# TECHNOLOGY, NOT TREASURY

**COMDATA**

We are a pure payments company. Because we control all core functions in-house, we are able to deliver better solutions with greater speed and customization.

**Solely Focused on Payments**
We focus all R&D and innovation on creating better payment technology and services.

**Bank Agnostic**
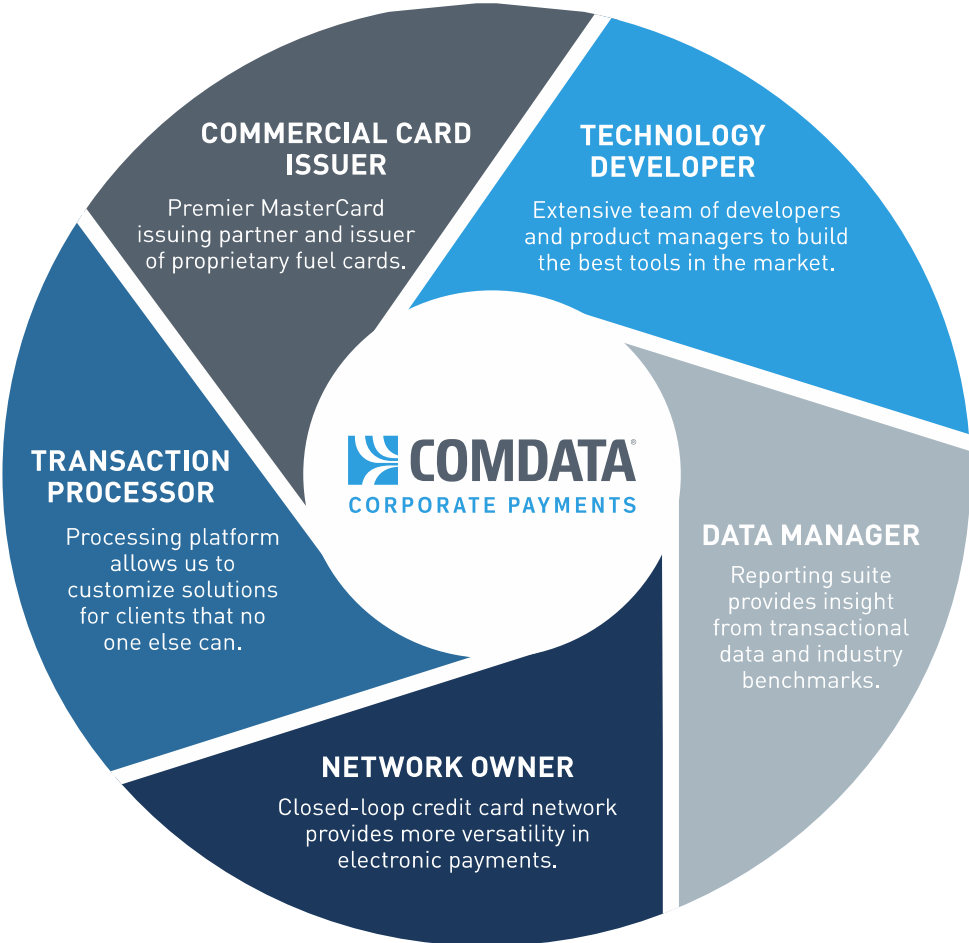Maintain flexibility in treasury relationships without interrupting your card programs.

**Unique in the Market**
No other provider has the same comprehensive suite of solutions and in-house capabilities as Comdata.

**We Build Programs**
Our competitors sell products. We have a consultative model designed to build world-class programs.

## COMMERCIAL CARD ISSUER
Premier MasterCard issuing partner and issuer of proprietary fuel cards.

## TECHNOLOGY DEVELOPER
Extensive team of developers and product managers to build the best tools in the market.

## TRANSACTION PROCESSOR
Processing platform allows us to customize solutions for clients that no one else can.

**COMDATA CORPORATE PAYMENTS**

## DATA MANAGER
Reporting suite provides insight from transactional data and industry benchmarks.

## NETWORK OWNER
Closed-loop credit card network provides more versatility in electronic payments.

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# QUICK FACTS

Comdata is part of one of the largest payment companies in the world – a Fortune 1000 company with a history of payment innovation since 1969.

**#2** — **commercial Mastercard issuer in North America**

**7,900** — **employees**

**1.9 BILLION** — **B2B transactions managed annually**

**500,000+** — **client accounts**

**53** — **countries around the world**

mastercard
Premier Issuing Partner

FORTUNE 1000

FORTUNE 100 FASTEST GROWING COMPANIES

STANDARD & POOR'S 500

Forbes
The World's Most Innovative Companies

# COMPREHENSIVE SOLUTIONS

We deliver world-class payment programs to clients by offering the widest breadth of solutions in the market.

| AP AUTOMATION | CROSS-BORDER PAYMENTS | CORPORATE CARD PROGRAMS | TRAVEL EXPENSE MANAGEMENT | WORKFORCE PAYMENT SOLUTIONS |
|---|---|---|---|---|
| Integrated Payables Platform | Integrated International Invoice Payments | Purchasing Cards | Travel & Entertainment Cards | Payroll Cards |
| Buyer Initiated Payments | FX Hedging Strategies | Fuel Cards | Virtual Card for Travel | Corporate Disbursement Cards |
| Virtual Card for AP | Currency Conversion | Corporate Multi Cards | Per Diem & Reimbursement Cards | Prepaid Corporate Spending Cards |

Easier Reconciliation • Monthly Rebates on Spending • Higher Margins • Increased Working Capital & Float • Increase Security
Enhance Controls • Reduce Costs • Insight from Spending Data • Process Efficiency • Eliminate Paper Checks • Reduce 1099 Reporting

# A GLOBAL LEADER IN E-PAYABLES

Our focus on building world-class electronic AP programs for clients has allowed us to produce more ePayables volume than every major bank.

Total Commercial Card Volume Rankings
(Physical and Virtual Cards)

1. JP Morgan Chase
2. Bank of America
3. Wells Fargo
4. U.S. Bank
5. Citi
6. Capital One
7. **Comdata**
8. The Bancorp Bank
9. PNC Bank
10. Comerica

## 2017 Virtual Credit Card Volume



($ Billions)

