CORPOYAGE

CORPORATE TRAVEL MANAGEMENT

Travel Request Management

Expense Management

Self Booking Tool (SBT)

CORPOYAGE

Corpoyage a Corporate Travel Management Platform:

Corpoyage is an advanced corporate travel management platform designed to streamline business travel arrangements for corporate. Our innovative solution offers a comprehensive range of features and tools to manage every aspect of corporate travel, from booking and expense reporting to policy compliance and data analytics.

Travel Request Management :

Managing travel requests in the Corpoayge tool for corporate travel requires establishing a streamlined process that ensures efficient planning, approval, and tracking of all travel requests in one centralized platform.

1. Employee Travel Policy management
2. Cost Code Management
3. Multi-Level Approval workflow
4. Travel Request Status Tracking

1. Employee Reimbursement Management
2. Multi-Level Approval Workflows
3. Reconcile Expenses and process
4. Cash/ Forex Advance
5. Reports & BI Dashboard
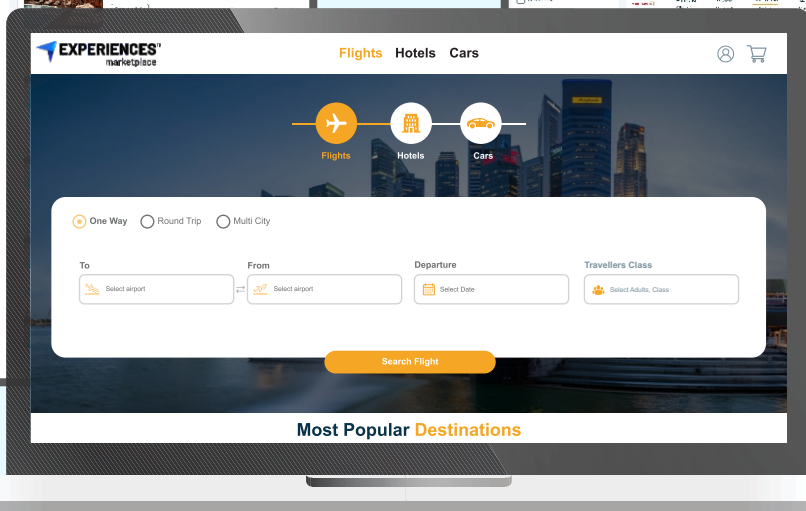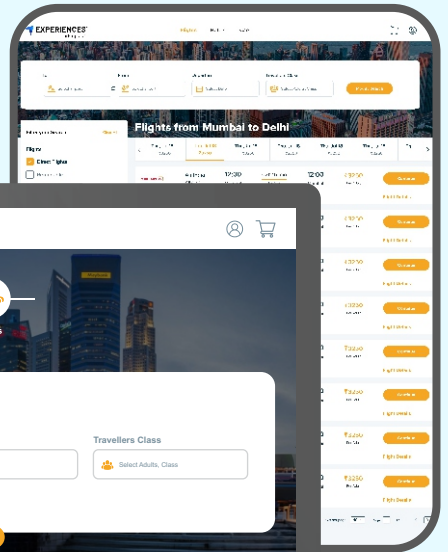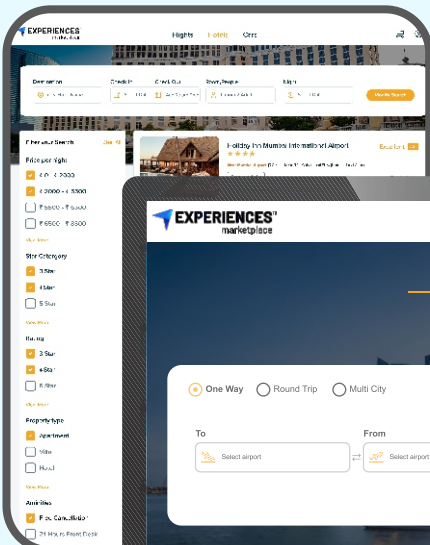
Travel Expense Management:

