



# CORPORATE TRAVEL **ACCOUNT**



## **BUSINESS TRIPS WITH** TRANSPARENCY.

# THE ADVANTAGES OF THE **CORPORATE TRAVEL ACCOUNT AT A GLANCE.**

#### Simplify accounting and reconciliation of costs related to

business trips. The Corporate Travel Account is a central account that you can use to pay for and simplify the accounting for business trips expenses such as flights, hotels, car rental, train tickets, and travel agency fees for all employees, consultants, and guests. The Corporate Travel Account has been designed so that you can use it yourself internally (with an integrated payment option in your own online booking tool), or your travel agency can use it. Relevant supplementary information can be added to the transactions, making cost allocation and accounting easier. The Cornèrcard Corporate Travel Account is available in both Visa and Diners Club versions.

#### Control and transparency.

You will receive just one, clearly structured combined statement each month instead of many individual statements. This combined statement will of course also be available to you in electronic form via our card management portal, the Partner Collaboration Tool.

#### Personalised additional information.

You can add relevant additional information, such as project numbers, cost centers, and travel agency delivery note numbers, to the transactions in line with your operational needs. You will be able to see all these additional details in your combined statement. This makes cost allocation much easier and saves you time.

#### Automated expense management.

Integration of cards into our partners' Expense Management Tools for automatic transmission of transaction data into the expense management system (Abacus and AbaNinja in real-time / Edi, MobileXpense, Rydoo, SAP Concur, Yokoy and Zucchetti daily). Our partners offer various possibilities for integration with ERP systems.

#### ✓ Free, comprehensive insurance coverage.

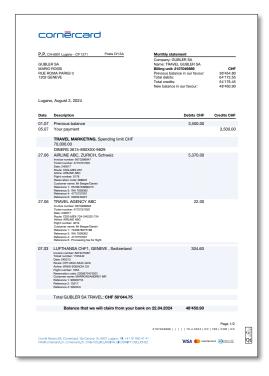
Anyone whose business trip is paid for with the Corporate Travel Account also benefits from comprehensive insurance coverage. For example, the Corporate Travel Account includes business travel insurance and Travel Accident Advantage insurance, which both come with high insurance benefits.

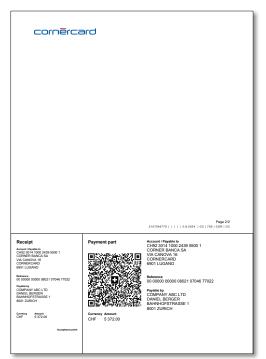
#### Global acceptance.

With the Corporate Travel Account, payments are accepted worldwide, providing maximum freedom and flexibility.



### **EXAMPLE MONTHLY STATEMENTS**





## THIS IS HOW THE CORPORATE TRAVEL ACCOUNT WORKS.

#### Activation.

Apply for the Corporate Travel Account in your company's name and register it with your travel agency and/or your online booking tool.

#### Booking.

Book your business trips in the usual way.

#### ✓ Billing.

All travel expenses (such as flight and train tickets, rental cars, or travel agency services) are paid for via the Corporate Travel Account.

#### Combined statements.

Each month, you will receive a statement with a detailed list of all travel expenses, which you can process easily and quickly, eliminating the need for the travel agency to send individual invoices.

Features and conditions <sup>1</sup>		
Annual subscription fee	CHF / EUR	250
No bank account required		✓
Currency		CHF / EUR
Purchases in foreign currencies  - Exchange rate of the bank on the booking date plus foreign currency processing fees of no more than		1.2%
Payment term for monthly statement From the date issued, within		25 to 60 days

Additional services included		
Business travel insurance <sup>2</sup>		
Worldwide for an unlimited number of trips per year		
<ul> <li>Cancellation costs, travel interruption and travel assistance</li> </ul>	CHF	30,000
- Travel delays	CHF	3,000
- Travel baggage	CHF	10,000
Medical treatment and medical assistance expenses	CHF	1,500,000
- Travel liability	CHF	3,000,000
- Deductible waiver for rental cars (CDW)	CHF	10,000
Travel Accident Advantage <sup>2</sup>		
Coverage in the event of death or permanent disability for the entire duration of travel		
- Maximum insured amount	CHF	500,000

<sup>&</sup>lt;sup>1</sup> The complete overview of services is available at cornercard.ch/e/prices-business



 $<sup>^{\</sup>rm 2}$  If paid for using your Corporate Travel Account.