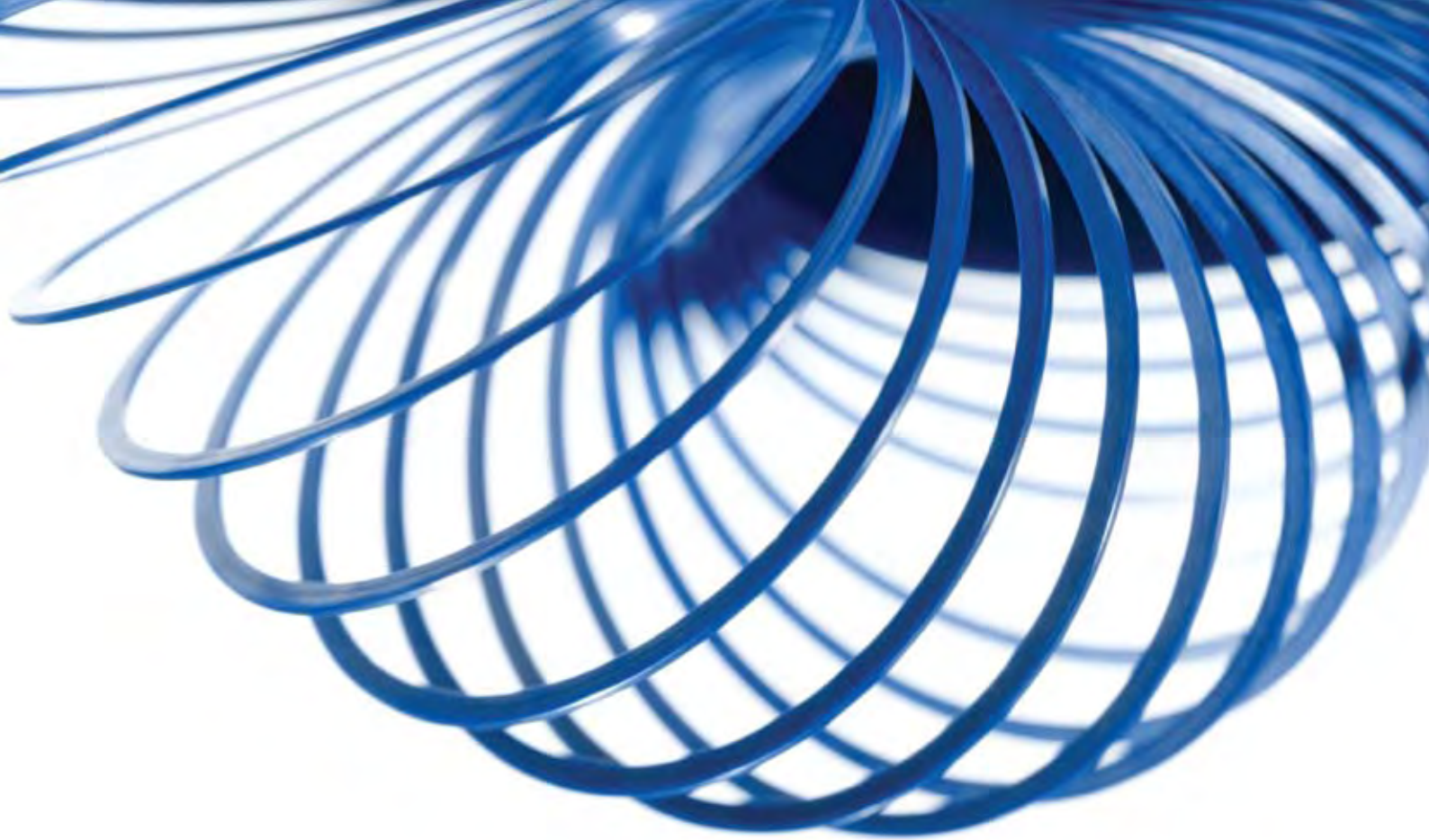
**Whether traveller, travel management company, travel manager or financial department, SAP®'s integrated solution will optimise your travel management processes and streamline your workflow.**

SAP® Travel Management and DataFlexNet Galileo Gateway provide the ultimate integrated solution to allow your employees to manage travel more effectively so you can really get a handle on one of your organisation's largest expenses.