Top 7 Banks

COMDATA

Source: Nilson Repot    Source: Accenture Market Observations and Estimates
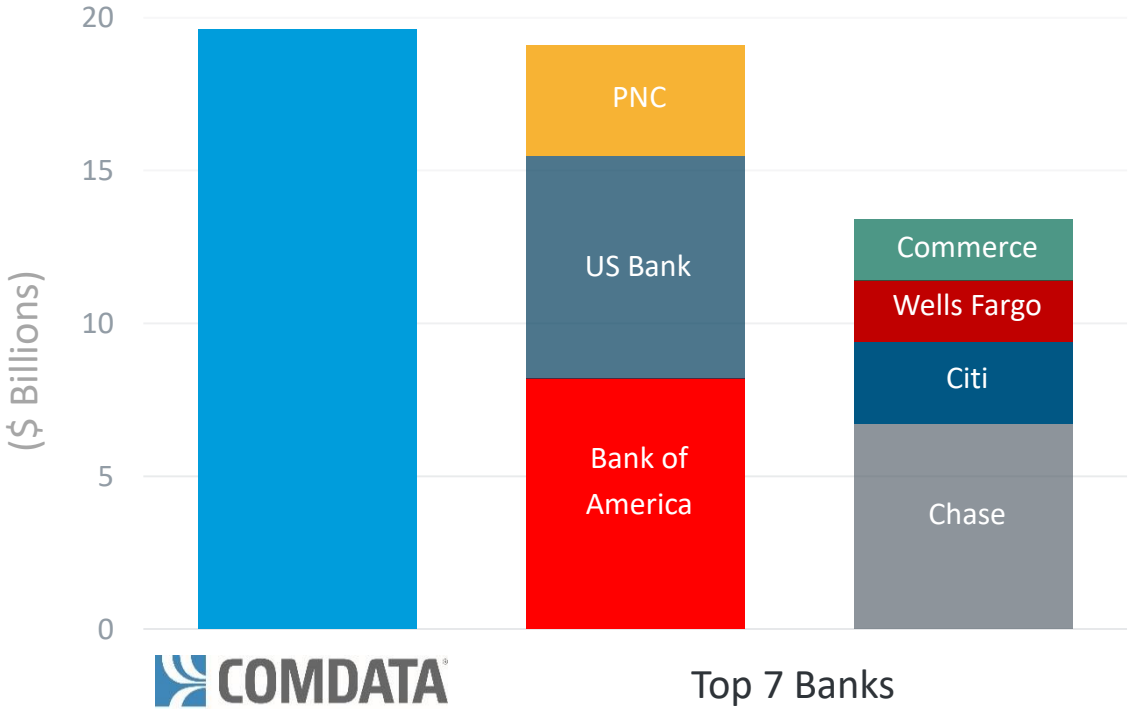
# SUCCESS STORIES

# WHY CONSIDER AP AUTOMATION?



AP AUTOMATION

CORPORATE CARD PROGRAMS

WORKFORCE PAYMENT SOLUTIONS

TRAVEL EXPENSE MANAGEMENT

STRATEGIC PARTNERSHIPS

COMDATA®
CORPORATE PAYMENTS
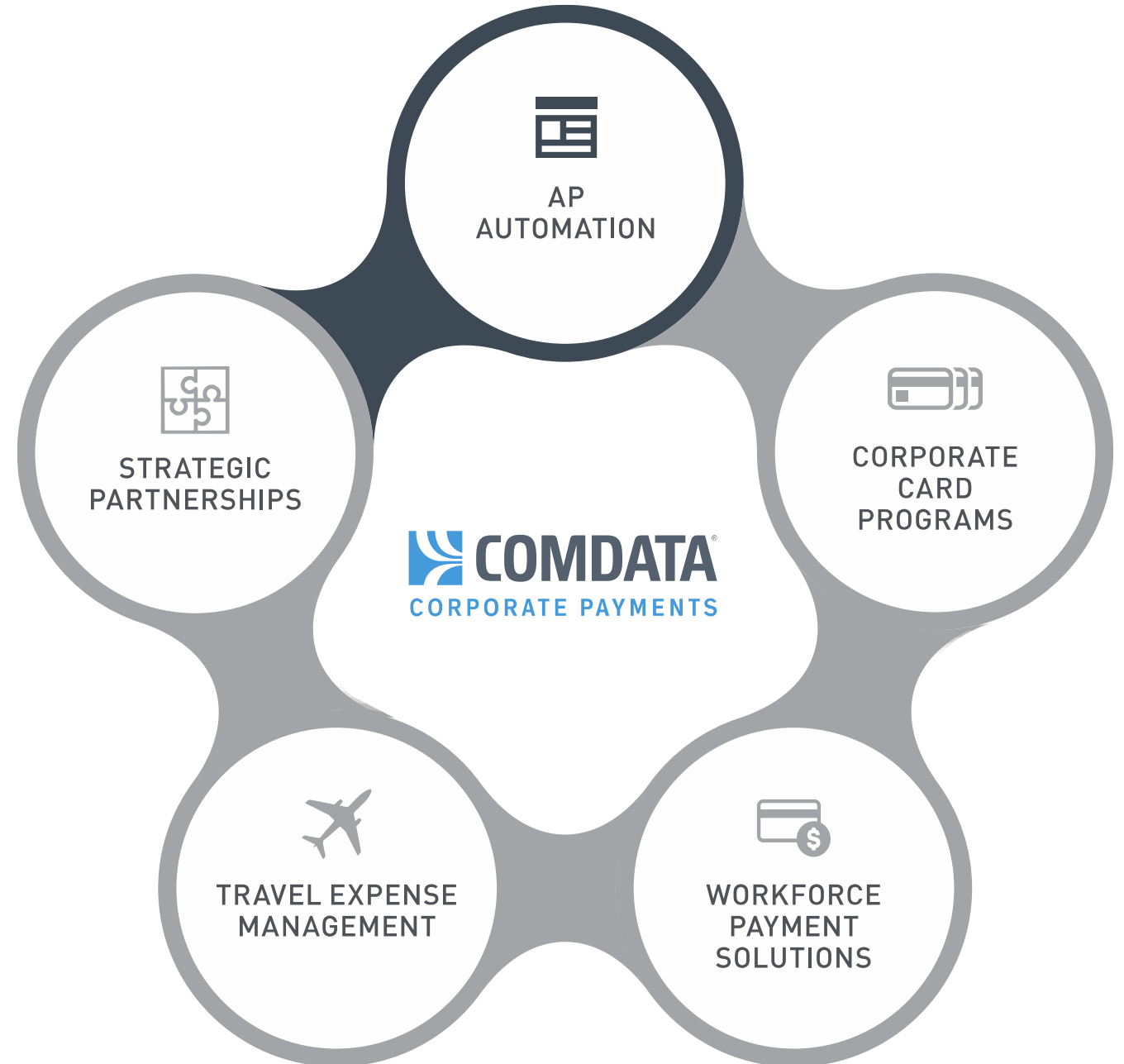
# WE ARE MOVING TO A WORLD OF DIGITAL PAYMENTS

While consumer payments have shifted to nearly 100% electronic, B2B payments are 30 years behind...but corporate finance is changing at an accelerated pace.

