

# **Puridiom Travel Management Fact Sheet**

Travel Better. Spend Less.



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**What is Puridiom Travel Management?** Puridiom Travel Management (PTM) is a new approach to travel management providing real-time financial control and accountability for travel spend.

**Who is Puridiom Travel Management for?** PTM is designed specifically for corporate clientele looking to reduce their travel spend, achieve compliance with travel policy across the organization and streamline the travel procurement process.

**How does Puridiom Travel Management work?** PTM combines procurement objectives and travel management to ensure the most cost-efficient travel choices based on pre-set company-based policies. All travel, regardless of how it is booked, on-line or through a travel agent, goes through the procurement process, tracking and accounting for every transaction. Travel becomes a visible expenditure and is controlled under management.

## What are the Benefits?

- Complete Travel Spend Visibility
- Pre-Travel Expense Controls
- Travel Policy Compliance
- Flexible Itinerary Planning
- 100% User Adoption Rate
- Choice of Online Booking and/or Travel Agent

**Integration and Compatibility Requirements.** PTM easily integrates with any existing T&E software and is available in a standalone module or as part of the Puridiom 4.0 solution.

## Puridiom Travel Management Cycle

**Expense Reporting.** Upon completion of travel, an expense report is created containing all reimbursable items purchased. Incidental expenses can be added at this time also. The report is submitted for approvals and processing. PTM is also fully integratable with other T&E software systems already in place.

**Integration & Compatibility Requirements.** PTM easily integrates with any existing T&E software and is available in a standalone module or as part of the Puridiom 4.0 solution.

**Itinerary Planning.** Book trip flights, hotels and rental cars as well as optional peripherals (for example conference registration fees, etc.) Booking can be done with an online booking tool, or preferred travel agent.

**Checkout & Pre-Trip Info.** Once the itinerary is completed and filled out within the program, the user goes to the checkout page, where the trip description and additional business information required for approving the trip is submitted for approvals.

**Approvals.** The approval process is set up with management and the Puridiom team of travel and procurement experts. All itineraries entered into the system and processed through the checkout page will automatically go through the system of predetermined approvals.

**Purchasing/Ticketing.** After completing the approvals required for the trip a purchase order is issued, and the itinerary items of the trip are purchased

