

# INFINITY ZTRAVEL

business travel management

I N F I N I T Y



Z U C C H E T T I

 ZUCCHETTI

## The world has changed...

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Markets are more and more globalized and competitive.

Customers and company locations can be anywhere in the world.

Internet and state-of-the-art mobile devices have completely changed communication and interaction manner.

## ...have you?

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Companies and their employees need to give and receive quick answers, to share information and to reduce wastes and inefficiencies as much as possible. Therefore, there is the need to make use of suitable tools that simplify processes and actually support daily activities even when company trips, booking refunds, etc. have to be managed.

## choose ZTravel!

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Zucchetti web-based solution that optimizes the entire business trips process: simplifies the communication, favors collaboration and increases productivity.

### ZTravel manages the business travel management process in all its phases

1

#### pre-travel

Management of all aspects related to the business trip scheduling: authorization, means of transportation and hotel booking, advanced payments, files and documents acquisition (tickets, vouchers, paperwork, etc.)

2

#### on-travel

Management of input activities of business trip expenses, also by means of mobile applications.

3

#### post-travel

Filling in and control of expense notes, authorisation of repayments and cash flows, verification of compliance with the company travel policy.

4

#### Analysis

Monitoring and analysis of the entire process in order to identify the possible issues, ineffectiveness, to rationalize costs and to intervene promptly in the planning of the business trips.



*Let your business fly  
instead of your business trip costs!*



## ZTravel is:

### dynamic

ZTravel is the global web application that allows managing, by means of a single operational form, all the local, tax related and organizational requirements.

ZTravel is:

- **multilingual** available in Italian, English, German and Spanish and can be translated into any language;
- **multi-currency** it adapts to implement the foreign taxation of the country where the system is located after an analysis of the current law;
- **multi-company** with a single implementation, ZTravel allows controlling the expenses and managing all the companies of a single group, even if they have different travel policies and contracts.

### simple

The software was designed to be an extremely intuitive **tool that easily allows:**

- **simplifying the activities of the offices in question**, involved in the entire management process;
- **removing hardcopy documents** where permitted by the current tax law;
- **giving greater authority to the staff** authorized to add the requests thanks to the use of web technologies and with mobile applications;
- **improving services** for the staff by means of the online availability of the documents that concern and are of interest to the staff;
- **providing managers** of the operational units the **immediate control of the processes/activities** related to the business trips of their own employees.

**innovative**

ZTravel is an innovative solution that **fully meets the sharing and communication requirements** of modern and efficient companies. In fact, it allows involving all those who are part of the management of the different business travel processes, both inside (Travel Manager, Controller, HR, Finance, Purchase, Managers and Employees) and outside the company (for instance travel agencies and **online payment services providers**).

In this way the process becomes more efficient, data are easier to find and communication is more fluid.

This means **great time and cost savings** thanks to improved **efficiency and automation of the processes**, to the guarantee of correctness in access and data entry, to improved communication, etc.

**modular**

ZTravel is the web solution for companies that want to use a **simple and efficient system**. It was designed and conceived with a modular and scalable structure in order to allow each company to set up its own solution according to its specific requirements and organization.



## Infinity Application Framework

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**The entire system is based on Infinity Application Framework (IAF).** IAF is a fully web solution representing the core of all applications of Zucchetti Infinity Project family and the key for the fulfillment of well-structured IT projects and systems.

IAF allows companies to implement a new concept of organization: a **virtual workspace**, accessible anywhere with a simple internet browser, where you can access information, perform transactions and collaborate with users from inside and outside the company.

In fact, a ZTravel portal provides a series of useful services to make everyday tasks easier and to maximise the efficiency of the entire business travel management and expense note process.

## portal

- **Business Process Management (BPM)**

in order to define the approval procedure of the requests, so that the solution can be easily adapted to the organizational requirements of the company;

- **Document management System (DMS)**

for a complete document management that allows receiving and archiving (travel tickets, vouchers, receipts, invoices, refunds list);

- **MyDesk**

a "virtual desk" to rapidly access everywhere by Internet all the information related to the business travel process;

