



Solution Sheet
Travel Compliance
Companion (TCC)

System integration from process initiation to document distribution

Manual and unintegrated processing of business travel compliance generally is slow-going, error-prone, and often incomplete. Proper automation of compliance scenarios is the only way to forgo these drawbacks and guarantee a minimization of induced time and effort.

Key Features

- ✓ Electronical process initiation via transfer of data from online booking engine (OBE) or travel request.
- ✓ Collection of additional data from traveler helps to reduce HR department's workload.
- ✓ Process automation from entry of additional data to distribution of A1 Certificate in standard case.
- ✓ Support by competence center only for more complex cases (possibly via external service provider).
- ✓ Automated consistent change and cancellation management.
- ✓ Option to easily incorporate customized rules and process routing.
- ✓ Archiving compliant to auditing requirements and permanent ESS access to all documents via TCC.
- ✓ Traveler is provided with direct and transparent ongoing information regarding the process.

Travel Compliance Companion

Automate Your Process of Ensuring the Compliance of Business Travels Abroad

Challenge Compliance for Business Travels

If workers are sent to temporarily carry out work in another country, this generally entails a multitude of additional regulations. To ensure that all these legal and EU regulatory requirements are met is challenging for companies and typically associated with significant complexity and financial expenses.

The conovum Travel Compliance Companion (TCC) allows for management and automation of compliance-related scenarios. The overall process is initiated as early as possible directly following an automated data transfer from either travel request, booking of travel means, or (possibly mobile) manual travel registration. After checking which further steps are necessary, the TCC collects and aggregates all relevant HR and travel data. The traveler is afterwards asked to provide missing or verify possibly flawed information directly within the TCC portal. An internal or external competence center can supervise the TCC process in case additional support is needed or in order to ensure highest quality standards.

The overall process is intelligible and transparent for competence center and traveler alike and can be monitored easily.

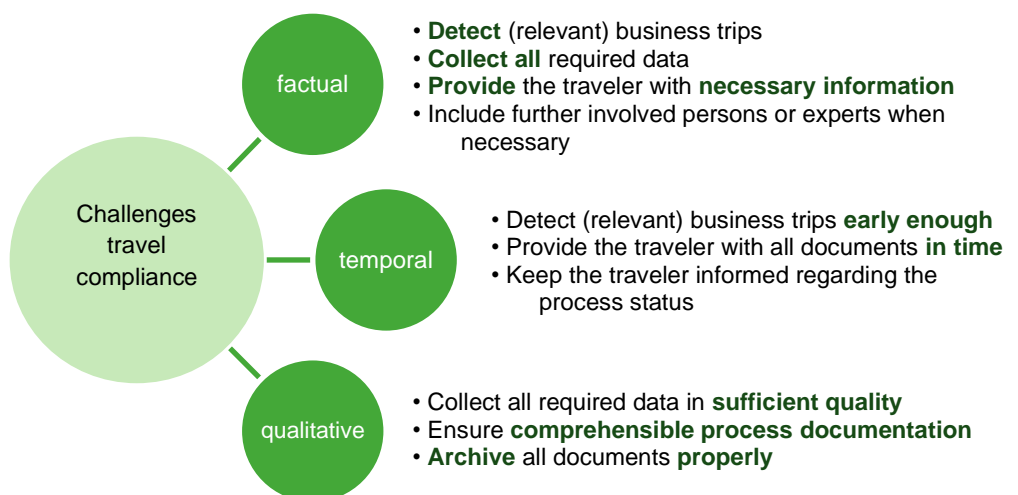


Fig. 1: Challenges for companies



Travel Compliance Companion: Components

The TCC serves as technological process basis to guarantee compliant business travels for all employees. This given, focus lies in particular on the following scenarios:

Technical requirements

By default, the conovum **Travel Compliance Companion (TCC)** is set up as **SAP add-on** on the client's SAP-HCM system, but can also be implemented into distributed system environments on any SAP system (on-premises).

The TCC serves as interface providing connections to both social security systems and national registration portals.

User interfaces are based on SAP UI5 and can be integrated via SAP Fiori Launchpad or alternative portals. The TCC is also available on mobile devices.

- **A1 Certificate of Coverage:** An A1 Certificate of Coverage is proof that a posted worker's employer continues to pay social security system contributions in the employee's home country. Starting July 01, 2019, German A1 Certificates of Coverage can only be applied for electronically from the national social security systems.
- **EU Registration:** The registration of posted workers is meant to ensure that a certain set of employment rules and standards of the host country are observed. Registration is possible via individual national registration portals or forms and must be done electronically.
- **Visa:** If an employee is sent to a country different from his home country to carry out work he often needs a visa, even for cases where the posting is for short periods only. The TCC offers an easy way to embed visa service provider systems.

Travel Compliance Companion: Automation

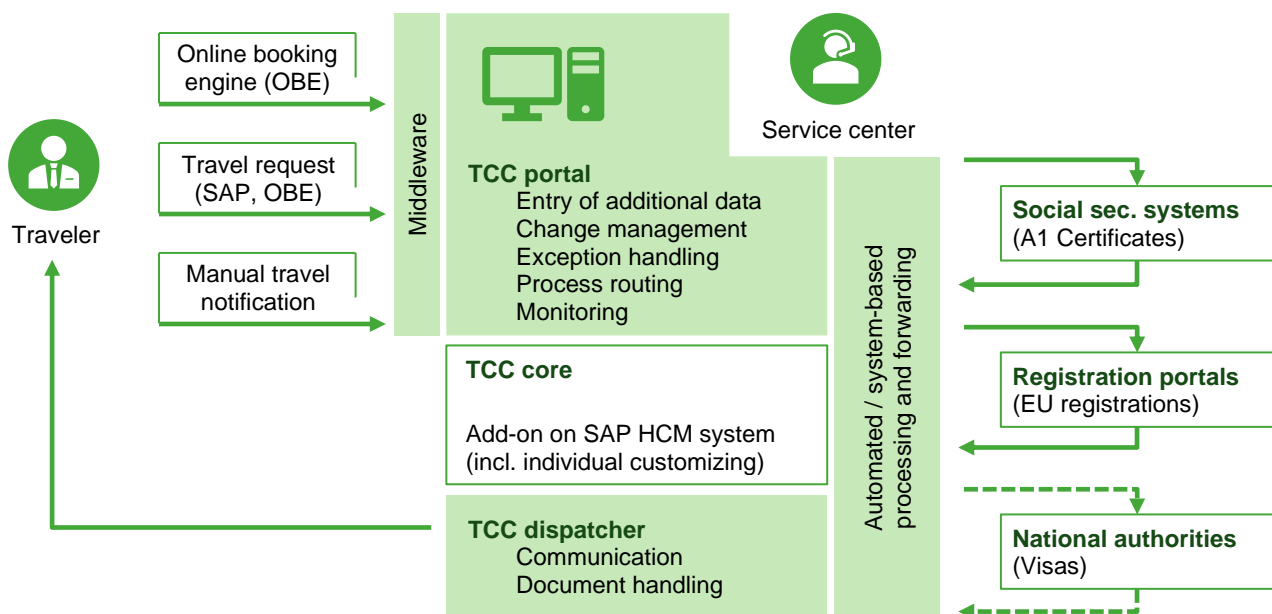


Fig. 2: System architecture TCC

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