**Decline in B2B Check Payments**

**Growth in Commercial Card Payments**
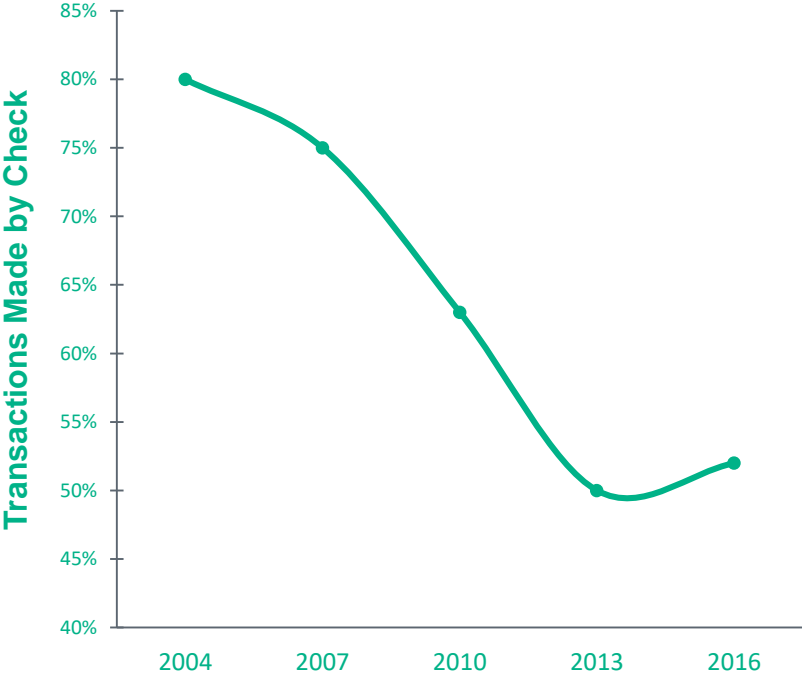
Source: AFP 2016 Electronic Payments Survey
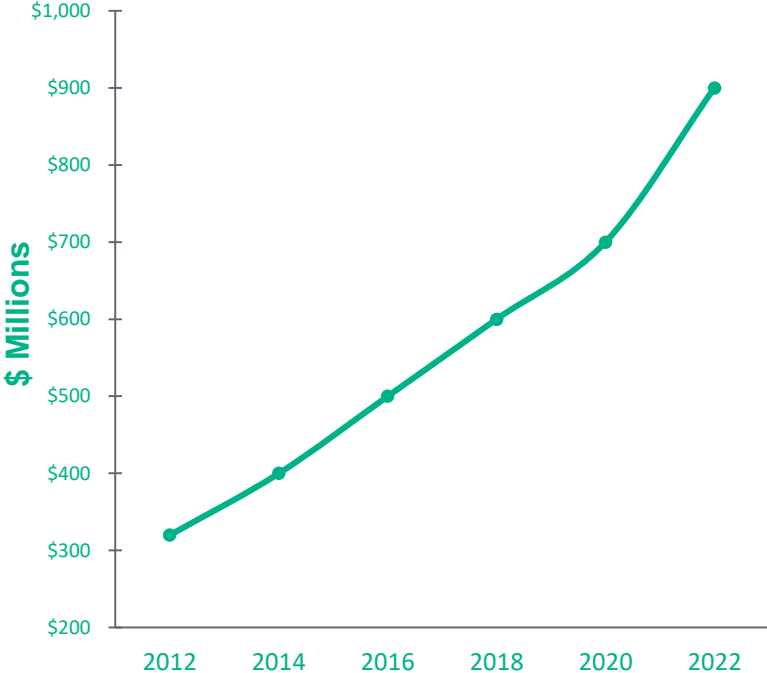
Source: First Annapolis

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# THE B2B PAYMENT STRATEGY IS EVOLVING

Today's leading financial executives are taking a strategic approach to managing the payables process.

**Supplier Conversion**

**Wire** ($15.00)

**Check** ($5.14)

**ACH** ($0.10)

**Virtual Payment** *+$15.00

**$1,200.00 payment @ .0125 MC rebate = $15.00**

**70%**
**OF CFOs**

Percentage of CFOs who said they are actively seeking to increase their use of virtual credit cards. (PayStream Advisors)

**$5.14**
**COST PER CHECK**

The average cost paying an invoice with a paper check. (PayStream Advisors)
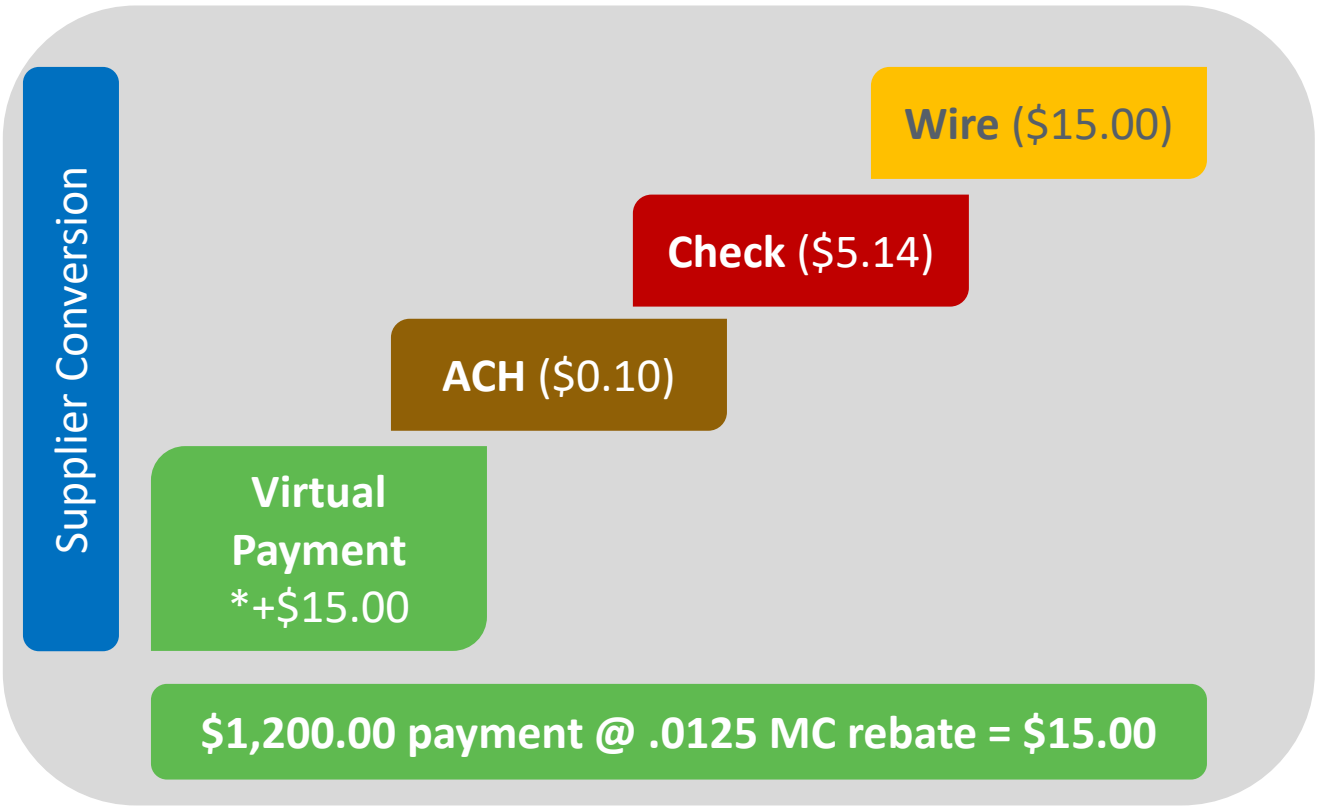
# INTEGRATED PAYABLES WITH CONNECTPAY