The platform includes automated expense reporting, receipt management, and policy compliance checks. These tools simplify the expense management process, ensuring accurate and timely reporting while maintaining adherence to company policies.
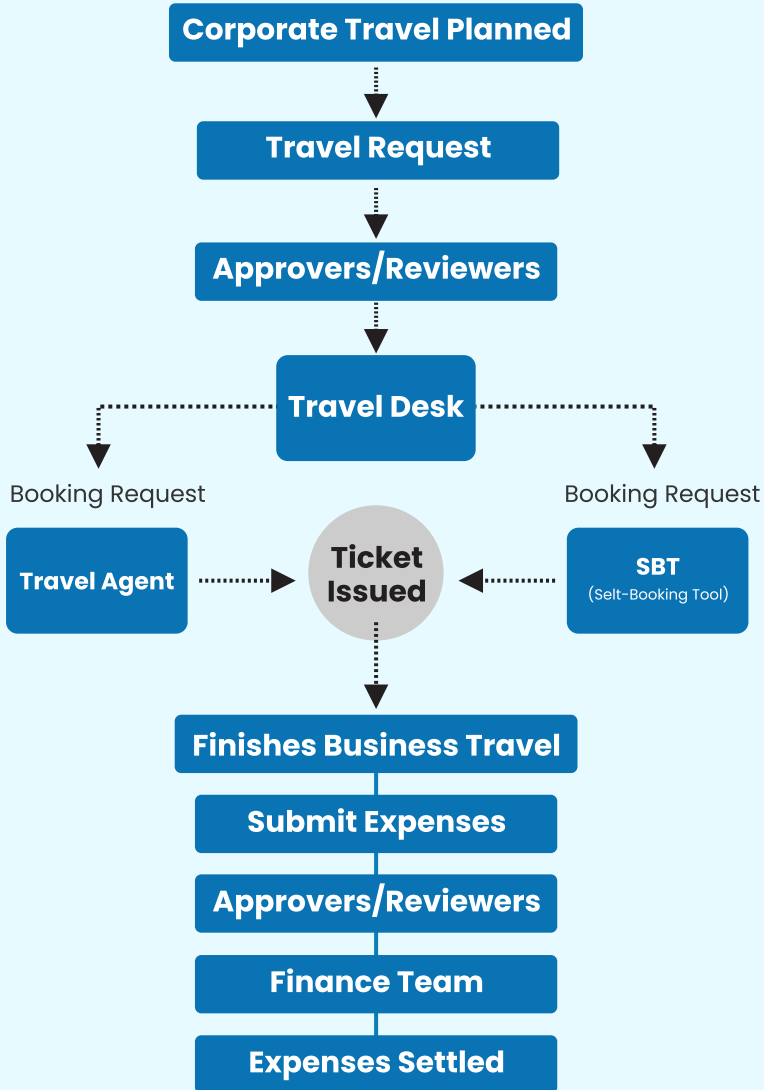
Self-Booking Tool (SBT)

Corpoyage Corporate Travel Management integrate with Self-Booking Tool (SBT) with modules for flights, hotels, transfers, sightseeing, and packages, making it an ideal choice for corporate travel bookings.

1. **Travel Itinerary Management**
2. **Loyalty Program Integration**
3. **Destination Guides and Travel Tips**
4. **Real-Time Travel Alerts and Notifications**
5. **Corporate Booking Tool for Employee & Travel Desk**
6. **Multi product Search & book capability**
7. **Corporate Codes & Deal management**

How it works?

Corporate Travel Planned

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Travel Request

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Approvers/Reviewers

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Travel Desk

Booking Request   Booking Request

Travel Agent ····▶ **Ticket Issued** ◀···· **SBT** (Self-Booking Tool)

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Finishes Business Travel

Submit Expenses

Approvers/Reviewers

Finance Team

Expenses Settled