



Travel Management System™

SignUp4's Travel Management System™ combines your travel and event data to save you time and money.

We manage the matching of your attendee's registration information with the Passenger Name Record (PNR) travel data from your GDS provider. This integration allows you to:

- Create manifest reports
- Determine who needs tickets
- Enforce travel policy
- Track the cost of the travel portion of your event

Call us today for a demonstration of how SignUp4's Travel Management System™ can help manage your travel reporting.

Strategic Meetings Management
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Travel Management System™

SignUp4's Travel Management System™:

- Provides a bridge between multiple systems
- Streamlines the arduous task of matching travel information with registration data
- Integrates directly into the Global distribution Systems (GDS)
- Gathers corporate travel information from multiple sources
- Provides unprecedented insight into travel and event data, in one place!

SignUp4's Travel Management System™ provides:

Logistics

The Travel Management System allows meeting planners to automatically generate arrival and departure manifests for attendees of a particular event. Choose sorting by time and airport. Manifest reports are created based on the tickets that have been booked for the travelers who are registered and can be updated with the most recent information at the touch of a button.

Compliance

Our systems allows users to readily view the registration dates and status of attendees, when attendees booked their tickets, and how much the tickets cost. This information allows the planner to view who has or has not yet booked their travel. You can also manage the attendees who may have booked tickets or dates outside of the accepted range for this event as well as the attendees who failed to book via your preferred corporate booking methods.

Budgeting

SignUp4's Travel Management System's™ reporting presents a clear post-event report of exactly what travel costs are associated with each event, attendee type, or destination. Data is provided as to exactly what is being spent to bring your attendees to the destination before they step on a plane.

Communication

Itineraries and PNR information is available via the SignUp4 Event Management System™. This tool allows users to send event attendees personalized emails containing their entire travel itineraries along with registration confirmation details. The manifest and budgeting reports can be distributed to all stakeholders so everyone has access to the latest information.

Reporting

SignUp4's Travel Management System™ provides a wealth of reporting options to view and use travel data. Make your job easier by using reports that ensure attendees who have indicated they need travel arrangements have booked a ticket to the event. SignUp4's Travel Management System™ includes standard manifest, itinerary, and arrival/departure reports. All travel data is integrated with our "Build Your Own" reporting system, allowing you to create your own blend of information collected on the registration form with travel data.

FEATURES

- Unlimited Meetings and Events
- Unlimited Registrations
- Unlimited Support and Customer Service
- Integrated Travel & Spend Management Tools
- Online Image Gallery
- Built-In Templates or "Build Your Own"
- Custom Ad-hoc Reporting
- Event Invitation and Marketing Tools
- Customized, Detailed Confirmation Emails
- SmartForm™ Technology
- Integrated Payment Processing to Your Merchant Account
- Hotel Room Block Management
- Profile Management
- Built-in WYSIWYG Editor