**AP AUTOMATION**

**STRATEGIC PARTNERSHIPS**

**CORPORATE CARD PROGRAMS**

**COMDATA®**
CORPORATE PAYMENTS

**TRAVEL EXPENSE MANAGEMENT**

**WORKFORCE PAYMENT SOLUTIONS**

**COMDATA**
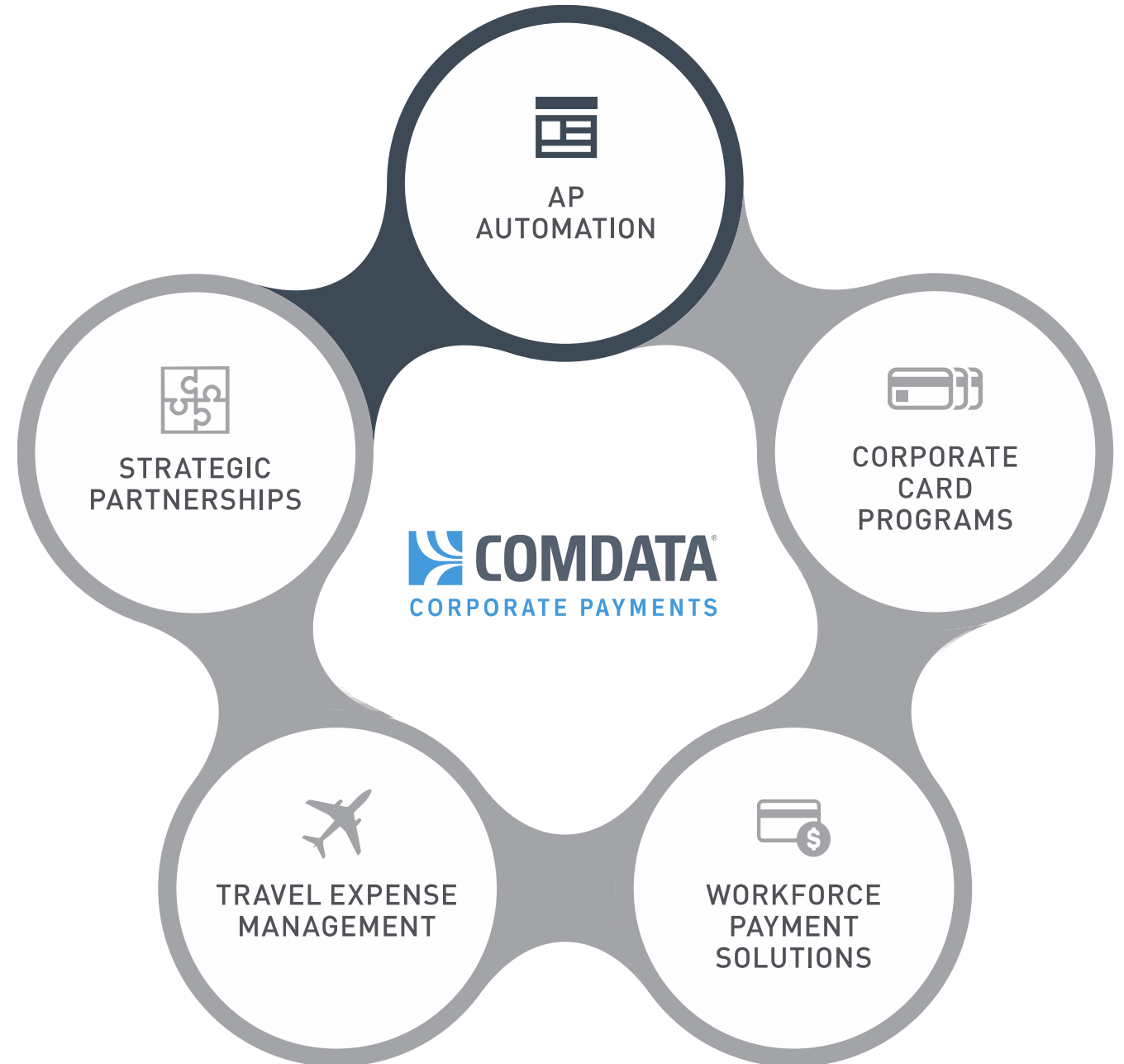
# COMPLETE CONTROL OF YOUR PAYABLES

Manage traditional payments in an easier, more cost-effective way while adding the value of a world-class virtual credit card program.

**Execute all payments at one time**
Make virtual card, check, ACH and wire payments in a single payment run from your ERP – no need to for separate payment files for each payment type.

**Manage all payments using your existing ERP**
Connect data from multiple systems, business units and locations to manage payments in one place with seamless approval workflows and comprehensive reporting.

**Minimize time spent managing payments**
Making all payments in a single run eliminates then need for batch processing, cash requirements approvals and payment execution for each payment mode.

**Further reduce AP costs**
Using ConnectPay to push as many transactions to virtual credit card or ACH for non-card acceptors means even fewer checks, less fraud risk, less printing and postage.

**Greater Insight into payment data**
Because all of your payment data is consolidated in one central hub, you benefit from easier reporting and a full view of your expenses.

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# COMDATA'S MARKET-LEADING AP AUTOMATION SOLUTION

ConnectPay is an integrated payables system that allows you to make payments with virtual credit card _AND_ traditional payment modes with a single file.



**YOUR ACCOUNTING SYSTEM/ERP**

ConnectPay integrates directly to your ERP or accounting system so you don't have to change your AP workflow.

## ConnectPay
by COMDATA

Integrated payables system that connects data from multiple financial systems or locations into a single platform, eliminating the need to make separate AP runs for virtual credit card, ACH, check and wire payments.

### COMDATA PAYMENT METHODS
Earn monthly rebates on spending and minimize costly traditional payments.

**VIRTUAL MASTERCARD**

A unique, 16-digit credit card number used for a single vendor payment and issued for a specific dollar amount.

**ComdataDirect**

Our push payment system (also known as a buyer-initiated payment) that is built on our proprietary credit card network.

**PayForYou**

Our complimentary payment submission service for vendors who only accept credit card payments online or by phone.

**Virtual Payments Manager**

Our exclusive web-based tool lets you pay vendors with the security and convenience of a virtual credit card at any time from anywhere.

