

Policy Compliance Manager

What is Policy Compliance Manager and Why Would You Use It?

When faced with the task of keeping track of travelers from different countries and cultures traveling all over the world for a myriad of reasons, corporations need a way to effectively control the cost of travel, prevent unnecessary expense and be aware of who is traveling where and why. Many companies recognize that a travel policy compliance process makes good business sense, but they find their process often interferes with their ability to do business.



Cornerstone's Policy Compliance Manager automates the costly, labor-intensive and error-prone process of securing approval for travel before all reservations are ticketed and confirmed regardless of whether they are made with an agent or online. Additionally, PCM is also a communication tool that notifies your travelers of your policy during the reservation process leading to increased compliance.

Policy Compliance Manager can identify a virtually unlimited number of conditions that trigger the need for traveler notification and/or trip approval. Email alerts are sent within minutes of booking to designated approvers. The alerts include a link to a secure web site where approvers can view trip details including policy violations from any location in the world on a 24/7 basis. Approvers can authorize, deny or return reservations for further action. In addition, a complete audit trail is created so you can be certain messages are getting to the right people at the right times.

Policy Compliance Manager makes it absolutely clear to the approver why a particular trip is non-compliant with policy and requires authorization (e.g. high-risk destination, price threshold exceeded for airline/hotel/car rate, non-preferred vendor, unauthorized class of service, lower fares available). This ensures that corporate security and Sarbanes-Oxley requirements are met, unnecessary trips are eliminated and available preferred supplier relationships are fully leveraged.

Cornerstone's Policy Compliance Manager Can Help You If:

- Trips requiring approval "fall through the cracks" during your manual review process.
- Communication delays result in higher fares and lost itineraries.
- Inaccurate trip approval documentation puts you at risk with Sarbanes-Oxley regulations.
- Travelers and Approvers don't understand your policy.
- Travelers book a high percentage of non-preferred suppliers.
- Travel to non-secure destinations is booked without knowledge of risk management personnel.

Policy Compliance Manager Delivers

- Highly Customizable Business Rules Engine
- Non-Compliance Email Alerts with a Re-Notification/Escalation Function
- Multiple Levels of Approvers with Optional Backup Approvers
- Integration with Mid-Office and Ticketing Applications for Touchless Processing
- Authorization Status Tracking (Pending, In-Process, Approved, Declined)
- PNR Integration and Travel Arranger Notification
- Secure Web-Based Access to all Pending, Approved and Declined Trips
- Comprehensive Reporting