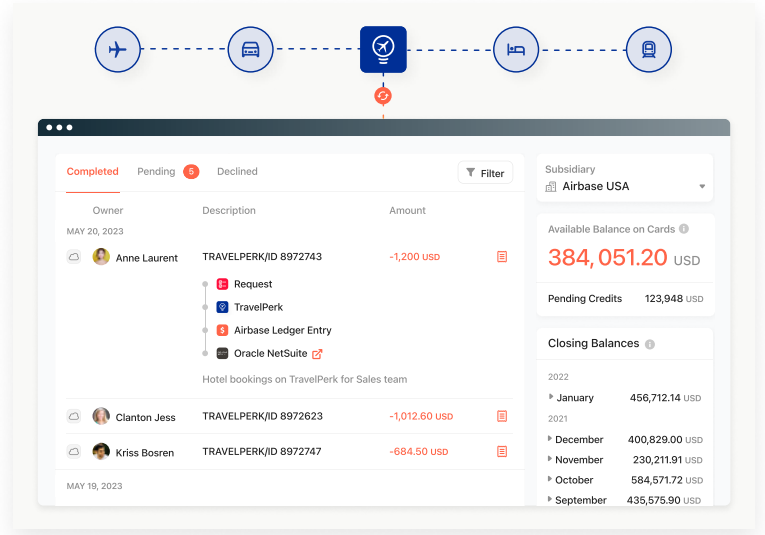


Procure-to-Pay Platform

Airbase Travel Management with TravelPerk

Streamline travel booking and expense management.



The Problem: The practice of using separate systems for travel booking and expense management creates risks and widespread inefficiencies. Not only does travel make up a meaningful portion of business expenses, it also places an extra heavy administrative strain on accounting teams and budget owners to chase down information and documentation, and enforce compliance of travel policies.

The Solution: Airbase travel management integration with TravelPerk gives the control, visibility, and process automation of travel spend that budget owners and finance teams need. And its intuitive user interface makes it easy for employees to book and expense travel while complying with company expense policies. It's never been easier for employees to file a travel expense report and as an added perk, employees get reimbursed fast for out-of-pocket expenses!

Benefits of Airbase Travel Management with TravelPerk:



Delight employees with the largest travel inventory, freedom to spend within pre-set policies, and fast reimbursement.



Earn cash back on travel spend with Airbase-supported virtual or physical cards.



Get control over travel spend by setting booking cost limits and travel policies in TravelPerk.



Easily split card transactions so that airfares, hotels, and car rentals are booked to the right category.



Save time and reduce manual errors by automatically syncing receipts and expenses from TravelPerk to Airbase and transactions to your GL.



Get up and running fast with TravelPerk's one-click integration to Airbase.

How it works:

1. Admins enable the one-click integration in TravelPerk. They set up travel policies, spend limits, and assign virtual department cards to earn cash back on travel spend.



2. Employees book flights, hotels, and other travel reservations in TravelPerk using their Airbase-supported virtual or physical card, or a personal card.



3. Accountants view all travel-related transactions and ledger entries in Airbase, instantly sync them to the GL, and can find all information later in an easily retrievable audit trail.



Employees using company-issued cards:

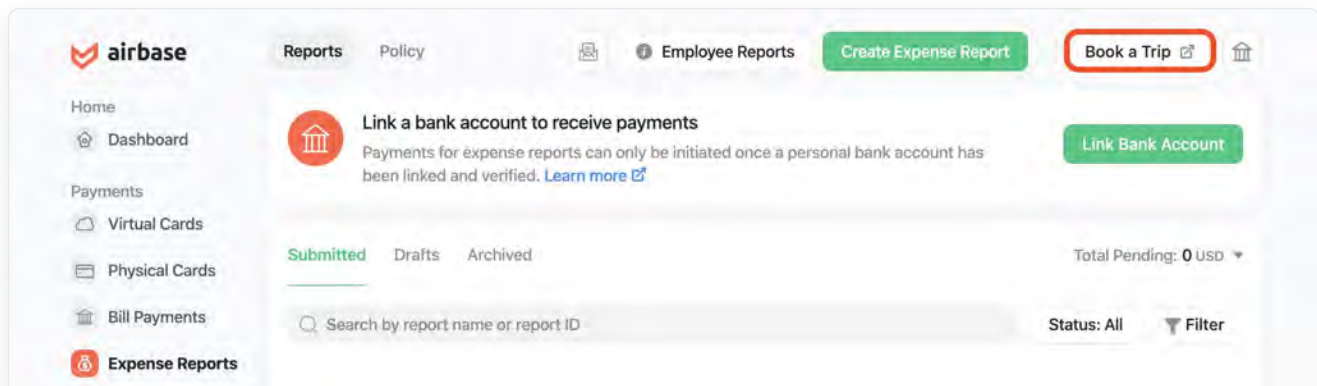
- **Department virtual cards (best practice)** are set up by the Admin and require no action on behalf of the employee after booking travel. Receipts are added into Airbase automatically and the department lead has full budget visibility. Transactions auto-sync to your GL and your company gets cash back.
- **One-time virtual cards** can be used for booking travel, and require the employee to request the card in Airbase and add it to their profile in TravelPerk. Receipts are automatically synced to Airbase. Transactions auto-sync to your GL and your company gets cash back.
- **Physical cards** require no action on behalf of the employee after booking travel. A manager approves the transaction, the finance team reviews and books the entry to the GL, and your company gets cash back.