## Key features at a glance

- Travel planning and online booking
- Automated processes that link the business traveller, travel management company, travel manager and finance officer in one seamless workflow.
- Fully customisable to your company's approval processes
- Automatic implementation of corporate travel policies (departmental, geographical and at people level)
- Travel expense management - your employees quickly and automatically reimbursed for travel and entertainment expenses
- Admin-rich functionalities - streamlining your admin procedures from pre-trip through booking to full reporting and data warehousing
- Automatic negotiated fares capability
- 'Copy Trip' function - allows the traveller to quickly retrieve frequently used itineraries
- User-friendly interface with easy to set individual user rights and preferences, encouraging an efficient self-service culture
- Full integration with your SAP® Financials for ease of expense management, reimbursement and accounts payable
- Interface with SAP® HCM systems for employee data, hierarchy – with no re-keying of information or database mis-match





# ROI: Our mantra

**Corporations can benefit from up to a 30% reduction in travel costs, giving you tangible savings from day one. In addition, SAP® Travel Management with DataFlexNet Galileo Gateway will provide ROI across your organisation.**

## Automate your processes

A true end-to-end system that automates processes from travel request to booking so administrators, accountants, travellers and HR will spend less time on admin and low-value tasks.

## Systematic negotiated fares

Every trip has negotiated fares automatically applied, so you save money regardless of the nature of expense while travel policy is automatically implemented so you spend less time applying policy to travel requests and having them authorised.

## Improve efficiency and encourage self-service

The user-friendly interfaces are tailored to each role in the business travel process and combine a huge range of tools to help your employees use their time effectively, including a 'copy trip' function to easily re-call frequently used itineraries.

## Evaluate your processes

Extensive reporting mean effective analysis of your corporation's total travel spend and trends, so you know exactly where to make cuts and improve efficiency. And knowledge is power; instantly your organisation is in a stronger position when negotiating company-specific rates and discounts with travel providers.

## Technology you can rely on

Robust and reliable technology means no downtime. With DataFlexNet behind the technology, you can be assured of trouble-free transactions 24-7-365



# A whole solution



Using the familiar SAP® interface, DataFlexNet Galileo Gateway automates and accelerates the planning and processing of employee travel reservations, building Galileo's real time travel and reservations engine into your core business processes.

As SAP® Travel Management is designed to integrate with the SAP® ERP Financials and SAP® ERP Human Capital Management (SAP® ERP HCM) solutions, all stages of travel management – from request to planning and online booking to the submission and settlement of expenses – become one seamless operation. So what does this mean for your organisation?

## More savings

For many corporations, travel is the most significant personnel spend after salary and benefits - expenditure, according to analysts, which is likely to increase. With SAP® Travel Management, corporations can save up to 30% on travel and entertainment costs.

In addition, SAP® Travel Management also reduces the need to use travel agencies for routine transactions, therefore saving spend on the escalating fees agencies have been forced to charge as a result of diminishing commissions from suppliers.

By optimizing travel processes, corporations can easily achieve better fee-for-service allocations, typically cutting travel agency fees in half, by doing next to nothing!

## More efficiency

The business traveller can use SAP® Travel Management to manage all aspects of their trip. Expense information can be entered offline as

well as online, allowing the traveller to use their time efficiently whilst reducing processing time on their return. The full integration with SAP® HCM and SAP® FI ensures faster accounting and settlement cycles and therefore, faster reimbursement - and, crucially, happy employees!

## More flexibility

Travel can be a frustrating experience. Last minute alterations to schedules can mean your employees are not using their time effectively. By adapting their itineraries in real time to meet changing business requirements, efficiency can be significantly improved. SAP® Travel Management System's comprehensive tools include portals to help travellers book flights, hotels, and car rentals and look up related information.

## More options

With Galileo's leadership in content, corporate customers have access to the widest choice of travel options. Quoting more than two billion fares each year,

Galileo provides access to:

- over 50 full content deals with major airline partners and more Low Cost carrier participation than any other GDS
- the largest supply of the best available hotel rates of any GDS, including over 100 hotel brands and more than 25,000 properties
- more than 420 airlines and 30,000 car rental locations.

## More reporting

By consolidating booking and expense data, travel managers can benefit from SAP® Travel Management's user-friendly reporting tools through the SAP® NetWeaver® Business Intelligence component.

SAP® Travel Management's exact reporting means you have total control over your travel costs. From this, travel managers can then determine travel guidelines and monitor employees' compliance.

# DataFlexNet - SAP® Travel Management - Galileo Gateway: The perfect mix

**DataFlexNet is the UK's leading supplier of travel technology for the business travel sector. Established in 1996, we have made it our business to grow yours by creating labour-saving and time-saving solutions to benefit your operation.**

As a SAP® partner, DataFlexNet has developed DataFlexNet Galileo Gateway to enable reliable and seamless integration of your SAP® Travel Management system with Galileo's broad range of content which includes more than 420 airline suppliers, 20 airline direct links, 30,000 car rental locations, 25,000 hotel properties and 430 tour operators

DataFlexNet Galileo Gateway also provides an unrivalled range of additional content which makes the product even more user-friendly, such as hotel images and mapping capabilities, association of specific company location to IATA codes, or advanced flight information.