- **Agenda**

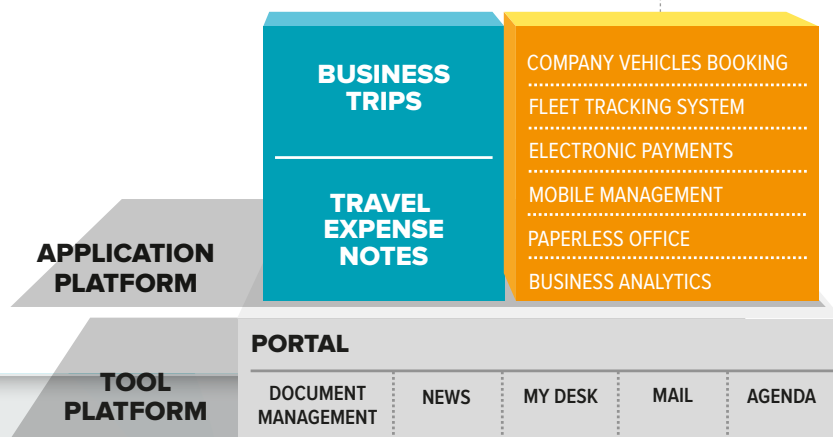
in order to manage and plan the company business trips, personal or calendars, set up an automatic system for notifications and authorizations and understand time availability of employees;

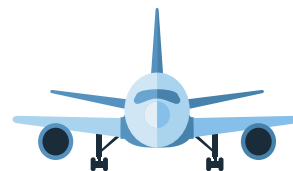
- **Mail**

connected with the most common Mail servers/ Fax servers, by means of the SMTP protocols.



On this practical base, Zucchetti suite for business travel management is made of two main and independent modules (Business Trips and Travel Expense Notes) and a series of additional modules, which the customer can choose as a functional enhancement of the main modules for thus increasing the efficiency of the processes.





## business trips

It's the solution for the management of the entire pre-travel process related to company business trips, from the planning of the business trip to the approval of the business trip.

**Business Trips** allows:

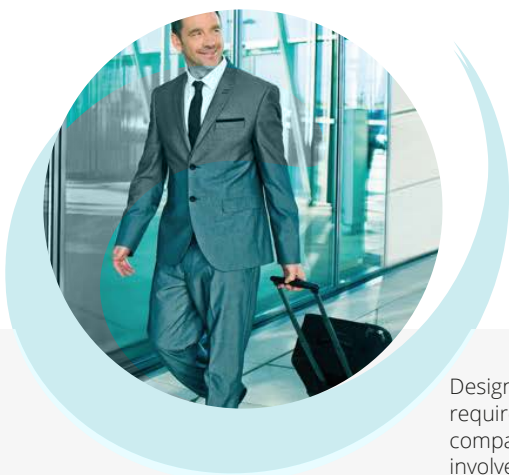
- the management of service bookings (hotel reservations, car rental, etc.);
- managing advanced payments and returns.
- the acquisition of travel documents and management of documents necessary to support the business trip;
- authorisation request for the business trip

The high flexibility of the product and the possibility to easily adapt it to the company

travel policies constitute an essential support for the company, which can efficiently pursue its own cost saving policies focused on the business trip expense control.

Moreover, the company may involve the Travel agencies in the process, in order to manage:

- the bookings requests to be made, by receiving structured e-mails or by real-time updated web protocols;
- the preparation of the business trips documents (tickets, vouchers, etc.), that will be automatically archived in the Business Trip File of each user (DMS);
- the preparation of the invoices.



## integration

Designed to meet the requirements of all company sectors usually involved in the business travel process (Human Resources, Administration, Accounting, etc.), ZTravel allows everyone, by means of a unique portal, to access the features

they are interested in, thanks to the perfect integration with:

- **HR Infinity Global Solution**, Zucchetti suite for staff management in order to meet the staff management requirements (payroll, Time&Attendance, timesheet, etc.)



- **Zucchetti ERP solutions**, web-based software for the support of the accounting sector;
- **E-agency**: Zucchetti solution for the management of Travel Agencies and Tour Operators;
- **HR and ERP** third-party applications.

## travel expense notes

It's the solution for the final balance of expenses made during the business trip and the entire post-travel process:

- **filling in of the Travel Expense Notes;**
- preparation of the **Refunds List;**
- **output preparation** (refund payments, Single Employment Ledger, accounting);
- **transmission of summarizing data for Single Employment Ledger purposes;**
- **direct payment** of the refunds on the payslip or via bank transfer;
- **accounting of the expenses** on the company's accounting system;
- **generation of summarizing documents** related to the invoice for automatic VAT recovery.

