

Travel Incorporated is proud to introduce TripInsights, our advanced dashboard reporting tool that easily provides you with a visual approach to your company’s travel spend. TripInsights is built with you in mind! It is intuitive and provides you with the ability to drill down to the traveler level on nearly every data set.

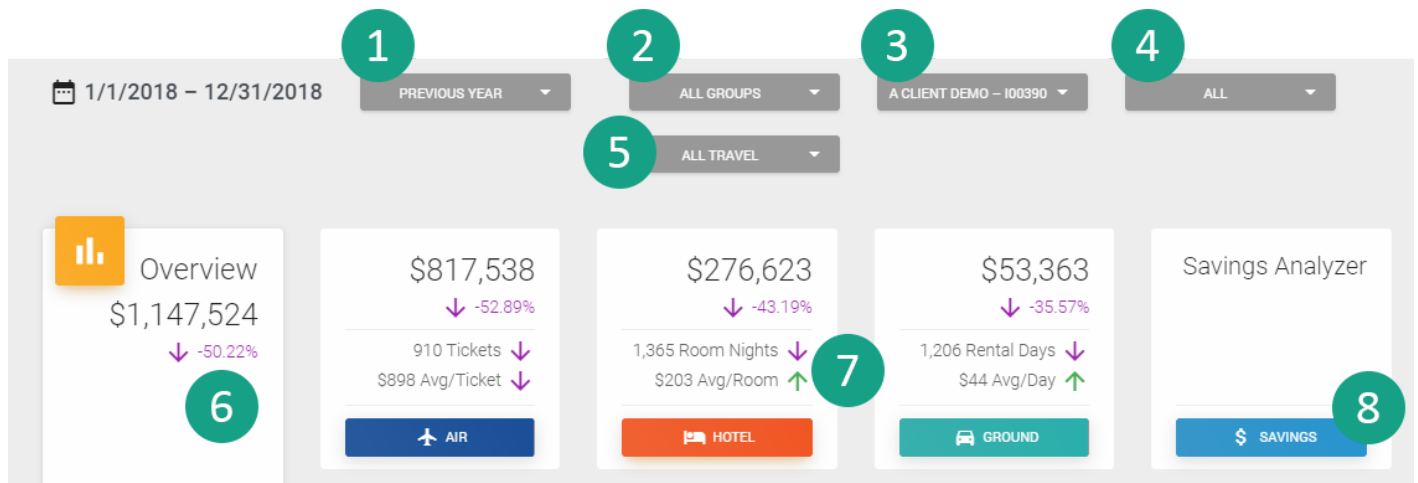
TripInsights will be displayed on the main screen of Evolution when you log in. All reports and tools in Evolution are still available to you. The graphical approach enhances access to the detailed information we have always provided.

Please keep in mind that you must use the Chrome internet browser for TripInsights. To help you get started, we have outlined some areas to help you easily navigate the tool.

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DASHBOARD NAVIGATION

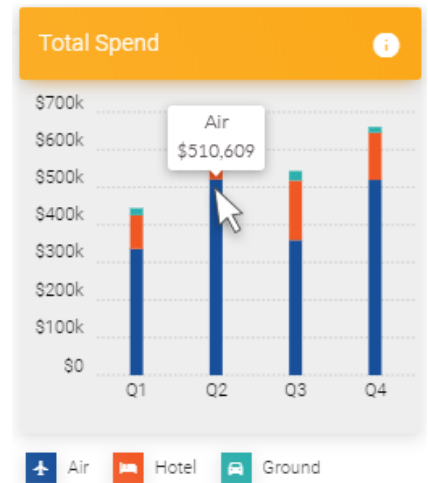


Logging on: You will log on the same way that you do today in Evolution.

- 1) **Dates:** Choose from the drop down options, or enter a custom date range. Data is updated nightly. Data set covers current year plus past 2 years.
- 2) **Groups:** Option to view data for the entire company or a group if set up.
- 3) **Company:** Option to view data for an individual client code.
- 4) **All:** Option to further filter data by a certain UDID and value.
- 5) **All Travel:** Option to filter travel by domestic only, international only, or all travel.
- 6) Hover over a % to see what date range was used for the variance comparison.
- 7) Purple arrow indicates decrease; Green arrow indicates increase.
- 8) Data is broken down into five categories: **Overview, Air, Hotel, Ground, and Savings**. Click on the category card to load that category’s data.