## **Simple costings and peace of mind**

SAP® offers their TMS product free of charge to corporations as part of the wider SAP® offering. DataFlexNet has one simple setup fee for the implementation of a gateway server, with the corporate customer charged a monthly maintenance plus transaction / booking fee.

## **Challenge us**

If you need to tailor your requirements further, regardless of the complexity of the system, DataFlexNet can provide the most sophisticated bespoke solution. Our team of seasoned experts will ensure you have the right technology in place so you can get on with growing your business.

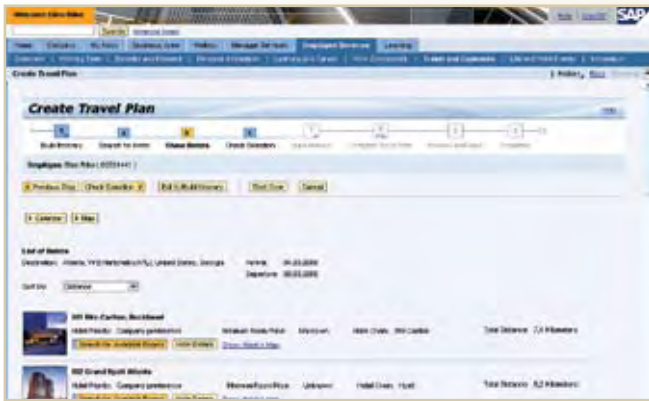


# An interface tailored to each role



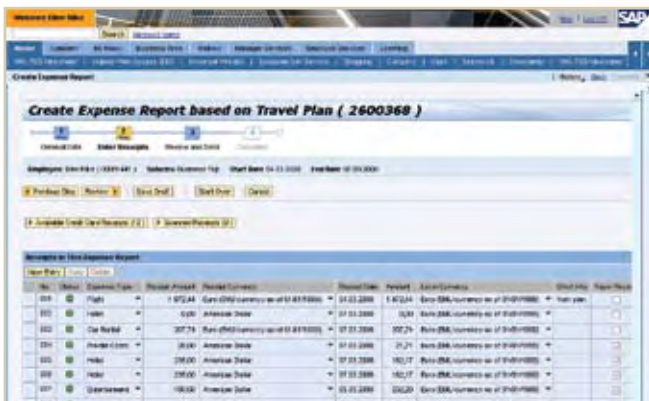
## A web application for travellers, travel arrangers and managers

- Optimise the entire trip life cycle
- Easy-to-use solution
- High adoption rate
- One single user interface through all SAP® Employee Self-Services
- Single sign on



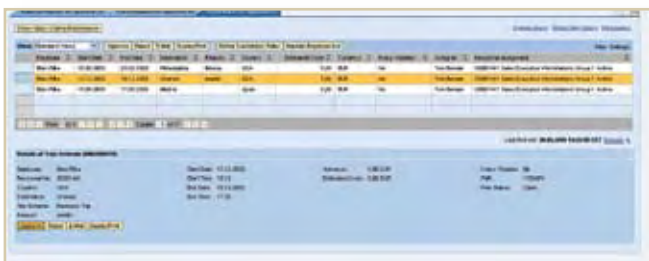
## Online Booking

- One-stop shopping for all travel services
- Access to some 420 airline suppliers, 20 airline direct links, 30,000 car rental locations, 25,000 hotel properties and 430 tour operators
- Direct access to hotel reservation systems and low cost consolidators via PI
- Improve sourcing and preferred supplier compliance
- Full synchronisation between SAP® Travel Management and Galileo



## Expense Management

- Easily combine travel booking with expense reporting
- Comply with travel policies and legal requirements
- Import of credit card data
- Sarbanes Oxley Compliance
- Automatic mileage calculation using geocoding



## A workcentre for the trip approver

- Easy access via Manager Self-Services
- Overview on most important trip data
- Information on out-of-policy bookings/expenses
- Multiple trip approval via electronic SAP® workflow
- Approve trips using Microsoft Outlook and Duet software



# DataFlexNet ...making your business travel

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DataFlexNet Ltd  
Priestly Court,  
Staffordshire Technology Park  
Stafford, ST18 0LQ, UK

tel +44 (0)1785 228182  
email [sales@DataFlexNet.com](mailto:sales@DataFlexNet.com)  
web [www.DataFlexNet.com](http://www.DataFlexNet.com)