### TRADITIONAL PAYMENT METHODS
Reduce costs on remaining traditional payments and increase efficiency.

**ACH**

Alternate electronic payment option for vendors.

**CHECK**

Print checks onsite or utilize our service to outsource check management.

**WIRE**

Payments submitted directly through your bank.

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# VIRTUAL CREDIT CARDS ARE THE KEY COMPONENT OF AP AUTOMATION

Implement virtual credit cards through ConnectPay
or as a stand-alone program.

## What is a Virtual Credit Card?

- It's like a check or ACH, but better

- A 16-digit Comdata MasterCard account number used to transmit funds through the MasterCard network

- Single-use account good for the exact payment amount

- Safe, secure and timely supplier funding with electronic remittance advice

- Integrates into normal AP workflow as another payment type

- Leverages existing vendor pay cycle (terms)

**REDUCE PAPER CHECKS**

**30%**
**ANNUAL GROWTH**

Virtual account spending is growing
30%+ annually. (RPMG)

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# THE VALUE OF VIRTUAL CARDS

## Generate strategic benefits across your financial operations.

**Turn accounts payable into a revenue generator**
Because payments are delivered through a credit card network, you earn money-back rebates on spending similar to the way consumers earn "cash back" on a credit card.

**Minimize costs**
Reduce costs associated with printing, postage, processing, check fraud and labor.

**Easier administration**
Virtual cards are easier and faster to process than paper checks thanks to automated processing and reconciliation – similar to ACH.

**Enhanced security**
Reduce the risk of check fraud and gain the security of single-use cards that are locked down using system controls.

**Leverage terms and float**
Use credit and billing cycles to extend DSO without changing terms with your vendors.

**70%**
**OF CFOs**

Percentage of CFOs who said they are actively seeking to increase their use of virtual credit cards.
(PayStream Advisors)

**$5.14**
**COST PER CHECK**

The average cost paying an invoice with a paper check. (PayStream Advisors)

# HOW A VIRTUAL CARD TRANSACTION WORKS

Pay single or batched invoices with a secure electronic payment.

## 1
### YOUR COMPANY
**SUBMIT PAYMENT**

You approve invoices and make a payment from your accounting system just as you do today.

## 2
### COMDATA
**CARD NUMBER CREATED**

Comdata assigns a virtual MasterCard account number for the specified dollar amount with detailed remittance information, including your system-generated payment number.

## 3
### YOUR SUPPLIER
**PAYMENT PROCESSED**

Supplier receives and processes the MasterCard payment from Comdata, which settles in 24-48 hours.

## 4
### COMDATA
**TRANSACTION FILES RETURNED**

Comdata provides a file of all transactions for automated reconciliation just like a positive pay file from the bank.

## 5
### YOUR COMPANY
**PAYMENT RECONCILED**

Your company gains peace of mind with reduced fraud risk, time savings and a streamlined process.

# DETAILED REMITTANCE INFO

Payment advisories with settlement instructions are delivered via mail or email to meet the unique relationships between buyers and suppliers.

**Sample Vendor Remittance Advice**

Electronic Payment Advisory from <YOUR COMPANY NAME> - ACTION REQUIRED

FROM:   YOUR COMPANY NAME
        ADDRESS
        CITY, STATE, ZIP
        PHONE
        FAX
        EMAIL

To:     SUPPLIER: <NAME>
        SUPPLIER FAX #: <FAX>
        PAYMENT #: <INVOICE #>

········→ **one vendor**

The invoice(s) listed below have been authorized by <COMPANY NAME> on <DATE> to be charged to the following MasterCard number for the Total Net Amount Paid.

| MASTERCARD#: XXXXXX1234567890 | EXP: <DATE> | Security Code: <CODE> |

········→ **one MasterCard account number**

········→ **one expiration date**

| Invoice Date: | Invoice Number: | Gross Amount Paid: | Discount Amount: | Net Amount Paid: |
|---|---|---|---|---|
| 05/13/2016 | 12345 | $40.00 | $0.00 | $40.00 |
| 07/31/2016 | 678 | $400.00 | $100.00 | $300.00 |
| 09/30/2016 | 91011 | $2,150.00 | $300.00 | $1,850.00 |
| 10/31/2016 | 12134 | $795.00 | $0.00 | $795.00 |

Comments: <CUSTOMIZABLE BY CUSTOMER>

| Total Net Amount Paid: | | $2,985.00 |

········→ **one payment amount**

Additional comments:
We recommend that you process the MasterCard number shown above once for the full total Net Paid amount. If you have questions about this remittance advice or processing the payment, please contact <COMPANY NAME> using the contact information shown above.

A CTX 820 file version of the payment detail above is attached for your convenience.
If your financial system is set up to receive CTX flat files, simply import the attached data instead of manually entering remittance information. Some field mapping may be required. For more details, click here.

········→ 📎 **CTX 820 file version of payment detail for automated vendor A/R reconciliation**

Please contact <YOUR COMPANY'S CONTACT INFORMATION> at <EMAIL> or <PHONE> if you have any questions regarding this payment.

- Everything vendor needs to process payment in one secure email

- No need to click a link or login to a third party portal to access payment info

- Time savings helps retain supplier as acceptor in card program
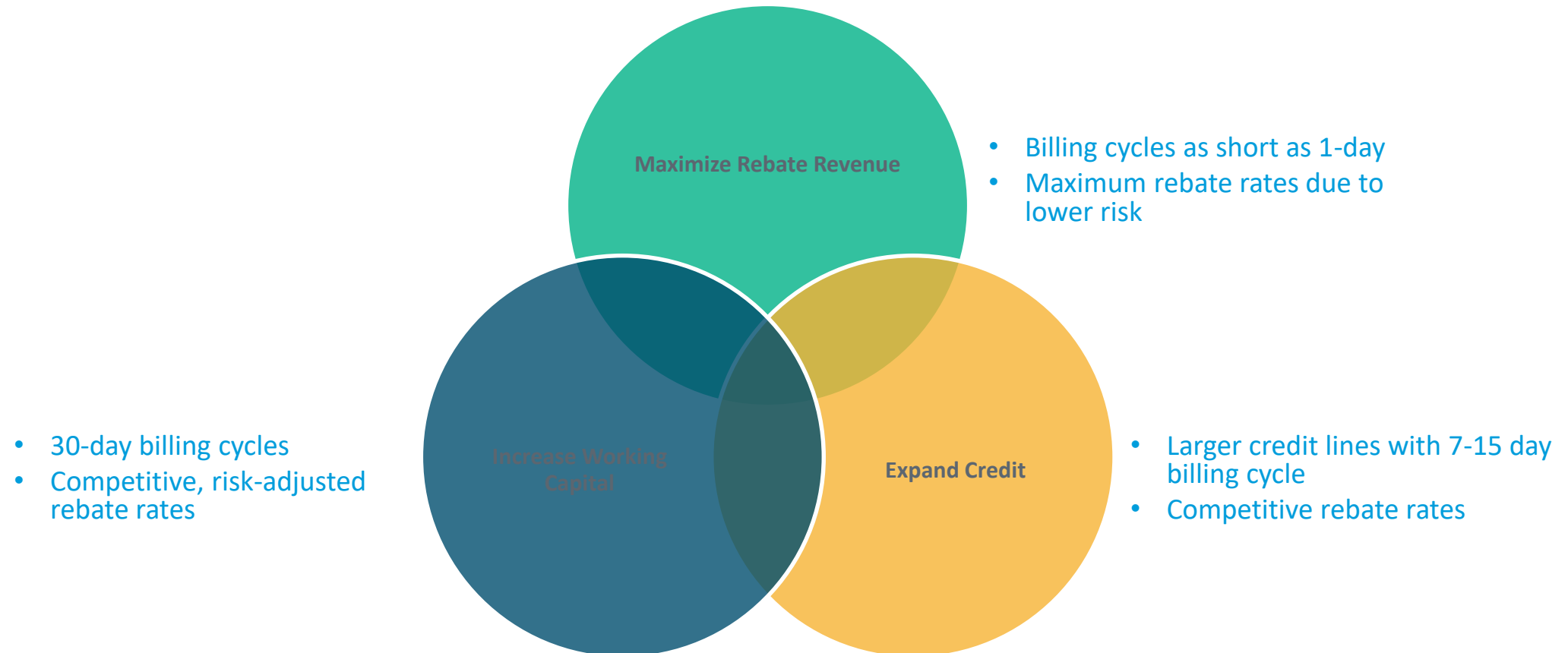
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# AP CHECK VS. VIRTUAL PAYMENT TIMELINE

