

# Portfolio™/Email – Travel

## RAPID TRAVEL DATA DELIVERY VIA EMAIL

Portfolio/Email – Travel delivers detailed travel management reports via email, minutes after they are produced. These concise reports and color graphs provide the information companies need to effectively manage their travel program. And data is displayed so that travel purchasing trends can be assessed quickly and easily to better control travel costs. A variety of standard reports and graphs are available, or your American Express representative can recommend a reports package that best suits your needs.



## BENEFITS FOR THE COMPANY

### Effective Travel Data Analysis

- An entire year's data can be displayed on a single graph to easily identify total travel spending.
- Summary and detail level reports identify spending by company or by specific cost center.
- Reports identify cyclical, seasonal and geographic spending patterns for better expense budgeting.
- Global Air Reports set identifies global air spending and negotiating opportunities.

### Streamlined Auditing & Reconciliation

- Data can be detailed by cost center, department or other criteria.
- Easy to verify charges, resolve disputes or audit expense reports.
- American Express is a single contact point for all management reporting questions.

### Reduced Travel Costs

- Demonstrate the potential to shift travel volume for added leverage in vendor negotiations.
- Analyze areas where policy revisions can help reduce costs.
- Track use of preferred vendors to maximize savings.
- Identify out-of-policy instances and reasons for the exceptions.

**Portfolio/Email — Travel delivers the information you need, when you need it. Our closed-loop network automatically captures, processes and delivers your air, hotel and rental car travel data, so you can be sure of the integrity of the information provided. And our Global Information Services team is your single point of contact for any additional travel information you may need.**

Portfolio/Email – Travel delivers effective travel management support by supplying the data needed to increase the effectiveness of your travel program. You'll receive vital travel information via email to monitor policy compliance, identify negotiation opportunities and track travel spending — the fundamental areas of successful travel management.

## **FINANCIAL MANAGEMENT**

### **Tracking Travel Spending**

- Review spending patterns to determine areas for greater savings and cost control.
- Identify spending by air, hotel and car suppliers and by total travel category.
- Compare actual spending to budget projections.

## **SUPPLIER MANAGEMENT**

### **Identifying Negotiating Opportunities**

- Use accurate, verifiable data to enhance leverage in vendor negotiations.
- Analyze negotiating opportunities with key suppliers.
- Illustrate potential travel volume and market share shifts.

## **PROGRAM MANAGEMENT**

### **Building Policy Compliance**

- Monitor compliance to evaluate the effectiveness of your current travel policy.
- Use exception reports to view out-of-policy incidents and reasons.

## **HOW IT WORKS**

- Reports are sent via email minutes after they are produced for timely delivery.
- Reports can be produced one time, semi-annually or yearly.
- Select from a variety of standard reports and graphs or have our representative recommend a report package for you.
- Reports are emailed automatically to you.
- Forward reports to as many company personnel as needed using your internal email system.
- Advanced sorting and filtering tools are applied during set-up to meet your specific reporting requirements.
- Value-add custom travel reports are available for companies with more complex reporting requirements.

**For details, contact your American Express One representative or visit [www.americanexpress.com/americanexpressone](http://www.americanexpress.com/americanexpressone)**