AMEX GBT
Select

Insights Dashboard Module Overview

Rev: 02-13-25

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Select

Get the business insight you need on your Insights dashboard. Configurable tables, charts, and graphs summarize what you need to know instantaneously.
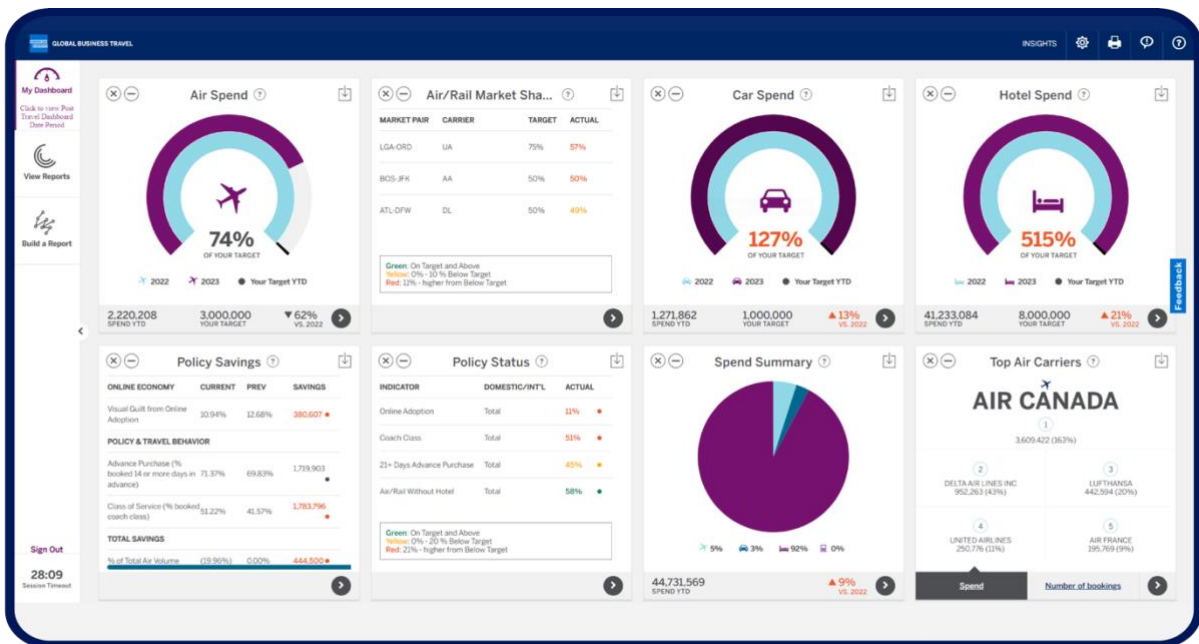
**Insights helps you optimize your travel program from a single dashboard.**

- Monitor and optimize spend
- Measure goals and targets
- Manage supplier programs
- Assess policy compliance
- Spot savings opportunities pre-travel
- Manage risk to travelers

Insights is dynamic, serving you the information you need.

- Select the views you want to see
- Hover over graphs to view data
- Click any graph for a detailed data table
- Drag and drop panels where you want them
- Minimize less important panels and expand them when needed
- Reconfigure your dashboard anytime
- Refresh your dashboard for updates in real time

Dashboard views: examples and uses

Configure your dashboard with the views you want to see.
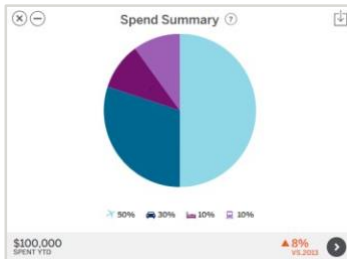
SPEND SUMMARY

- Keeps you aware of your company's travel spending behavior overall
- Supports best management of money and travel budget
- Shows which travel categories drive the greatest financial impact
- Provides clarity and prevents anxiety about financial allocations
- Helps procurement departments to research, negotiate rates, and develop contracts
- Facilitates business reviews between your company and travel vendors

AIR SPEND

- Shows airline spend at a glance
- Identifies ways to cut costs on airline bookings
- Tracks year-to-date spend based on year-over-year comparison and company goals
- Allows users to dig deeper into the data to explore airfare sales and refunds, including fare cancellations and changes in rules and procedures