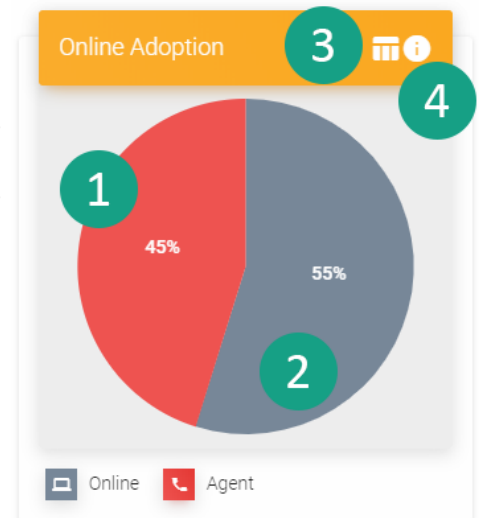
CHARTS & DRILL DOWN CAPABILITIES

Access the Detail: You have the ability to hover over any area in the graph to receive additional information.



How to Drill down: The section of the graph you click will affect the data provided in the drill down.

- 1) Clicking on the red Agent section of the pie will provide drill down data for travelers that booked directly with a TI agent.
- 2) Clicking on the gray Online section of the pie will provide drill down data for travelers that booked through the online booking tool.
- 3) To receive a drill down of the combined agent and online traveler information, click the chart symbol to the left of the information circle.
- 4) Click on the information circle to get details on each chart.



Total Spend by Vendor - Ground - 2018-Q2

Vendor	Total	Days	Avg/Day
Budget	\$14,803	314	\$47
National	\$5,949	134	\$44
Avis	\$2,714	40	\$68
Thrifty	\$299	5	\$60

Drill down Tables

- 1) You can re-sort *drill downs* by clicking a column header.
- 2) You can download the table into a .CSV file (CSV - similar to Excel).
- 3) Click on this arrow to return to the dashboard.

1) City Pair

City Pair	Count	Total	Avg	%
Washington/Boston	19	\$5,058	\$266	1.1
Washington/Charlotte	17	\$4,731	\$278	1.1
Las Vegas/Reno	13	\$4,326	\$333	1.1
Washington/Los Angeles	9	\$5,229	\$581	1.1
Sacramento/Burbank	8	\$1,057	\$132	0.0

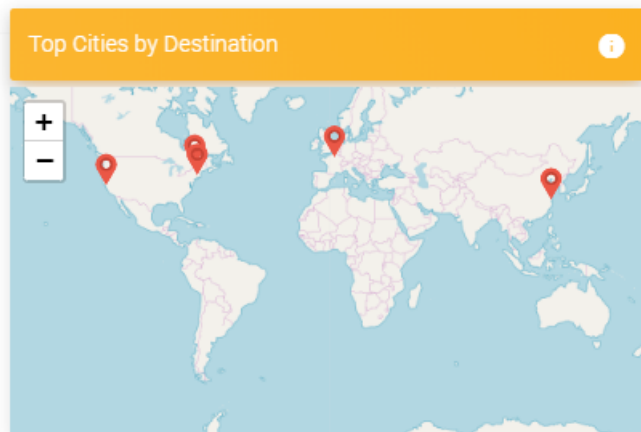
2) Showing 1-100 of 355 items.

3) Download icon

Working with Chart Tables:

- 1) You can also re-sort *chart* tables by clicking the headers.
- 2) Each chart table will only show 100 rows of data. If more data is applicable, it will display the total number of items in the bottom left hand corner.
- 3) You can download the complete list of items into a .CSV file.

