

# Centralized Booking. Simplified Process.

## Citi® Central Travel Account

Clarity, control and one consolidated travel solution for all your travel expenses

Introducing Citi's Central Travel Account (CTA) solution: the sophisticated, centralized travel account that is designed to help you better monitor and control your travel-related expenses wherever you do business.

Built to deliver maximum convenience with minimum effort, the Citi CTA is a centrally billed payment tool held with your designated travel management company (TMC) that enables your employees to make business travel arrangements with ease while improving your travel reconciliation process at the company level. This streamlined solution can be customized to your needs and is supported by local language and local currency statements.

### Simplifying your processes

The Citi CTA is easy to use. Simply pass on your account number to your existing TMC. The next time you or anyone in your organization makes a travel booking through your TMC, all the payments and transaction fees will be automatically billed to your Citi CTA.

Our sophisticated Global Data Repository is ultimately responsible for matching your TMC booking data with our own financial information in one consolidated statement. This data can then be automatically uploaded onto your financial system, reducing time-consuming reconciliation and administration.

### Customizing your data

There has never been a greater need for transparency and rich consolidated data than in today's expense-conscious environment. The Citi CTA provides you with vital information on your employee's business travel expenses through up to ten customizable customer reference fields, such as:

- Cost center
- Department code
- Booker's name
- Booker's reference
- Project code
- Employee ID

Any TMC fees associated with a transaction will also be highlighted to facilitate expense reconciliation.

To capture a consolidated picture of your Commercial Card expenditures, we can also combine your Citi CTA data with transactional data from your Corporate or Purchasing Card, giving you an expenditure overview that is key when negotiating with suppliers to maximize your leverage.

### Benefits at a Glance

#### Product

- Customize your data in up to ten customer reference fields
- Connect with the major TMC and GDS booking systems and get rich booking information
- Available globally, including in up to 20 European markets
- Get your data in local language and currency statements
- Integrate your data into a wide variety of ERP systems

#### Service

- Increase the transparency of all your company travel expenses, and review transactions online after making reservations
- Enhance your efficiency and minimize your administration
- Centralize your travel booking process, increase your controls and improve compliance with your travel policy
- Book travel for those without a corporate card



### **Integrating with your systems**

You can review your local language and local currency Central Travel Account data in several ways:

- Via the CitiManager® System, available 24/7, wherever you are based
- Through Citi Online Statements
- In traditional paper form

We can also provide a variety of comprehensive data file formats that can be securely integrated into your back-office system (SAP, Oracle, etc.).

### **Putting our expertise to work**

With programs available in over 90 countries and local issuance in more than 50, Citi is recognized as a global leader in corporate payment solutions. With our in-house platform and a host of customizable, online reporting tools and solutions, we can help position your company to succeed in today's environment, wherever you do business. Across time zones and industries, Citi® Commercial Cards puts its Corporate Card solutions to work for organizations just like yours every day.

Constant innovation and a global infrastructure give us the flexibility to provide you with the most integrated solutions so that you can take your business where it needs to be.

**To put Citi's Central Travel Account to work for you today, contact your Citi representative or visit us at [www.citimanager.com](http://www.citimanager.com).**

**Global Transaction Services**  
**[www.transactionsservices.citi.com](http://www.transactionsservices.citi.com)**

© 2011 Citibank, N.A. All rights reserved. Citi, and Citi and Arc Design and CitiManager are trademarks and service marks of Citigroup Inc. or its affiliates, used and registered throughout the world.

740625 GTS25546 1/11