Employees can easily fill in the travel expense note adding:

- **data related to the business trip** (departure/arrival city, schedules, etc.);
- **expense items**, with the possibility to define the currency, the payment method and the

document type (receipt, invoice, etc.);

- **a copy of the supporting** receipts and dockets that will be automatically archived in the Business Trip File (DMS);
- **a street itinerary**, with the possibility to automatically acquire from Google Maps the distances for each route;
- **accounting references** (order, cost center, customer, etc.);
- **advanced payments received by the company.**

With Travel Expense Notes the company can simplify the process, increase productivity and customize:

- **calculations**, indicated both for managing possible integrative agreements (trip allowance count, increases, etc.) and for treating special policies differentiated by role and company level;
- **the layout of the refunds list** automatically archived in DMS.



## additional modules



### booking

**Self-booking service** that business travellers can use to book hotels. Booking ensures compliance with the company **travel policy** as it allows configuring specific price parameters, categories

and hotel conventions.

In this way, the booking service can be customised to the specific needs of the company.



### company cars booking

The module allows the company to **automate the vehicle pool booking process**.

Employees that need to make a booking access a dashboard which shows the cars available for booking and dates and

bookings already made by colleagues.

Moreover the module **tracks exactly the match between cars and employees**: this functionality is very useful to **link some events** (e.g. accident or fines) **to the right employee**.



### fleet tracking system

The module allows you to manage and monitor company vehicles **registering location, itinerary, stop-offs, speed and kilometers traveled using GPS tracking devices**, a convenient dashboard available to Managers, Employees and Fleet

Managers and detailed reports to keep costs under control, such as fuel consumption per vehicle. Thanks to its integration with Expense Sheet Software, the data is automatically entered into the traveling person's expense sheet.



### electronic payments

The module allows the automatic acquisition of the electronic payment flows in Travel Expense Note: payments made by the employees on business trips with company credit cards, telepass, travel agencies bank statements, fuel card, etc. The automatic acquisition of the payments

is then used to match the transactions with the actual business trip of each user.

**Thanks to this module, the company has an overview of the payments made during the business travel of its employees and is able to monitor and reduce costs, in observance of the**



## additional modules

### mobile management

Available for smartphones and tablets (Android, IOS), the ZTravel functions of the HR Infinity Zucchetti App speed up the process of filling in the Expense Notes, even without a data connection. **The user is able to record the travel expenses** and all related information, with the possibility to attach a photo of the supporting expense document (tax receipts,

invoices, etc.)

The business traveller simply synchronises the App with the ZTravel software and begins to prepare the Expense Note, thus making it faster to manage Expense Notes. Instead, the Manager can approve or reject in mobility the business trip requests or the Expense Notes of his resources.



### paperless office

Thanks to Zucchetti ZTravel, it is possible to dematerialize the business travel management process with a substantial cost reduction. The communication between company and employees becomes entirely digital and the hardcopy files are forgotten. Employees add the expense data in a controlled mode: they electronically send it for approval and their managers approve the refunds within minutes.

All paper documentation relating to the trip (travel documents, hotel vouchers and car rental receipts received relating to advances and refunds, reimbursements, etc.) are eliminated with considerable

advantages.

For example, it is possible to eliminate paper documents relating to refund notes that have to be signed by employees while on the move or in the office. In fact, **Zucchetti electronic signature solution** allows the use of an OTP (One Time Password) sent via text message for allowing travellers to sign their expense documents electronically, eliminating the need to archive hard copies. **The refund document thus remains electronic, the costs of the card are reset to zero, and there is no need to manage paper documents.**



### analytics

With ZTravel the company also has a state-of-the-art business analytics tool, which provides the offices involved in the entire Business trip process and the Management **contextualized and structured information** to perform cost analyses, evaluations and take the right decision. Thus, Analytics allows **monito-**

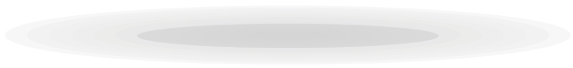
**ring and analyzing the business trip costs by means of innovative and user-friendly dashboards, customizable by user type and versatile in regard to data composition.**

The user can also autonomously manage data thanks to the state-of-the-art Business Intelligence tool.





# INFINITY ZTRAVEL



[www.zucchetti.com](http://www.zucchetti.com)

Infinity Zucchetti is the software platform  
that satisfies all company area  
needs via a wide choice of dedicated modules:  
administration, finance and control, logistics,  
purchasing, marketing, sales, post-sales,  
production, human resources, security,  
energy efficiency, maintenance management,  
IT, communication.

Available via web, cloud and mobile devices



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