## AMEX GBT Select

# Insights Dashboard Module Overview

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### Get the business insight you need on your Insights dashboard. Configurable tables, charts, and graphs summarize what you need to know instantaneously.

Ay Dashboard	So Air Spend 🖲	⊗⊖ Air/Rail	Market Sha	1	e 🛛	Car Spend (2)		⊗⊖ Hote	el Spend 🕐 🛛
navel Dashboard Date Period		MARKET PAIR CARRIER	R TARGET	ACTUAL					
C		LGA-ORD UA	75%	57%					
View Reports		BOS-JFK AA	50%	50%					
,		ATL-DFW DL	50%	40%		<b>A</b>			
G Build a Report	74%					127%			515%
Auki a Report	OF YOUR TARGET	Green: On Target and Abo	wh			OF YOUR TARGET	•		OF YOUR TARGET
	🏹 2022 🗡 2023 🌒 Your Target YTD	Vellow: 0% - 10 % Below 1 Red: 11% - higher from Be	Tarpet		iii 202	2 🛱 2023 🔮 Your	Target YTD	🛏 2022 🛏 2	023 Ozar Target YDu
	2.220.208 3.000.000 ¥62% SPEND YTD YOUR TARGET ¥5.2022			0	1.271.862	1.000,000 YOUR TARGET	▲13% D	41,233,084 8 SPEND YTD Y	LO00.000
	⊗  — Policy Savings ⑦	⊗⊖ Pol	icy Status 💿	ġ		Spend Summary	· • •	🛞 — Top Al	ir Carriers 🗇 🛛
	ONLINE ECONOMY CURRENT PREV SAVINGS	INDICATOR	DOMESTIC/INT'L	ACTUAL					*
	Vaual Guilt from Online 10.94% 12.68% 380.607 •	Online Adoption	Total	1196 .	2			AIR	CANADA
	POLICY & TRAVEL BEHAVIOR	Coach Class	Yotal	51% .				34	1 509.422 (353%)
	Advance Purchase (% 1,719,903	21+ Days Advance Purchase	e Total	45% .				(2)	(3)
	booked 14 or more days in 71.37% 69.83% C739.943 advance)	Aar/Rail Without Hotel	Total	58% •				DELTA AIR LINES INC 952,263 (43%)	LLFTHANSA 442,594 (20%)
	Class of Service (% booked \$122% 41.57% 1783.796 (% 1278)								
Sign Out	TOTAL SAVINGS	Green: On Target and Abo Veloc: 0% - 20 % Below Red: 23% - higher from Be	Target			5% 3% = 92%	C 016	4 UNITED AIRLINES 250.776 (11%)	5 AIR FRANCE 195,769 (9%)
28:09	% of Total Air Volume (19.96%) 0.00% 444,500.	Heat: 2276 - Ingrier from te	How larger				R 010	230770(200)	12/2/03 (210)
20:09 lession Timeout	0			•	44,731,569		▲ 9% VS. 2022	Spend	Number of bookings

## 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.

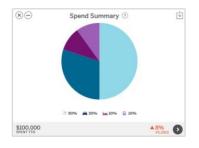
- Select the views you want to see
- Hover over graphs to view data
- Click any graph for a detailed data table
- Drag and drop panels where you want them
- Minimize less important panels and expand them when needed
- Reconfigure your dashboard anytime
- Refresh your dashboard for updates in real time



### AMEX GBT Select

### **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

#### ×0 山 Air Spend (?) \$95,643 \$90,230 A 6% 0



#### **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

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## Select



×—	Policy Status 🕐		t.
INDICATOR	DOMESTIC/INT'L	ACTU	NL.
Online Adoption	Total	10%	
First Class	Total	12%	
Business Class	Trans-tasman	11%	
Coach Class	Total	896	
0-3 Days Advance Purchase	Total	9%	•
4-6 Days Advance Purchase	Total	16%	
7-13 Days Advance Purchase	International	70%	
Online Adoption	Tutal	10%	

ж.— Р	olicy Savi	ngs 🗇			÷
ONLINE ECONOMY	CURRENT	PREV	SAVE	GS	
Visual Guilt from Online Adoption	0.00%	0.00%	10%		
POLICY & TRAVEL BEHAVIOR					
Advance Purchase (% booked 14 or more days in advance)	0.00%	0.00%	10%	•	
Advance Purchase (% booked 14 or more days in advance)	0.00%	0.00%	10%	•	
TOTAL SAVINGS					
% of Total Air Volume	0.00%	0.00%	10%	•	
					-

MARKET PAIR	CARRIER	SHAR	e.	
IAH-ORD	United Airlines	10%		
JFK-LHR	British Airways	20%	•	
				6

#### **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





×0	Top Air Mar	ket Pairs ⑦ ৵	÷
	DFW	- ORD	
	\$4.87	1) 0 (59%)	
	(2) RD - SFO 440 (19946)	3 ORD - SAN \$2,400 (59%)	
	(4) AH - ORD 100 (59%)	(5) ORD - SINA \$600 (59%)	
Sp	end	Number of bookings	0

#### **TOP AIR MARKET PAIRS**

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

×⊖	Top Rail M	Market Pairs 💿	( la
		88	
	BBY	- MET	
		(1)	
	\$4	4,870 (5.3%)	
	(2)	(3)	
	BOS - MET	BOS - NYP	
3.3	1,540 (53%)	\$2,400 (53%)	
	(4)	(5)	
	MET - WAS	NWK - WAS	
\$1	(000 (53%)	\$600 (53%)	
5	pend	Number of bookings	0

	pp Air Carriers ⑦ * JETBLUE 1 53.000 (20%)	
VIRGIN AMERICA \$2,500 (30%)	3) DELTA \$2,100 (30%)	
UNITED \$1,000 (30%)	(5) AMERICAN \$800(30%)	
Spend	Number of bookings	0

×0		Chains ⑦	÷
		1) 0 (34%)	
WE	2 STIN 0 (34%)	3 SHERATON \$6,700 (34%)	
AF	4 FINIA 0 (3416)	(5) WYNDHAM \$300 (34%)	
Sper	nd	Number of bookings	0

#### **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



## Select

	otel Cities ⑦ ゼ L V YORK
	1 (1) 6,870 (42%)
(2) SAN FRANCISCO \$5.540 (42%)	3 PHILADELPHIA \$4,400 (42%)
(4) LOS ANGELES \$4,000 (42%)	(5) NEW ORLEANS \$600 (42%)
Spend	Number of bookings

×)  Pre Travel Saving	(?)
AIR SAVINGS OPPORTUNITY	ACTUAL
Savings vs Low Fare	0 •
POLICY & BEHAVIORS	
% Preferred Air Carriers	100.0%
% Preferred Hotels	100.0%
% Preferred Car Rental Vendors	100.0%
% Coach Class	100.0%
% Business Class	0.0%
% First Class	0.0%

TIMEFRAME	TRAVELERS TO HIGH RISK COUNTRIES	FLIGHTS WITH MULTIPLE TRAVELERS
omorrow	0	0
Days Out	0	3
4 Days Out	0	3
21 Days Out	0	3
21 Days Out	2	0

#### **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.

