

## ITEM v1.5 Product List

Q2 2006

ITEM provides a unique approach to T&E management by enabling companies to both incentivize lower travel spending and to use expense benchmarks to pinpoint excessive spending. ITEM provides online expense reporting with the addition of expense targets that are calculated for every trip. Travel managers can use ITEM's expense targets to find cost drivers, and employees can be incentivized to spend below targets, generating savings for the company and rewards for the employee. Clients can use ITEM to provide complete expense management functionality, or they can integrate ITEM with existing T&E systems to take advantage of ITEM's benchmarking and incentive capabilities.

**ITEM is composed of three major product offerings:**

### ITEM Expense Management

- A complete expense reporting solution supporting complex approval workflow, T&E policy limits, and digitally-scanned receipts
- Hosted online solution requires only a web browser for access, and no hardware investment
- Unique expense targeting functionality enables managers to see if every employee expense is above or below target
- Modern technology architecture simplifies integration with financial and other systems
- Supports Incentive Program and Analytics as part of integrated expense management platform
- Expense targets are compiled from market pricing data, GDS data, and cost of living data

### ITEM Incentive Program

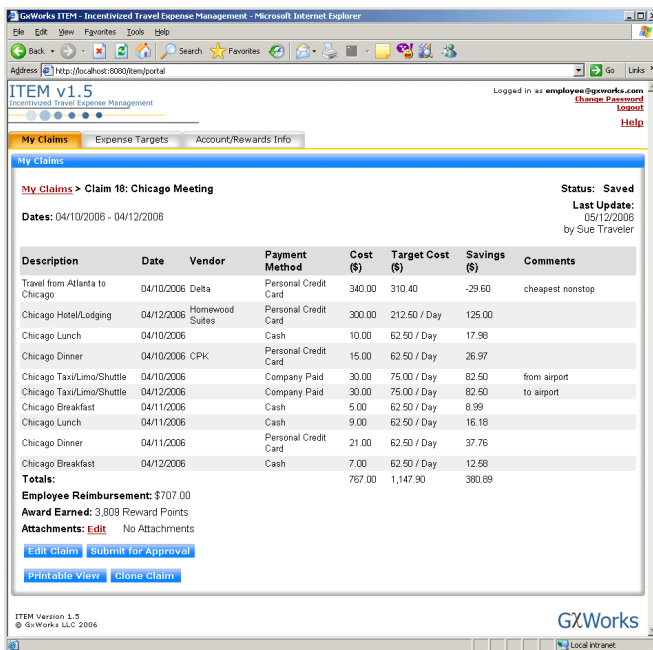
- Incentives motivate employees to spend less than the corresponding expense targets while traveling, thus saving money for employers while earning rewards
- Entire program, from setting expense targets to distributing incentive rewards, can be managed by GxWorks on behalf of client
- Fees are charged based only on savings realized, resulting in positive ROI from day one

### ITEM Analytics

- Analytics module leverages expense targets to provide powerful reporting on cost drivers within a travel program
- Reports rank users, air routes, and destinations by the savings that each generates relative to expense targets
- Managers can instantly determine which employees are overspending and which airline and hotel rates need to be considered for renegotiation
- Can be quickly integrated with any T&E system, or be used out of the box with ITEM Expense Management

# ITEM v1.5 Expense Management

ITEM provides a complete online expense reporting solution, including support for complex approval workflows, company T&E policy limits, and digital receipt management. ITEM's modern architecture also simplifies integration with financial systems, reducing implementation time and eliminating the need for manual reentry. In addition, ITEM's unique expense targeting functionality provides travel managers with a new level of expense control. ITEM calculates targets for all air, hotel, car, meal, and incidental expenses, enabling a manager to instantly see whether an employee spent above or below the target cost for a trip. This data provides a powerful feedback mechanism for managers, and is also leveraged by ITEM's Incentive and Analytics modules to help further control costs.



The screenshot shows the 'My Claims' section of the ITEM v1.5 web application. It displays a claim for 'Chicago Meeting' with a status of 'Saved' and a last update on 05/12/2006 by Sue Traveler. The claim dates are 04/10/2006 to 04/12/2006. A table lists various expenses with columns for Description, Date, Vendor, Payment Method, Cost (\$), Target Cost (\$), Savings (\$), and Comments. The total cost is \$767.00, the target cost is \$1,147.90, and the total savings is \$380.89. Below the table, it shows 'Employee Reimbursement: \$707.00' and 'Award Earned: 3,809 Reward Points'. There are buttons for 'Edit Claim', 'Submit for Approval', 'Printable View', and 'Clone Claim'.