Employees using personal cards:

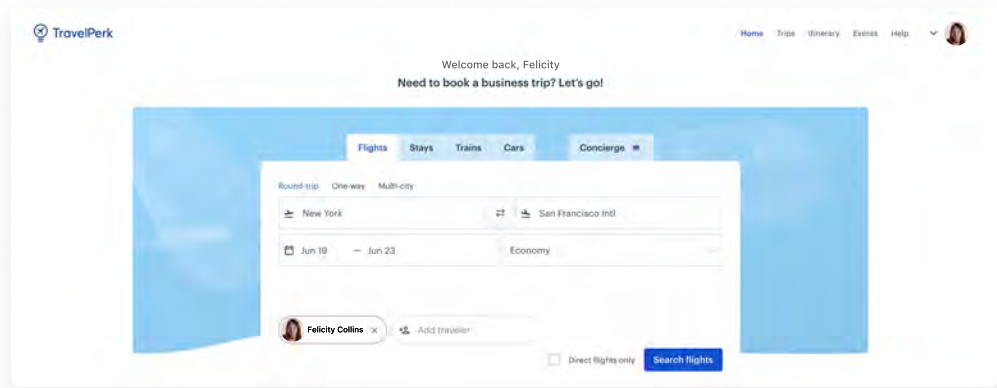
- If the employee books travel using their personal card, the transaction appears in the Receipt Inbox of their Airbase account where they can quickly submit for reimbursement.

User experience:

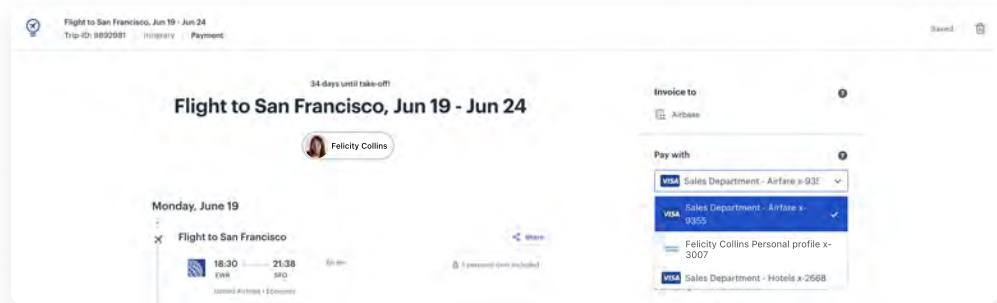
Access TravelPerk from Airbase “Book a Trip” link.



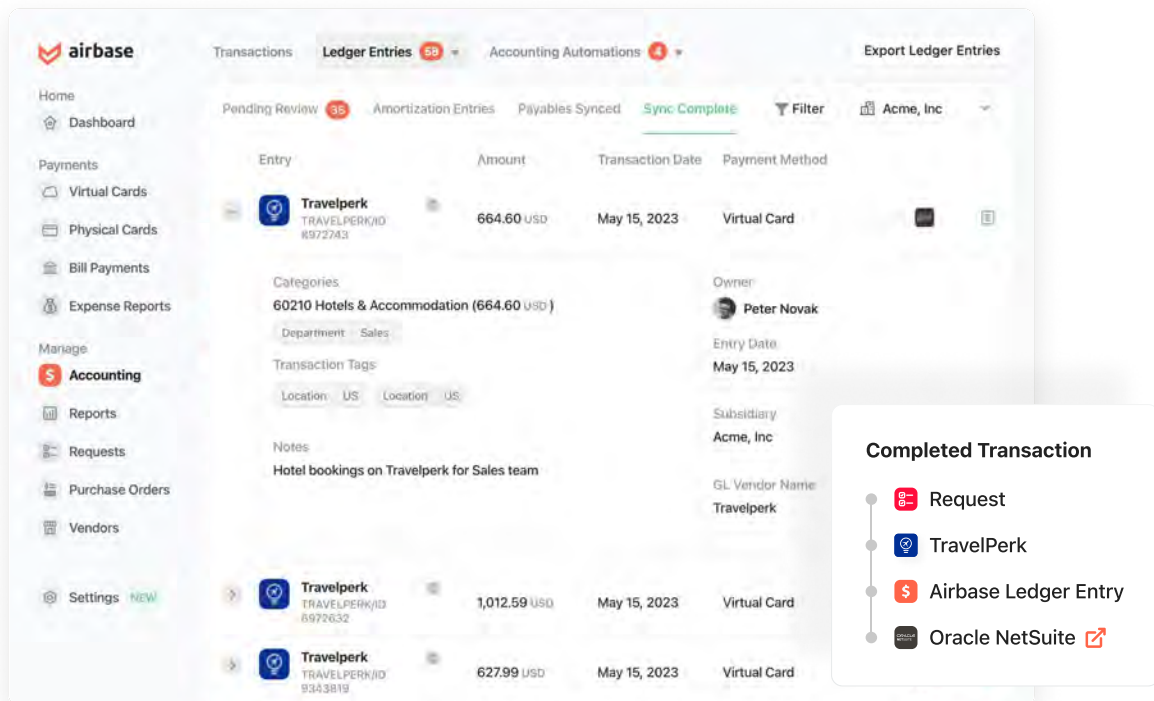
Search for and select flight, hotel, and car reservations.



Book the trip using a virtual department card (pre-approved and set up by the Admin) to earn cash back for the company.



No additional action is required by the employee. All transactions appear in Airbase with the associated receipt and synced seamlessly to the GL.



Airbase modern spend management offers Guided Procurement, Accounts Payable Automation, Expense Management, and Corporate Cards. It's the best way to control spending, close the books faster, ensure compliance, and improve productivity. Airbase brings efficiency to a seamless procure, pay, close process with a user experience that accountants and employees love.