

SUMMARY OF BENEFITS



DINERS CLUB TRAVEL LODGED ACCOUNT

Lodged with your Travel Management Company - providing a sophisticated, flexible, user-friendly system for total control over travel expenses.

- **Security** - Only the nominated Travel Management Companies may process transactions and the Travel Lodged Account Card cannot be used like a normal charge card as it does not have a magnetic strip. Diners Club systems restrict the spend type allowing only travel related expenditure to be processed including air travel, accommodation, car rental, visa charges, foreign exchange and service fees.
- **Convenience** - More than one Travel Management Company may be linked to a Travel Lodged Account and payment is simplified as it is made to one supplier, namely Diners Club.
- **Enhanced Cash Flow** - By processing your travel expenses on the Diners Club Travel Lodged Account, your company will receive up to 55 days interest free within which to settle the Diners Club account, with payment only due 25 days from invoice date.
- **Flexibility** - Set your own account management limit
- **Reconciliation Process** - Diners Club Advantage allows for invoices to be accessed online and downloaded into an Excel spreadsheet by both a company representative and by the authorised Travel Management Company (who will then attach all relevant documentation and forward them to your accounts department for further reconciliation and payment.)
- **Diners Club Advantage** - A value added Online Business Services system that streamlines the reconciliation process by allowing you to access your account invoices online, at any time with data updated every 24 hours. This enables daily reconciliation to take place.
- **Automatic Travel Insurance** - Every public conveyance ticket booked on the Diners Club Travel Lodged Account, receives automatic Phase I travel insurance cover. Phase II and III top-up cover is available at a minimal cost and offers great additional benefits.
- **Management Information Reports** - Diners Club provides an Airline Analysis Report. This report breaks down the monthly spend per airline as well as differentiating between land arrangements and air travel. It also illustrates the year-to-date spend.
- **Order Numbers** - Your Travel Management Company can capture order numbers on automated tickets. Both alpha and numerical order numbers up to 12 digits may be accommodated.



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- **Flexible Invoice Close Off Dates** - An invoice close off date that best suits the company's requirements can be chosen for maximum convenience.
- **Superior Invoice Information** - By providing as many data fields as possible, control over travel spend is optimized. Our invoice information assists in verifying each transaction against the requisition number and ensuring that only authorised Travel Management Companies made bookings on the lodged cards by verifying the IATA numbers used.
- **Enhanced Invoice Functionality** - A CSV (Comma Separated Variable) data feed to yourself and your Travel Management Company is available on a daily, weekly or monthly basis. This data can be opened directly into an excel spreadsheet or integrated into an accounting software package.
- **Emailed Invoices** - A consolidated monthly invoice can be e-mailed if desired. Electronic invoices can be downloaded from our website at your convenience.
- **Query Indicator Facility** - Diners Club is able to place a hold on transactions that are being disputed by the company, meaning no interest will be charged should this transaction not be paid. For airline refund applications, we are able to raise a query/no interest indicator for a period of 6-8 weeks while the Travel Management Company follows up with the airline concerned to ensure that the refund is passed.



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