INVOICE DUE DATE

| | | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Day 7 | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Traditional AP Check** | | AP process run - Check is printed, stuffed and mailed | Check in transit | Check in transit | Check received by vendor | Check deposited by vendor | Check being processed | Check clears and funds debited from Customer Bank Account | | | |

| | | | | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Day 7 |
|---|---|---|---|---|---|---|---|---|---|---|
| **Comdata Virtual MasterCard Payment** | | Manual prework eliminated (check printing, stuffing, mailing time) *Payment may be initiated on invoice due date* | | AP process run - File sent to Comdata - Electronic remittance received by vendor | Vendor runs payment | Payment in process with MasterCard | Payment is settled with MasterCard | Comdata invoices Customer for settled payments | Comdata / Customer ACH invoice payment process * | Invoice total is debited from Customer Bank Account |

- ✓ *Enjoy the same float as a traditional AP check (est. 5 to 7 days)*
- ✓ *Earn a cash monthly rebate on total spend volume*
- ✓ *May initiate payment on the invoice due date*
- ✓ *Eliminate the cost, manual pre-work and reconciliation associated with checks*
- ✓ *Shift 1099 reporting responsibility to vendors' merchant acquirer*

*\* Customer may pay by Comdata-initiated ACH Debit or Customer-initiated ACH / Wire Credit depending on specific credit limit and payment terms.*
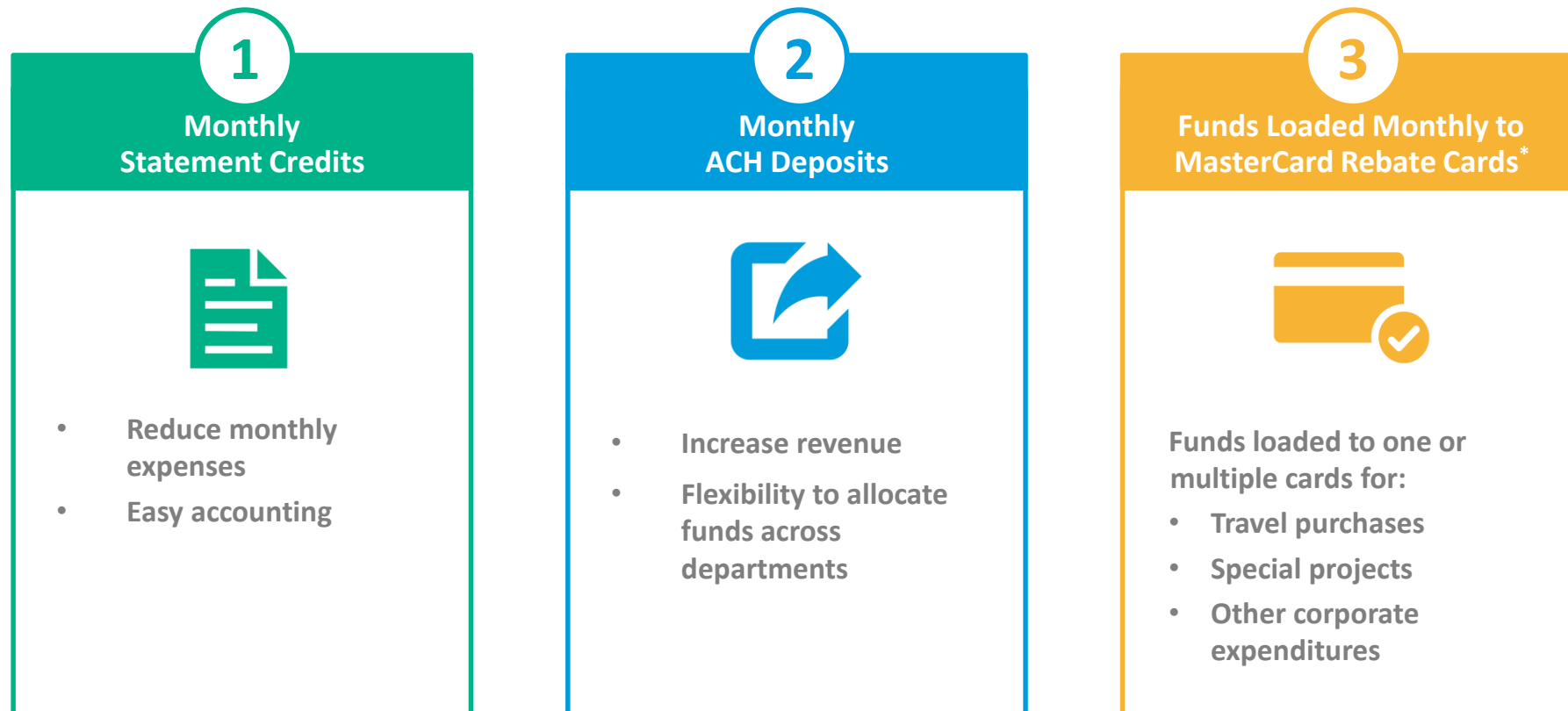
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# CHOOSE CREDIT AND TERM OPTIONS TO MEET YOUR NEEDS

Comdata has the financial strength and flexibility to offer the right mix of terms and rebate rates that meet your program goals.

