

Egencia powers policy compliance and automated approval for Alexander Mann Solutions

As a global company serving more than 100 blue-chip organizations, in over 90 countries in 40 languages, Alexander Mann Solutions helps companies and individuals fulfil their potential through talent acquisition and management.

Employing over 4,000 experts across the globe, Alexander Mann Solutions deliver a distinctive blend of outsourcing solutions and a full range of consulting and specialist services.

THE CHALLENGE

Business travel for Alexander Mann Solutions often means that travel takes place for a customer or specific project.

Alexander Mann Solutions wanted an **approval process** that enabled **approval for projects, projects, specific customers, or internal travel**, rather than a line manager approval. Ideally, the solution would incorporate a way to **capture project codes for each trip**, giving the approver visibility of the details as part of the approval process. It would also enable their finance team to **allocate and reconcile costs appropriately**.



THE SOLUTION

Egencia's travel management platform gives clients **flexibility to configure approval** that works for the type of travel they do, such as approval for all bookings or just those that don't comply to the company's travel policy.

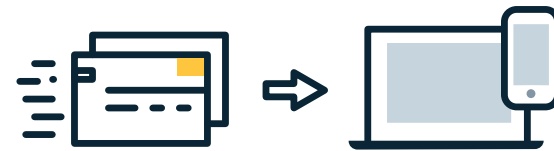
Egencia also offers features such as **multi-level approval**, **exceptions** for last-minute trips, **mix and match approval** for different products (air, hotel, car, and rail) and travel policy groups, **domestic and international approval settings**, and **visibility of pending approvals** for both the approver and company's Travel Manager.

To support Alexander Mann Solutions needs, Egencia implemented a **project-based approval workflow** in April 2017. Travelers and travel arrangers can choose the appropriate project or client on the booking checkout page. This triggers an **automated approval workflow**, for bookings made online and offline, to the relevant approver for that project or client. If an approver is out of the office there is also the ability to **appoint a back-up approver** to act on approval requests.

Egencia's clients have the option to create **as many travel policy groups as they want**. You can assign different teams, groups, or individuals to a **customized travel policy**. Within each travel policy group, clients can **customize per diems, advanced purchase** along with a host of other criteria including cabin class, preferred suppliers, and price.

Once a travel policy is created, what's in and out of policy is **instantly visible to travelers** (and Egencia's Travel Consultants) before booking. And when you need to make a change, it's instantly applied across all booking channels (app, website, and Customer Service.)

With Egencia's customized travel policy solution, Alexander Mann Solutions has achieved **87.4% compliance to their travel policy** coupled with **strong online adoption at 89.9%**.



89.9%

online adoption



87.4%

compliance



+US \$70K

negotiated air & hotel savings



+US \$110K

online fee savings

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