Description	Date	Vendor	Payment Method	Cost (\$)	Target Cost (\$)	Savings (\$)	Comments
Travel from Atlanta to Chicago	04/10/2006	Delta	Personal Credit Card	340.00	310.40	-29.60	cheapest nonstop
Chicago Hotel/Lodging	04/12/2006	Homewood Suites	Personal Credit Card	300.00	212.50 / Day	125.00	
Chicago Lunch	04/10/2006		Cash	10.00	62.50 / Day	17.98	
Chicago Dinner	04/10/2006	CPK	Personal Credit Card	15.00	62.50 / Day	26.97	
Chicago Taxi/Limo/Shuttle	04/10/2006		Company Paid	30.00	75.00 / Day	82.50	from airport
Chicago Taxi/Limo/Shuttle	04/12/2006		Company Paid	30.00	75.00 / Day	82.50	to airport
Chicago Breakfast	04/11/2006		Cash	5.00	62.50 / Day	8.99	
Chicago Lunch	04/11/2006		Cash	9.00	62.50 / Day	16.16	
Chicago Dinner	04/11/2006		Personal Credit Card	21.00	62.50 / Day	37.76	
Chicago Breakfast	04/12/2006		Cash	7.00	62.50 / Day	12.58	
<b>Totals:</b>				<b>767.00</b>	<b>1,147.90</b>	<b>380.89</b>	

Employee Reimbursement: \$707.00  
Award Earned: 3,809 Reward Points  
Attachments: [Edit](#) No Attachments  
[Edit Claim](#) [Submit for Approval](#)  
[Printable View](#) [Clone Claim](#)

ITEM View Claim Screen

## Key Features and Benefits:

- Online expense reporting accessible from anywhere in the world via web browser
- Enforces travel policy expense limits on a per-location basis
- Supports multiple approver workflows
- Digital receipt management helps eliminate paper-based processes
- Every expense has an associated target cost, enabling managers to pinpoint excess expenses immediately
- Web services interface facilitates systems integration, eliminating manual reentry into finance and accounting systems
- Hosted solution with zero upfront hardware and software costs
- Supports ITEM Incentive Program and ITEM Analytics

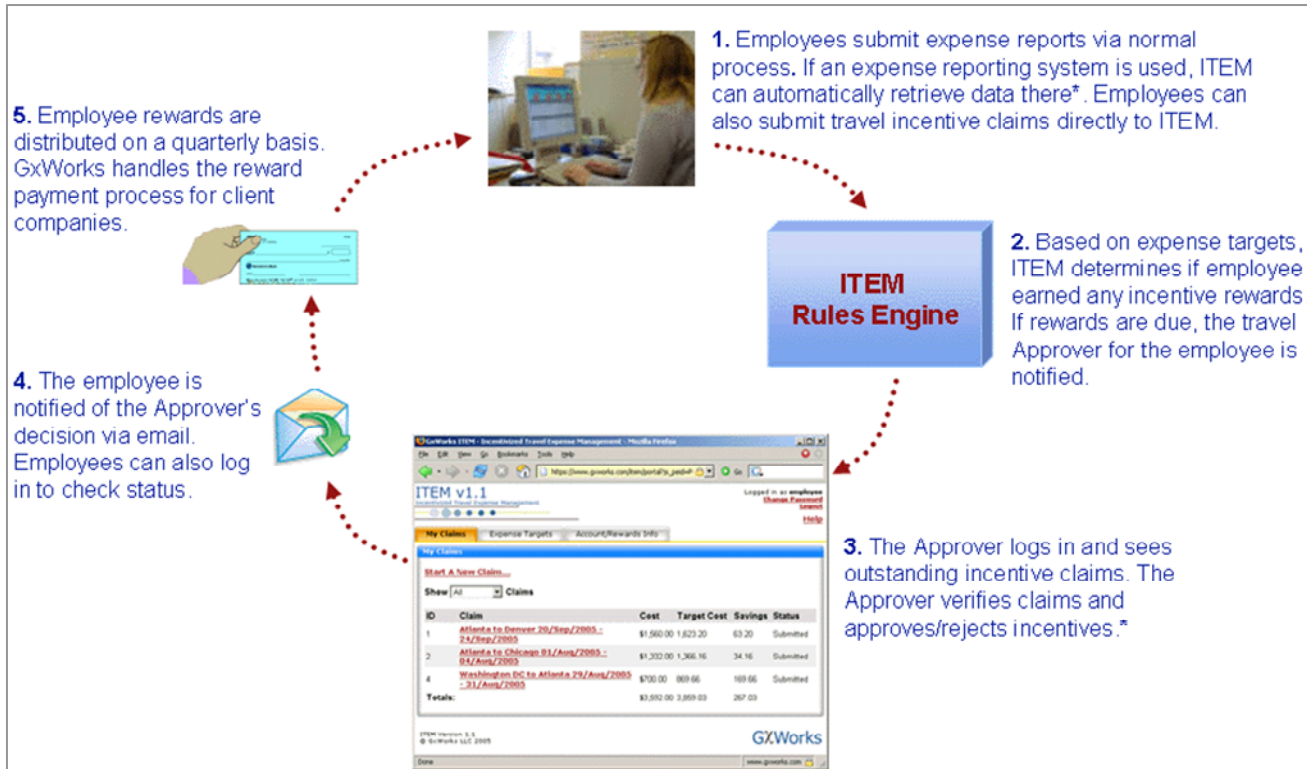
## ITEM Expense Management is ideal for...

