

PROCUREMENT AND EXPENSE

Ariba Travel and Expense™



Travel savings start at home. Implementing a clear and consistent travel policy is a good first step, and corporate cards and online booking tools are taking some companies even further.

Without CFOs, business line managers and travel managers are challenged to minimize their total travel spend. The inability to streamline and provide a single interface for end users results in lack of user compliance and enforcement to pre-negotiated contracts and supplier terms. Lack of visibility into detailed spend activities disables travel managers from monitoring and enhancing their travel strategy and also further identifying strategic sourcing and vendor management opportunities. In addition, with the increase in travel cost and decrease in travel budget, companies are looking for methods to meet their business travel requirements and not over-extend their estimates.

The Ariba Travel and Expense Package can help organizations automate processes for travel and expense spend compliance for increased control, with a proven solution that can be used to successfully structure internal policies and manage employee expense reports. Organizations can analyze their travel spend, reduce travel expense, increase compliance and thus significantly contribute to the bottom line. Leveraging the Ariba Travel and Expense solution, all stakeholders can have real-time visibility into travel spend and process with an integrated platform. Travel managers can effectively deliver real-time spend visibility and manage collaborative strategic sourcing processes, ensure compliance to online travel booking solutions, automate expense reporting, and streamline cumbersome audit processes such as VAT reporting and tax filing. End users gain access to a single travel site to manage pre-trip travel approvals and budgets, create itineraries, download travel card charges, create and submit expense reports, and maintain visibility to the entire reimbursement process. Accounts Payable is able to manage and control the expense reporting process, validate and reconcile receipts to the reports, auto alert exceptions, and streamline tax filing and reporting.

SOLUTION BENEFITS

A complete travel and expense management solution enables companies to:

- Increase visibility into complete travel booking, charges, and expense information
- Collaborate with stakeholders to gather requirements, define terms and conditions, and manage performance improvements
- Ensure end user compliance to negotiated contracts and preferred vendors
- Streamline end user and Accounts Payable expense reporting reimbursement and processing
- Support tax reporting, reclaim, and audit requirements
- Share and leverage best practices and market information
- Continuously monitor and benchmark travel strategy and policy based on industry standards

Approximately five to 45 percent savings can be achieved on processing costs by adopting a travel and expense solution. With ease of use promoting organization-wide adoption, the savings to the bottom line can be achieved with quick time to results.

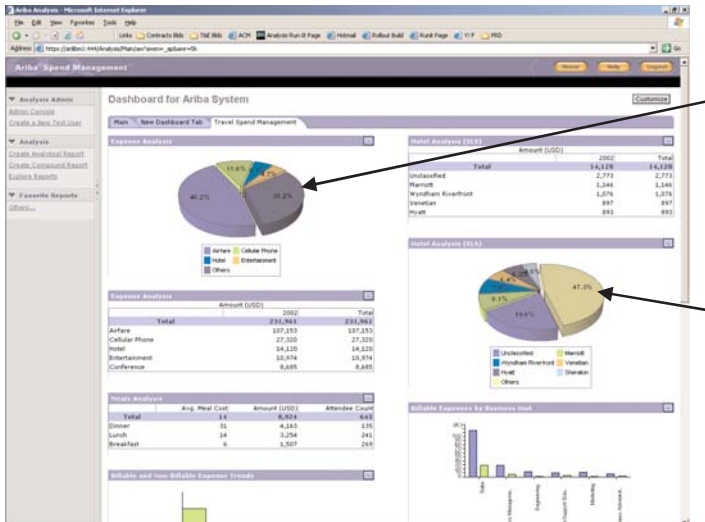
"Of all the vendors, Ariba has the most comprehensive end to end expense management solution."

— PayStream Advisors
Travel and Expense Management: A Buyers Guide
September 2004

"T&E is 2nd largest category of controllable spend (behind salaries).....automation can slash cost of processing an expense report by 80% or more."

PayStream Advisors, September 2004

HOW DOES IT WORK?



1) Travel managers can have real-time visibility into actual travel spend in airfare, hotel expenses, car rentals, etc. The dashboard view can be customized based on the information requirements of each user.

2) Spend can be further defined by parameters such as: time frame, expense types, vendors, and cost centers.

The screenshot shows the 'Travel & Expense Manager' interface with the following sections:

- Plan a Trip:** A button to initiate trip planning.
- Download the Smart Entry Form:** A section for downloading forms to track expenses.
- Create an Expense Report:** A section for generating reports based on incurred charges.
- My Trips:** A table listing upcoming trips.

Item	Item Name	Status	Amount
TA1004	Customer Site Visit Chicago	Confirmed	13,000 USD
TA1001	Sales Meeting LA	Not yet Confirmed	800 USD
- Expense Reports:** A table showing submitted and approved reports.

