

A Step-by-Step Guide to Virtual Cards for Travel Managers

Step 1 Evaluate Your Travel Program Goals

Think of VANs as a verb, a solution that executes a valuable service. As such, VANs must be adopted with purpose to drive a meaningful measurable goal. Without a specific goal, VANs can be a solution in search of a problem.

5 common goals in starting VAN usage:

- 1** Increase supplier adoption
- 2** Decrease personal card use
- 3** Reduce fraudulent charges
- 4** Expedite reconciliation time
- 5** Earn rebates on spend

Step 2 Understand Your Ecosystem and Available Options

The phrase, "you are only as strong as your weakest link" holds true with VANs. The partners in your ecosystem – banks, travel agencies and 3rd party technology – could heavily influence how quickly and efficiently you adopt VANs.

Key things to understand about your partner ecosystem:



Step 3 Choose A Virtual Card Product

Now that a goal has been identified and alignment within the ecosystem has been established, it is time to choose the type of VAN to subscribe to. Depending on the banking institution, many types of VANs are available.

Common types of VANs include:

- | | | | |
|---|--|---|--|
| Prefunded
Spend up to amount... (\$ available on each card)
Put onto card in advance | Debit
In account with overdraft features | Debit with credit line
In account with collateral backed elastic money line | Credit
Based on financial worthiness |
|---|--|---|--|

Step 4 Operationalize VANs Across Your Enterprise

This step is the most crucial of all! Making VANs work seamlessly in day-to-day operations is the difference between a concept and a successful implementation. It is simple to issue a virtual card, it is not simple to issue one within your current workflow while improving productivity and lowering costs. With many ways to generate a VAN, you want one that drives efficiency rather than more work.

Things to consider in making VANs a reality:

WHO	WHERE	HOW	WHO
Who is requesting the VAN?	Where is the VAN request generated from?	How is that VAN request being handled?	Who is responsible for maintaining the technology?
<ul style="list-style-type: none"> Technology Partner Travel Agent Traveler Corporation 	<ul style="list-style-type: none"> GDS Application Website Portal 	<ul style="list-style-type: none"> Automatic Manual Mixture 	<ul style="list-style-type: none"> Technology Partner Travel Agent Traveler Corporation

Step 5 Set Your KPIs and Then Measure Your Goals

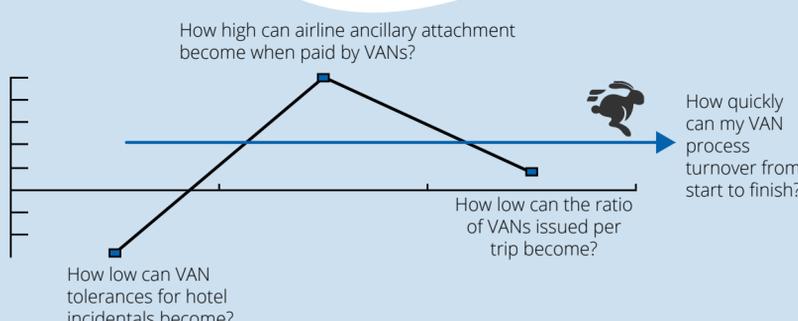
When VANs are properly operationalized, they can be tracked and reported on. Access to proper VAN detail and essential data allows you to isolate trends and understand data. Whether through static reports or on-demand visual dashboards, understanding VAN usage is important.

Common VAN key performance indicators (KPIs) to keep track of:



Step 6 Increase Your Travel Program Efficiency & Profitability

Now that the infrastructure to a successful VAN program has been laid, you can test and try different strategies to make it more efficient to your specific program. Being creative in motivating traveler behavior is only possible if a VAN program has sound fundamentals and the ability for customization.



Cornerstone
information systems

Ways we can help

Step 1 Evaluate Your Travel Program Goals

AutoPay reinforces travel program initiatives either directly at payment via our VAN solution or upstream with our business rules logic engine iQCX.

Step 3 Choose A Virtual Card Product

AutoPay is a flexible VAN product offering both prefunded and credit based VANs issued by a variety of issuers, banks and card networks.

Step 5 Set Your KPIs and Then Measure Your Goals

We have intelligence reporting, business intelligence and visualization tools to help drive insights and analytics from your VAN data.

Step 2 Understand Your Ecosystem and Available Options

AutoPay can integrate to travel agencies, profile systems, GDSs, back office systems, payment issuers, banks and card networks.

Step 4 Operationalize VANs Across Your Enterprise

AutoPay seamlessly integrates into travel workflows allowing travel agencies to automatically request and generate VANs directly from the GDS.

Step 6 Increase Travel Program Efficiency & Profitability

Our various suite of products are fully integrated and customizable to be tailored to your specific workflow and operational needs.

Email Phillip Tau for an AutoPay demo or VAN consultation.
Visit our website for more information about AutoPay and the benefits of VANs.

ptau@ciswired.com | www.ciswired.com/autopay

AutoPay