



# Citi® Central Travel Account

## Gain clarity, control and convenience for central travel bookings

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

Built to deliver maximum convenience with minimum effort, the Citi CTA is a globally available, centrally billed payment tool that augments your Corporate Card program to support the bookings and payments of your organization's group and transient travels.

This streamlined solution can be customized to your needs and is supported by local language and local currency statements.

### How it Works

First, pass your account number on to your existing Travel Management Company (TMC).

Next, have your employees, employees without Corporate Cards or part-time workers make their business travel arrangements with your designated TMC. With your TMC acting as the central contact point, you can rest

assured all employee flight bookings are made in full compliance with your organization's policy, at only your preferred travel providers.

Finally, all the payments and transaction fees associated with a booking made through your TMC will be automatically billed to your Citi CTA.

### What You Receive

**1. Increased Spend Visibility:** With one account consolidating your group and ad-hoc employee travel needs, you gain complete visibility into your organization's total travel spend for simplified reconciliation and reporting.

We are able to combine your Citi CTA data with transactional data from your Citi Corporate or Purchasing Card programs, giving you an expenditure overview that is key when negotiating with suppliers to maximize leverage.

### Benefits at a Glance

- Available throughout Asia, Europe, Africa, the Middle East and North America
- Integrated with the GDS booking systems and over 60 TMCs, inclusive of American Express Business Travel, BCD, CWT and HRG
- Provides rich data with up to 10 customer-defined reference fields which can feed into a wide variety of ERP systems
- Supports local language and currency statements
- Increases transparency of all company travel expenses, with ability to review transactions online after making reservations
- Enhances efficiency with minimized administration and ability to book travel for non-corporate card holders

**2. Simplified Reconciliation:** Our sophisticated Global Data Repository is ultimately responsible for matching your TMC booking data with your financial information for presentation in one consolidated statement. This data can then be uploaded into your financial system, reducing time-consuming reconciliation and administration.

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

**3. Robust Data & Reporting:** The Citi CTA provides vital information on your employees' business travel expenses, allowing up to ten customizable customer reference fields which can be used to capture key information such as:

- Cost center
- Department code
- Booker's name

- Booker's reference
- Project code
- Employee ID

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.).

### Treasury and Trade Solutions

Putting our expertise to work with programs available in over 100 countries and local issuance in more than 60, 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 [citimanager.com](http://citimanager.com).