**Maximize Rebate Revenue**

- Billing cycles as short as 1-day
- Maximum rebate rates due to lower risk

**Increase Working Capital**

- 30-day billing cycles
- Competitive, risk-adjusted rebate rates

**Expand Credit**

- Larger credit lines with 7-15 day billing cycle
- Competitive rebate rates

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# MONTHLY REBATE OPTIONS

Choose from three rebate payment options to suit your business needs.

## 1 — Monthly Statement Credits

- Reduce monthly expenses
- Easy accounting

## 2 — Monthly ACH Deposits

- Increase revenue
- Flexibility to allocate funds across departments

## 3 — Funds Loaded Monthly to MasterCard Rebate Cards*

Funds loaded to one or multiple cards for:

- Travel purchases
- Special projects
- Other corporate expenditures
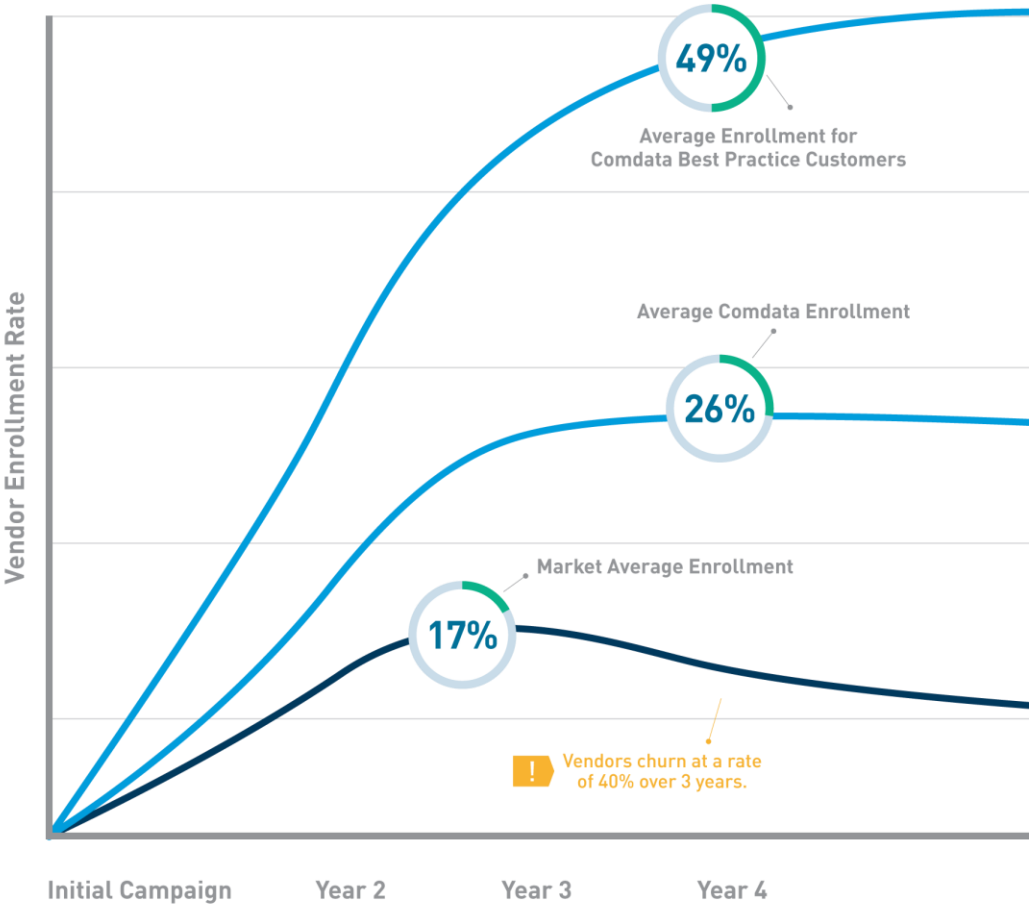
*Subject to load limits and select fees.

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# THE COMDATA PREMIUM

The typical AP program dwindles over time. Our advanced process and services allow our clients to build *sustainable*, world-class payment programs.

**THE COMDATA PREMIUM**

**3x**

More rebate revenue, fewer checks and more cost reduction through:

- Better Integration
- Implementation Support
- Advanced Vendor Enrollment
- Ongoing Consultation and Support



Vendor Enrollment Rate

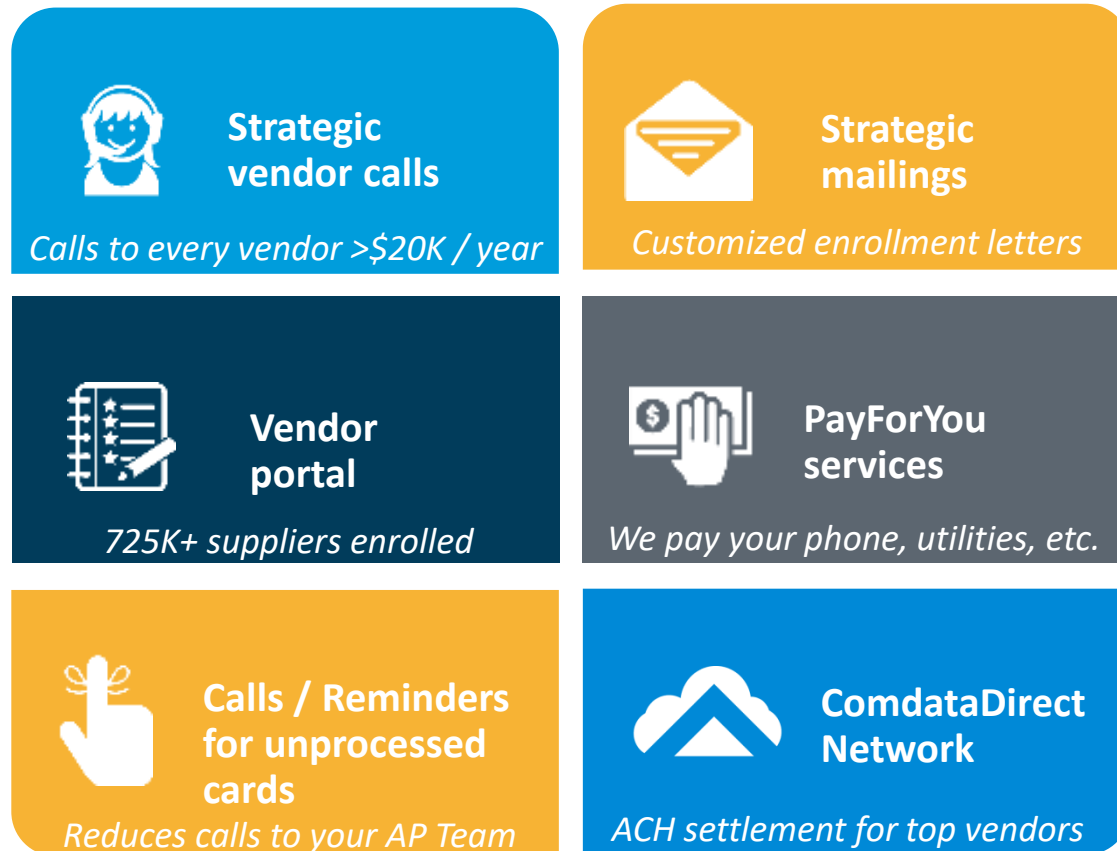**49%** Average Enrollment for Comdata Best Practice Customers

**26%** Average Comdata Enrollment

**17%** Market Average Enrollment

! Vendors churn at a rate of 40% over 3 years.

