



SignUp4 Travel Management System™

The SignUp4 Travel Management System™ is designed to accommodate corporate meetings and travel departments that use a Global Distributions System (GDS) to manage their travel. The SignUp4 Travel Management System enables meetings and events planners to combine event data with registrants' travel data – always a difficult, time-consuming task – providing an integrated approach to overall meetings and business travel management. The SignUp4 Travel Management System integrates these two aspects of meetings management into a single system, enabling both meetings and travel planners to better manage corporate policy compliance, logistics, communications and enterprise-wide reporting requirements.

- *Integrated Logistics*

One of the most compelling features of the SignUp4 Travel Management System is the ability it provides meetings planners to automatically create and distribute arrival and departure manifests for attendees of a particular event. Drawing real-time data directly from unlimited Personal Name Record (PNR) travel bookings, the SignUp4 Travel Management System matches this information with individual registration data drawn from the SignUp4 Event Management System, generating a wealth of valuable reports and tools that facilitate event operations both before the event and at the meeting itself. Ground transportation to and from multiple airports, late arrivals and hotel check-in confirmations and a host of other time-consuming and difficult to manage arrangements can be coordinated in real time in a single, remotely accessible dashboard.

- *Confirmation and Communications*

Another valuable feature of the SignUp4 Travel Management System is the ability to create and distribute individualized, comprehensive confirmations containing all registration, travel and hotel accommodation information on a single document, e-mail or Internet-accessible file. When combined with data collected from the SignUp4 Event Management System, these consolidated registration/itinerary/reservation reports are a dramatic improvement over the current system of manually combining often dated information from multiple sources on an individual-by-individual basis. Attendees can even be updated via automated e-mail distributions on a regular basis or when details concerning flight cancellations, weather delays and other inevitable changes occur.

- *Reporting/Budgeting*

On the cost control and budgeting side of the equation, the SignUp4 Travel Management System delivers a wealth of detailed reporting tools that not only compile all corporate travel costs into a single system, but also organizes this data into a portfolio of standard report templates designed with cost monitoring and fiscal control in mind. In addition, this powerful system also enables meetings and travel planners alike to build their own customizable reports that meet the specific financial reporting and ongoing budgeting needs of each business entity as well as the corporation itself.

- *Policy Compliance*

Finally, the SignUp4 Travel Management System helps bring the entire meetings management process into focus, ensuring that attendees book their flights and hotel accommodations on time and within defined corporate travel and entertainment policy guidelines. Compliance with corporate travel booking requirements, preferred hotel arrangements and other policies for utilizing negotiated vendor pricing agreements give financial executives the tools they need to ensure the effectiveness of cost controls across the corporate enterprise.