



## Uniglobe Reporter

The only tool you will need to effectively manage your travel expenses.

Strategic management for your travel program can bring the savings right to your company's bottom line. Having the right reports on which to base decisions is crucial. *Uniglobe Reporter* is a web-based travel data consolidation and reporting tool, that gives you live access to all your company's travel information online, anywhere, anytime!

*Uniglobe Reporter* empowers you to better manage your travel budgets by monitoring policy and contracts, reconciling travel spending and analyzing results. You have access to your own data through a secure ID and password, accessible from anywhere via the internet.

By using these reports, together we can create a well-defined travel policy, which could reduce your annual travel expenditures by up to 20%.

1. Automated data synchronization with no user intervention. This could include back office accounting, unused e-ticket data, credit card data and more!
2. Search any transaction in the data warehouse and reprint invoice copies.
3. Customized dashboard unique to your company's needs and can include snapshot reports, graphs, and charts relating to travel spending and usage, frequently run reports and quick search for transactions.
4. Reports are produced in PDF, Excel, HTML, XML or Word format.
5. Schedule reporting for recurring delivery individually or in batches in email or to report history. Never spend time running reports again. End users can batch, schedule and distribute reports themselves as well.



### Uniglobe Adventure House Travel

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Oakville, Ontario  
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## Key Features:

- Capture, standardize and store travel information from multiple sources for a single, consolidated view of all travel expenditures incurred worldwide.
- Run more than 120-standard reports including graph, overview and detail reports and create an unlimited number of custom reports that provide you with real-travel spending details.
- Identify the location of any traveller at any given time (Crisis Management Reporting).
- Aggressively manage supplier contracts.
- Easily comply with all travel and procurement policies.
- Schedule the production and email delivery of reports and grant direct system access to those who need the information (e.g., meeting planners, department heads and security personnel).
- Easily calculate CO2 emission based on trip details.

Bottom line:

Gain better control and insight over your company's travel spending by using Uniglobe Reporter



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