

## FCM APPROVE

### Streamline your travel approvals with FCM Approve.

FCM Approve is a suite of pre- and post-trip approval solutions designed to assist organisations with managing their travel policy requirements. Depending on the level of complexity of your travel policy and the technology solutions implemented within your travel program, we offer a combination of proprietary solutions - as well as partnering with leading online booking tool (OBT) providers and other third party vendors - to cater for travel programs of all sizes and forms.

There are three product tiers available within FCM Approve, ranging from an introductory level which is included as part of the FCM Portal, through to more advanced solutions with significant flexibility to suit your travel policy requirements.

#### The tiers of FCM Approve available include:

- Approve Start
- Approve Online
- Approve Plus

#### Approve Start

This is the starter level for FCM Approve provided to all FCM clients and is included as an additional functionality of the FCM Portal. It encompasses permission to request travel and enables the traveller or travel booker to request authorisation to travel from an approver before a booking is made – this may replace an existing paper- or email-based process. Upon approval an authorisation code is generated which is then used when the booking is made and captured for future reporting.

Approve Start includes the ability to capture key reporting data (custom fields, reference fields, reason for travel, project code) alongside traveller names, destinations and booking inclusions.

For organisations requiring further functionality, such as; offline approval or approval based on travel cost – additional paid tiers of FCM Approve are required. with your organisation and the online booking tool provider to develop an approval and authorisation process that is customised to your travel program and business requirements.

#### Approve Online

FCM partners with key online booking tool providers globally which each offer a variety of pre-trip approval and pre-trip authorisation functionalities. Our key online booking tools globally include:

AeTM, Concur Travel, Nutravel, Serko Online and KDS.

Additional features available through online booking tools vary by tool but generally include; cross country approval, offline booking approval workflows, multi-tier and multi-lingual approval and approval for exchanges among others – it is ideal for organisations whose approval decisions are based on time of booking costs and have a need for a customisable solution.

FCM's account management and technology specialists work closely with your organisation and the online booking tool provider to develop an approval and authorisation process that is customised to your travel program and business requirements.



### Approve Plus\* coming soon

Currently in testing, the third tier of FCM Approve is the most comprehensive solution and is ideal for clients with specific pre-trip approval and authorisation requirements that cannot be met by Approve Start or Approve Online. Approve Plus is a streamlined travel workflow and documentation suite which provides organisations with an online pre- and post-trip approval process.

This online travel authorisation tool has a significant level of flexibility and will be tailored to suit your organisation's travel policy requirements – it automates the authorisation process and integrates with FCM Online and can work in conjunction with your online booking tool strategy.

Key Features include:

- Fully compatible with all major Global Distribution Systems and our key online booking tools.
- Review and approve travel requests, 24/7/365 via a secure web-site or via email.
- View trips with relevant details in order to approve or decline a trip, or request itinerary changes for compliance.
- Centralised control for all trips pending approval prior to ticketing.
- Supports single-tier and multi-level approval process.

Approve Plus is a paid solution utilising third party technology integrated with FCM's service delivery to provide a solution to even the most complex approval and authorisation requirements.

### FCM Approve Comparison Chart

| FCM Approve features and functions                                      | Start | Online | Plus |
|---|-------|--------|------|
| Pre-Trip Request (Seek Permission to Book)                              | ✓     | ✗      | ✓    |
| Pre-Trip Approval (Seek Permission to Travel)                           | ✓     | ✓      | ✓    |
| FCM Portal And Profile Required   | ✓     | ✗      | ✗    |
| Multi-Level Approval  | ✓     | ✓      | ✓    |
| Additional Charge for Pre-Trip Approval                                 | ✗     | ✓      | ✓    |
| Customisable Workflows  | ✓     | ✓      | ✓    |
| Summary of Cost of Trip   | ✗     | ✓      | ✓    |
| Cross Country Approval  | ✗     | ?      | ✓    |
| Risk Based Approval (Travelling to Certain Countries Requires Approval) | ✗     | ✓      | ✓    |
| Approval via Web-Based Interface  | ✓     | ✓      | ✓    |
| Approval via Email  | ✓     | ✓      | ✓    |
| Reason for Rejected Approvals   | ✓     | ✓      | ✓    |
| Reporting for All Approved Trips  | ✓     | ✓      | ✓    |

**Key**

- ✓ Full Functionality
- ✓ Limited Functionality
- ✗ Not available
- ? Varies by Online Booking Tool