- Corporations that currently handle expense reporting with Excel spreadsheets
- Corporations that use a paper or manual process for expense reporting
- Access to expense management functionality anywhere in the world via a web interface
- Seamless integration with financial and accounting systems at low cost
- Travel managers who want comparative benchmarks to provide deeper analysis into employee travel spending patterns

# ITEM Incentive Program

## Companies incentivize their salespeople to sell; why not incentivize employees to cut costs?

ITEM makes this concept a reality for travel expenses. ITEM calculates a target cost for every trip, and rewards employees that spend below target, generating savings for clients while boosting their employees' morale. GxWorks manages reward distribution for clients, and offers a variety of reward options including airline miles, gift certificates, and monetary rewards. The ITEM Incentive Program is designed to work with external T&E reporting systems as well as with ITEM Expense Management, enabling clients to leverage existing investments with ITEM.



GxWorks Incentive Program life cycle

## Key Features and Benefits

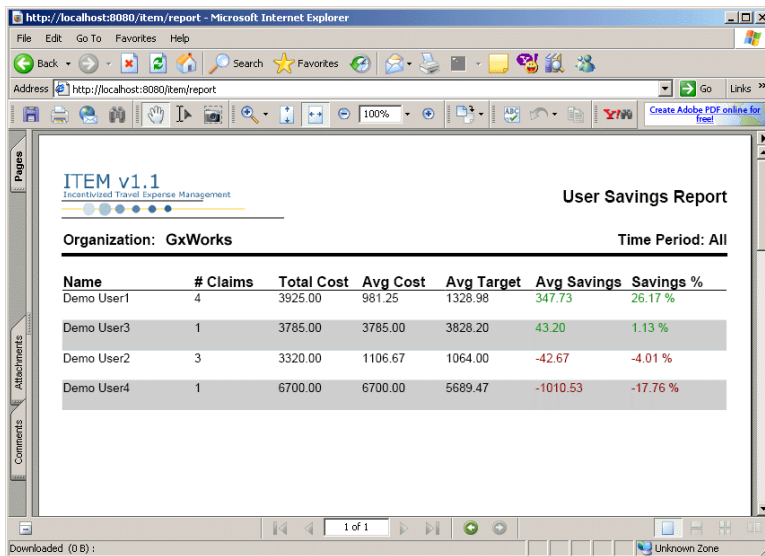
- T&E expense reductions of 10-20% are possible through Incentive Program
- Incentive Program fees are based on savings realized, ensuring positive ROI
- Incentives encourage travelers to book airfare, cars, and hotels earlier, and to consider less expensive cars and hotels as way to meet expense targets
- Incentives also encourage travelers to reduce spending on meals, cabs, parking, and other incidentals, which are not addressed through travel agencies or vendor negotiation

## The ITEM Incentive Program is ideal for...

- Corporations looking for a way to further reduce expenses beyond the possibilities of their existing travel management program
- Corporations that pay for travel from their own budget, and cannot pass costs on to their clients

# ITEM Analytics

ITEM's focus on benchmarking for every expense enables powerful reporting and analytics capabilities. ITEM's Analytics module provides reports that rank users, air routes, and travel destinations by the relative savings or losses that each generates. This enables travel managers to focus their cost mitigation efforts precisely where needed. Many expense reporting systems provide reporting without integrating benchmarks into every level of data, while benchmark data providers do not have any insight into actual expenditures. Only ITEM integrates expense report data with benchmarks to provide real insight on the cost drivers within a travel program.



Name	# Claims	Total Cost	Avg Cost	Avg Target	Avg Savings	Savings %
Demo User1	4	3925.00	981.25	1328.98	347.73	26.17 %
Demo User3	1	3785.00	3785.00	3828.20	-43.20	1.13 %
Demo User2	3	3320.00	1106.67	1064.00	-42.67	-4.01 %
Demo User4	1	6700.00	6700.00	5689.47	-1010.53	-17.76 %

## Key Features and Benefits

- Expense targets are used to analyze expenses and determine which users overspent targets, and which users saved most
- This concept is also applied to air routes and travel destinations, enabling managers to see which trips and which employees generate excess costs
- Can be used to analyze expenses in any expense management system
- Expense targets are calculated from market prices and cost of living data

## ITEM Analytics User Savings Ranking Report

## ITEM Analytics is ideal for...

- Managers that desire a better understanding of cost drivers within their travel program
- Corporations that want to enhance an existing expense management system with detailed reporting and analytics capabilities
- Managers interested in using expense targets as a feedback mechanism to encourage cautious spending by travelers
- Providing more leverage in contract negotiations by enabling direct comparison of a vendor's rates with actual market rates for the same route or city