CAR SPEND

- Shows company use of rental cars
- Indicates whether your company needs a car program and policies
- Indicates potential savings through rental car vendor negotiations
- Expanded data shows costs by region and highlights which parts of your business drive the most spend

HOTEL SPEND

- Helps identify hotel savings opportunities and program enhancements
- Shows where process improvements and best practices can optimize your hotel program
- Compares current hotel spend with company goals and spend from prior year

RAIL SPEND

- Helps show potential savings on rail bookings
- Compares air and rail spend to show how employees are traveling and possible savings
- Shows rail fares using data from our Global Distribution System (GDS)

POLICY STATUS

- Identify trends and best practices based on online adoption, class of service, and advance purchase indicators
- Help ensure that company procedures, guidelines, and standards are followed
- Consult with employees on travel needs, improvements, policies, and saving opportunities
- Assist in travel policy revisions and enforcement


POLICY SAVINGS

- See potential improvements to travel policies to reduce bottom-line costs
- Understand travel behavior to determine next steps in improving policy, enforcing policy, and investing in your travel program
- See the effects of policy compliance in terms of costs and savings

AIR/RAIL MARKET SHARE STATUS

- Understand where your company travels most by departure and arrival cities
- Gain leverage in vendor relationships with accurate, detailed data on travel behaviors
- Improve vendor negotiations
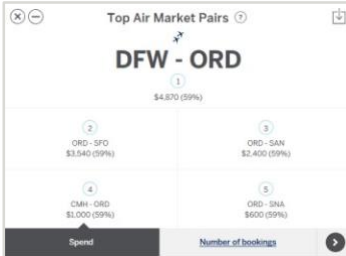
TOP AIR MARKET PAIRS

- Understand patterns in air travel routes and fares
- Strengthen fare negotiations with airlines

TOP RAIL MARKET PAIRS

- Helps show potential savings on rail bookings
- Compares air and rail spend to show how employees are traveling and possible savings
- Shows rail fares using data from our Global Distribution System (GDS)

TOP AIR CARRIERS

- Get insights to manage air supplier relationships
- Monitor vendor service performance by spend and bookings
- Quickly spot unauthorized use of nonpreferred airline carriers

TOP HOTEL CHAINS

- Gain insight to better understand spend with hotel vendors
- Support negotiations for better rates and rewards
- Identify improvements in the company's hotel program
- Research and provide solutions to enhance relationships with hotel vendors

TOP HOTEL CITIES

- Identify travel trends by city in order to better understand services offered in those cities
- Understand and anticipate travelers' needs and preferences based on location
- Evaluate required travel documentation based on city regulations
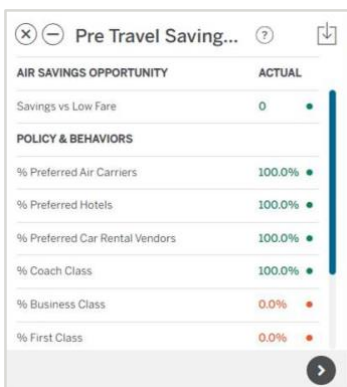
PRE-TRAVEL SAVINGS OPPORTUNITY

- Track company targets
- Identify opportunities to improve your travel program
- Optimize cost savings and efficiencies
- Monitor travel policy compliance and develop strategies to increase compliance
- Monitor employee understanding and awareness of policy based on their behaviors
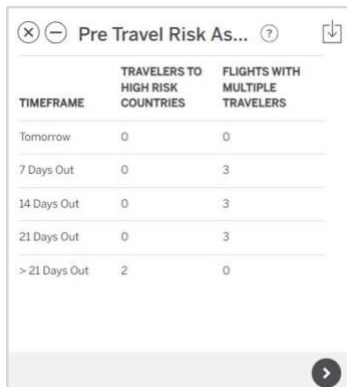
RISK ASSESSMENT

- Enhance safety and security for employees by providing assistance and support during travel
- Ensure insurance processes are in place and outlined for travelers prior to departure
- Manage risk to travelers before travel
- Help address duty of care issues

YOU CAN ORGANIZE AND RECONFIGURE YOUR INSIGHTS DASHBOARD AT ANYTIME USING THE SETTINGS ICON WITHIN THE PLATFORM. FOR EXAMPLES OF AVAILABLE INSIGHTS REPORTS, PLEASE CONTACT YOUR AMERICAN EXPRESS GLOBAL BUSINESS TRAVEL REPRESENTATIVE.