

# Concept & Service Portfolio DER BUSINESS Top Travel for Company, Location

## **Our DER BUSINESS travel agency and the Uniglobe network**

DER BUSINESS Top Travel specializes in business travel at its locations in Stuttgart and Greven offers all components of professional travel management as a full-service provider.

Since 1998, we have been part of the global UNIGLOBE Travel network and, since 01.12.2025, also part of the DERPART Group / DER BUSINESS. This allows us to combine international fare advantages and a global network with nationwide service quality, modern technology, and personal contacts.

For you, this means: attractive conditions, high process reliability, and professional travel management – nationally and internationally.

## **Your advantages at a glance**

More than 250 mid-sized companies across Germany have trusted our expertise for many years. Depending on company size, we work with dedicated contact teams and modern technology for efficient business travel processes.

International mid-sized companies in particular benefit from the combination of excellent personal service, consistent cost-saving focus, and cutting-edge technology (online booking, apps, expense and crisis management).

With over 2,000 partner agencies in 70 countries, we are among the leading specialists for global business travel and offer global experience – available locally.

## **DER BUSINESS Top Travel - Smart und Top Travel GmbH**

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## Our comprehensive service portfolio for your company

### 1. Booking & Travel Services

- Flight bookings
  - Hotel bookings worldwide
  - Car rentals
  - Rail & alternative mobility bookings
  - Transfers / shuttles / ground transportation
  - Group bookings
  - Meetings, Incentives, Conferences & Events (MICE)
  - Project & special travel services
  - VIP & executive services
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### 2. Technology & Digital Solutions

- Online booking tools (Atrii, Atlas, Cytric, Concur, etc.)
  - Traveler & company profile management
  - Mobile apps for travel planning & booking
  - Expense management
  - Reporting & travel reports
  - CO2 calculation & compensation
  - Traveler tracking
  - Travel alerts / risk warnings
  - Approval workflows
  - Modern, GDPR-compliant data processing
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### 3. Service & Support

- Dedicated contact teams
  - 24/7 emergency hotline
  - Support for rebookings / cancellations
  - EU passenger rights support\*
  - Visa and entry support / A1 certificates\*
  - Travel insurance / additional protection\*
  - Information services before, during, and after the trip
- 

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#### 4. Cost Optimization & Procurement

- Global fare research / access to worldwide reservation systems
  - NDC fares & low-cost carriers
  - Special rates & global partnerships
  - Corporate contract management
  - Benchmarking & cost analysis
  - Consolidated volume negotiations
  - Optimization of internal booking structures
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#### 5. Safety & Compliance

- Duty of care / crisis management
  - 24/7 emergency hotline
  - Traveler tracking & travel alerts
  - Assistance services\*
  - Process & quality management\*
  - Compliance & travel policy consulting
- 

#### 6. Administration & Billing

- National & international invoicing
- Separate billing for subsidiaries
- Central billing systems
- Transparent reporting structures
- Expense management

\* in cooperation with partner companies

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## Digital solutions that make your business travel faster and more cost-efficient

### Efficient processes & optimal role distribution

Simple trips can be conveniently booked online, while more complex cases are handled by your personal expert team – ensuring maximum efficiency without compromising quality.

### The right tool for your requirements

All systems include profile management, integration of company contracts, travel policies, approval workflows, and expense management. Together, we select the system that best fits your organization – each with its own strengths:

- **Atrii:** state-of-the-art fare connectivity including NDC and low-cost carriers, intuitive user interface, ideal for internationally operating mid-sized companies
- **Atlantos:** end-to-end solution covering booking, expense management, and reporting in one system; easy to use and highly flexible – perfect for small and mid-sized companies
- **Cytric:** powerful solution for mid-sized to large companies with complex structures – supports booking, expense management, and compliance, and scales with company size and requirements
- **Concur:** integrates booking, policy management, and expense reporting including analytics; increases transparency, compliance, and efficiency, especially for globally operating companies

### Access to the best available prices

Atrii offers the broadest fare connectivity currently available: NDC fares, exclusive airline offers, low-cost carriers, and additional services – helping you achieve significant cost savings.

### Convenient booking of all travel components

Flights (DE/EU), hotels, rental cars, and transfers can be booked centrally, quickly, and transparently. Company profiles, traveler profiles, contracts, and approval processes are fully integrated.

### End-to-end support & professional implementation

We take care of system setup, training, and first-level support – ensuring your team can use the system efficiently from day one. Upon request, we are happy to present all features in a live web demo.

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## **Additional Services and Benefits of DER BUSINESS Top Travel**

### **24/7 Emergency Hotline – Worldwide support at any time**

Our German- and English-speaking 24/7 hotline is available 365 days a year, has access to all relevant bookings, and supports your travelers worldwide – including last-minute changes or new bookings.

**Your benefit:** maximum safety and fast support at all times, without additional effort for your company.

### **Global fare advantages – Savings on flights, hotels & rental cars**

Through our international network, we access global reservation systems and often achieve better fares than local distribution systems. Especially for intercontinental flights, we secure booking classes and availability that may already be sold out locally. You also benefit from special conditions with airlines, hotels, and car rental partners.

**Your benefit:** noticeable cost savings, better availability, and optimized travel conditions worldwide.

### **Proactive EU compensation handling**

We proactively support you with reimbursements according to EU passenger rights. As soon as a delay or cancellation triggers a claim, we automatically inform you and provide the necessary documentation – your travelers only need to sign.

**Your benefit:** less effort, faster reimbursements, and full transparency without additional administrative workload.

### **Crisis management & global traveler tracking**

We support your duty of care with travel risk alerts and precise traveler tracking. Travelers receive relevant safety information before and during their trip, while you can see at any time who is in potentially affected areas via a dashboard.

**Your benefit:** increased transparency, faster response capability, and greater safety for your employees.

### **Travel reports & customized analytics**

Upon request, you receive regular reports generated directly from our booking systems – with customizable parameters tailored exactly to your needs.

**Your benefit:** full transparency on travel volume, costs, and optimization potential – enabling better decisions and sustainable savings.

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### **Sustainability & CO<sub>2</sub> compensation for business travel**

We calculate CO<sub>2</sub> emissions for all relevant travel components – including flights, rental cars, rail, hotels, and events – using standardized and verified methodologies. Emissions can be transparently analyzed and fully offset if desired.

**Your benefit:** clear CO<sub>2</sub> transparency, support for sustainability goals, and ESG reporting compliance.

### **Meetings & Events – professional MICE organization worldwide**

We manage the complete planning and execution of meetings and events – in Germany, Europe, or worldwide. This includes hotels, transfers, venues, programs, catering, technology, entertainment, speakers, and coordinated travel for participants.

**Your benefit:** significant time savings, professional execution, and optimized overall costs.

### **Global partner network – support in over 70 countries**

Our global partner network allows us to manage not only travel booked in Germany but also integrate international subsidiaries seamlessly. Your central contact remains DER BUSINESS Top Travel in Germany, while booking, ticketing, and invoicing can be handled globally via the same systems and teams.

**Your benefit:** standardized global processes, clear responsibilities, and full transparency with local expertise.

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