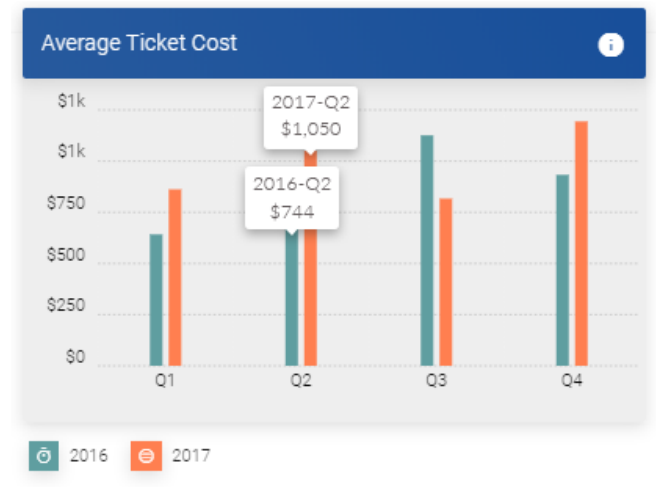
Top Cities by Destination: This graphic provides you with the top five destinations, and provides immediate access to your air, hotel, and rental car vendors. Clicking on any of the pointers will provide you the necessary detail for vendor negotiations and discussions.



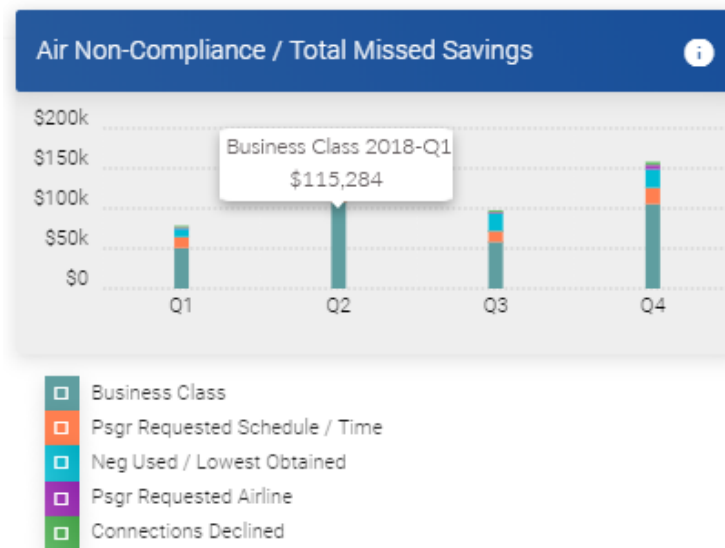
San Francisco / SFO

	90 Tickets	\$56,883 Total	\$632 Avg Ticket
	28 Room Nights	\$5,769 Total	\$206 Avg Room
	256 Rental Days	\$11,367 Total	\$44 Avg Day

Comparison Detail: When you select any of the specific Air, Hotel, or Ground Transportation Cards, you will be able to easily identify the period-over-period comparison. Hover or click for more detail.



Compliance: If you track reason codes for travel policy violations, the dashboard provides you with the top five reasons your travelers selected. By hovering over the shaded area, you will see the total amount of missed savings for each violation reason. By clicking, a detailed file appears on your screen.



USING THE SAVINGS CALCULATOR

Setting Goals with Predictive Analytics: TI has provided the key areas for identifying savings in your travel program. Each of the areas provides you with a graph on the left and then detail to the right.

Advanced Purchase Savings Calculator Best Practices

Total potential savings of \$94,997 by booking in advance. 38% of tickets were purchased less than 14 days in advance.

Reduce to: % **35**

Reduce by: **\$7,500**

- You will see the actual amount of savings you have missed for the given time period, and then the opportunity to review various levels of change with the related amount of recaptured savings potential you could uncover.
- Your Account Managers will work with you to determine what the best levels are for cost savings and put initiatives together to achieve these goals through changes in traveler buying behavior and/or communication best practices.
- Hover over Best Practices in the top right hand corner to view the best practice for this category.

Please feel free to contact your Travel Incorporated Account Manager for any additional information and assistance in navigating through the TripInsights dashboards. We welcome your thoughts via our new feedback button in Evolution, and ask that you share additional ideas for future enhancements to this tool, as we are always looking for ways to increase your efficiency and to be an easy company to do business with.