

TRAVEL MANAGEMENT SERVICES

With a total air spend of \$32 million in 2006, the Singapore Public Sector is easily the travel industry's biggest customer in Singapore. This illustrates the Public Sector's potential to consolidate travel volume and achieve lower corporate rates.

Today, our travel team offers to oversee government travel using a centralized system. Through this, you would achieve the full benefits of a value-driven, government-wide travel management program that generates savings and improves services to your employees.



OUR TRAVEL SOLUTION

(1) Single Travel Agency

- One-stop travel service provider
- Consistent service level

(2) Online Booking Tool

- Self online booking of simple trips
- View and compare schedules & airfares

(3) Travel Insurance

- Corporate rates for Travel Insurance
- Choice of various travel insurance plans & product offerings

(4) Hotel Program

- Corporate rates for hotels worldwide
- Convenience in selection of accommodation

(5) Travel Information Portal

- One-stop travel information centre
- Updates on travel-related policies & guidelines



(6) Management Reporting

- Visibility into travel pattern & savings opportunities
- Travel data for spend analysis

(7) Travel Card Program

- Central billing of air tickets
- Individual corporate card for overseas travel expenses

OUR VISION – INTEGRATED TRAVEL EXPENSE MANAGEMENT



BENEFITS OF OUR TRAVEL PROGRAM

<p>Reduce Costs</p>	<ul style="list-style-type: none"> Lower corporate rates on airlines and hotels Drive savings by consolidating government travel Lower service fee through use of Online Booking Tool Lower ticket price through increased selection of lowest logical airfares
<p>Improved Service</p>	<ul style="list-style-type: none"> One-stop full service travel agency Profile management of traveler's preferences Anytime, anywhere access to OBT for simple trips Ease in selecting accommodation via hotel program One-stop Travel Informational Portal
<p>Process Efficiency</p>	<ul style="list-style-type: none"> Online pre-trip notification & approval Time savings in coordinating travel Easier & faster travel expense claim preparation via future deployment of integrated expense management system Allows your employees to focus on other core activities
<p>Centralized Travel Management</p>	<ul style="list-style-type: none"> Management of travel contracts & suppliers Improved negotiating power through consolidation Harness travel data for spend analysis Monitor compliance to travel policies Benchmarking performance measures to industry trends