Item	Item Name	Status	Amount
EA1004	Customer Visit Seattle	Submitted	500 USD
EA1045	Books for Training	Approved	20 USD

3) Typical user can leverage the streamlined user interface to manage pre-trip travel budget approval, plan a detailed trip itinerary including air, hotel, car, and rail, and manage expense reporting and reimbursement process.

4) In addition, users can also have a summary view of trips and expense reports that are currently in progress.

The screenshot shows an 'Expense Report' form for a 'Chicago Customer Visit' with a total amount of \$1,282.00 USD. Key sections include:

- Summary:** Overview of the report, including the report title, on behalf of, cash advance, and reimbursement method.
- Expenses:** A table listing individual expense items.

Item #	Date	Type	Description	Amount	Action
1	06/15/2003	Airfare	Airfare Expense	\$465.00 USD	[Edit]
2	06/15/2003	Travel	On the Water, one one of the Liberty American Airlines	\$160.00 USD	[Edit]
3	06/15/2003	Travel	Car Rental Expense	\$159.00 USD	[Edit]
4	06/15/2003	Travel	Dinner Expense	\$113.00 USD	[Edit]
- Comments:** A section for adding notes to the report.

5) Users can report appropriate cash advances as required. Preferred reimbursement methods are defaulted from standard user profile information.

6) Detailed travel booking information such as airfare automatically pre-populates the expense report along with travel charge card data. This automation minimizes the amount of manual re-key by the end user and also maximizes the quality of the data available for spend analysis.

7) Warnings and violations are triggered based on built-in travel and expense policies. For example, warnings against usage of non-preferred vendors and violations against inappropriate meal amounts. The seriousness of warning and alerts also dynamically changes the approval process.

HOW IS IT BETTER?

Travel spend management is the next evolution of travel and expense automation. By streamlining the end-to-end process from analysis of travel spend to better sourcing and contract negotiations to improving user and policy compliance, the benefits of spend management are applied to the second-largest category of spend after payroll in most companies.

SPEED:

- Ease of use for frontline users to effectively drive adoption
- Global infrastructure

SUSTAINABILITY:

- Closed-loop process to drive travel policy compliance
- Dashboard views of travel spend allows managers to quickly spot trends and violations
- Leverage legacy systems and process with proven Multi-ERP integration

COVERAGE:

- Sustainable best practices enforcement
- Continued category policies compliance
- Ongoing visibility into total spend

FLEXIBILITY:

- Configurable solution to address the varied company requirements
- Scalability to support global access and usage
- Real-time access and ability to support dynamic business changes

HOW CAN IT BE DELIVERED?

Ariba Travel and Expense can be delivered as an OnDemand offering that delivers lower total cost of ownership, or as a CD for deployment behind the firewall.

In addition to offering a comprehensive travel spend management solution, Ariba also provides complete professional resources to help companies realize bottom line results and ensure the success of their travel spend strategy.

Ariba Travel & Expense			
	Basic	Professional	Enterprise
Technology Components			
Dashboard	✓	✓	✓
Compliance & Audit	✓	✓	✓
- Policy guidelines setup	✓	✓	✓
- Corporate governance and compliance alerts	✓	✓	✓
- Audit management	✓	✓	✓
Expense Report management	✓	✓	✓
- Expense report create/submit	✓	✓	✓
- Workflow routing for approvals	✓	✓	✓
- Receipt imaging	✓	✓	✓
- Pre-populate ER line items from charge cards	✓	✓	✓
Travel authorizations	✓	✓	✓
- Out of the box travel booking service	✓	✓	✓
Reporting and analytics	✓	✓	✓
- Operational reports	✓	✓	✓
- Advanced reports and analytics	✓	✓	✓
Mobile Client support	✓	✓	✓
Custom receipt imaging vendor setup	✓	✓	✓
Custom travel booking provider	✓	✓	✓
ERP integration	✓	✓	✓
Service Components			
Basic Implementation	✓	✓	✓
Basic Product Support	✓	✓	✓
Online employee training	✓	✓	✓
Receipt scanning and management	✓	Optional	Optional
Prioritized Support	✓	✓	✓
Infrastructure	Hosted, Shared Instance	Hosted, Shared Instance	Hosted, Dedicated Instance
Travel sourcing services	Add-on	Add-on	Add-on
Auditing services	Add-on	Add-on	Add-on
T&E spend benchmarking services	Add-on	Add-on	Add-on
Outsourcing services	Add-on	Add-on	Add-on

ABOUT ARIBA

Ariba, Inc. is the leading provider of spend management solutions to help companies realize rapid and sustainable bottom line results. Successful companies around the world in every industry use Ariba Spend Management software and services. Ariba can be contacted in the U.S. at 1.650.390.1000 or at www.ariba.com.

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