Initial Campaign | Year 2 | Year 3 | Year 4

Sources: McKinsey & Co and RPMG Benchmark Report

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# PROVEN VENDOR ENROLLMENT APPROACH

How we enable our customers to achieve 3x more spend than the industry average (*RPMG / McKinsey*):

**Strategic vendor calls**
*Calls to every vendor >$20K / year*

**Strategic mailings**
*Customized enrollment letters*

**Vendor portal**
725K+ suppliers enrolled

**PayForYou services**
*We pay your phone, utilities, etc.*

**Calls / Reminders for unprocessed cards**
*Reduces calls to your AP Team*

**ComdataDirect Network**
*ACH settlement for top vendors*

- In-house vendor enrollment team of over 30 associates

- Database of >725K current enrolled vendors

- Target 100% of AP vendor file

- Strategic calls to all vendors >$20K spend

- Custom enrollment letters / check stuffers

- *PayForYou* - online / phone payment of your utility, telecom and facility services bills

- *ComdataDirect* – Direct ACH settlement to your top strategic vendors with fee less than half of MasterCard interchange

- *Spend Escalator* - Continuous enrollment campaigns for life of program

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# ADVANCED ENROLLMENT OPTIONS

Enrollment options to convert as much spend as possible. We strategically contact 100% of your vendors, utilizing a progressive set of payment options to maximize your program.

| PRIMARY OFFER | 1 | 2 | 3 |
|---|---|---|---|
| mastercard | PayForYou | ComdataDirect | MERCHANT SERVICES |
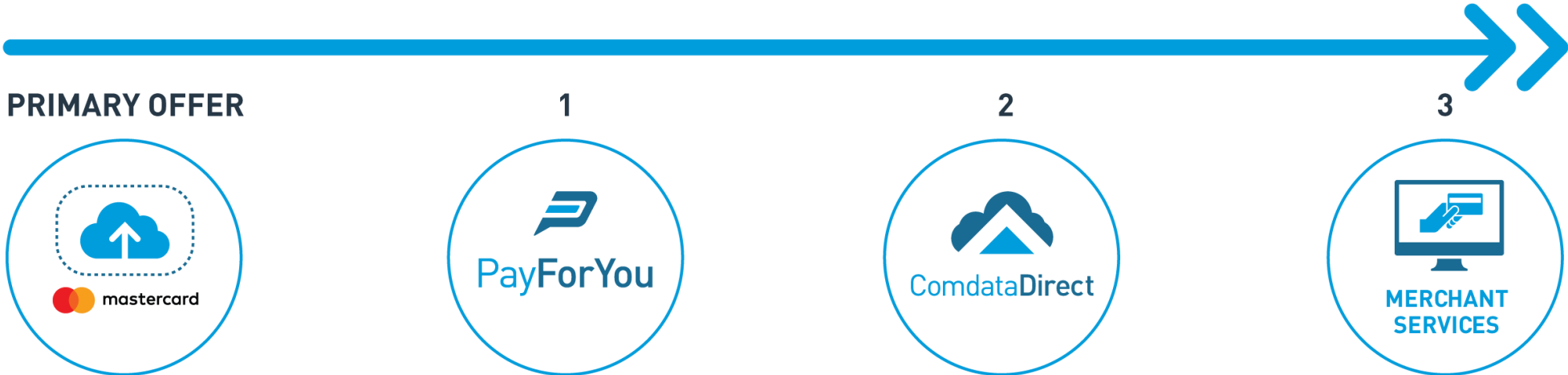
**What is it?**

This is the primary payment offering to vendors, and the most widely accepted.

A complimentary and proprietary payment submission service.

Our proprietary buyer-initiated payment (BIP) credit card network. Also known as push payments or straight-through processing.

We are able to create and manage merchant accounts for vendors through multiple partnerships.

**What does it do?**

Pays vendors with a single-use virtual MasterCard number. Card information, full remittance detail and an AR reconciliation file are emailed directly to the vendor.

We submit payments on your behalf to vendors who only accept MasterCard payments via phone, IVR or website. Convert more spend without any additional work for your staff.

Allows us to offer an alternative, lower cost payment mode for vendors who will not accept MasterCard payments due to fees or the burden of processing standard credit card payments.

Set up vendors who agree to accept MasterCard payments but do not currently have the ability to do so; or help reduce fees for vendors as needed.
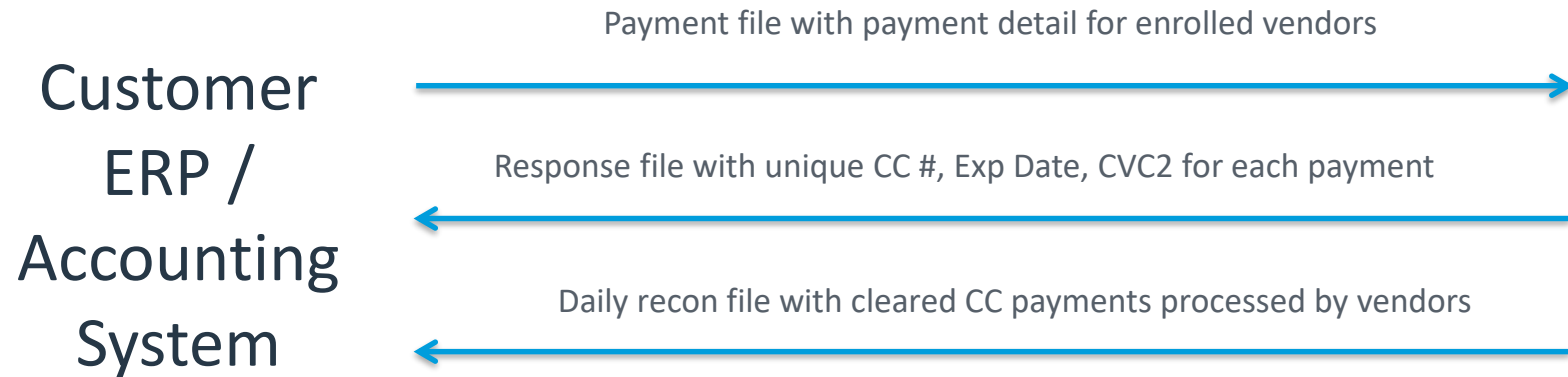
# COMDATA EXPERTISE

Comdata has developed expertise integrating with every major accounting system in the market.
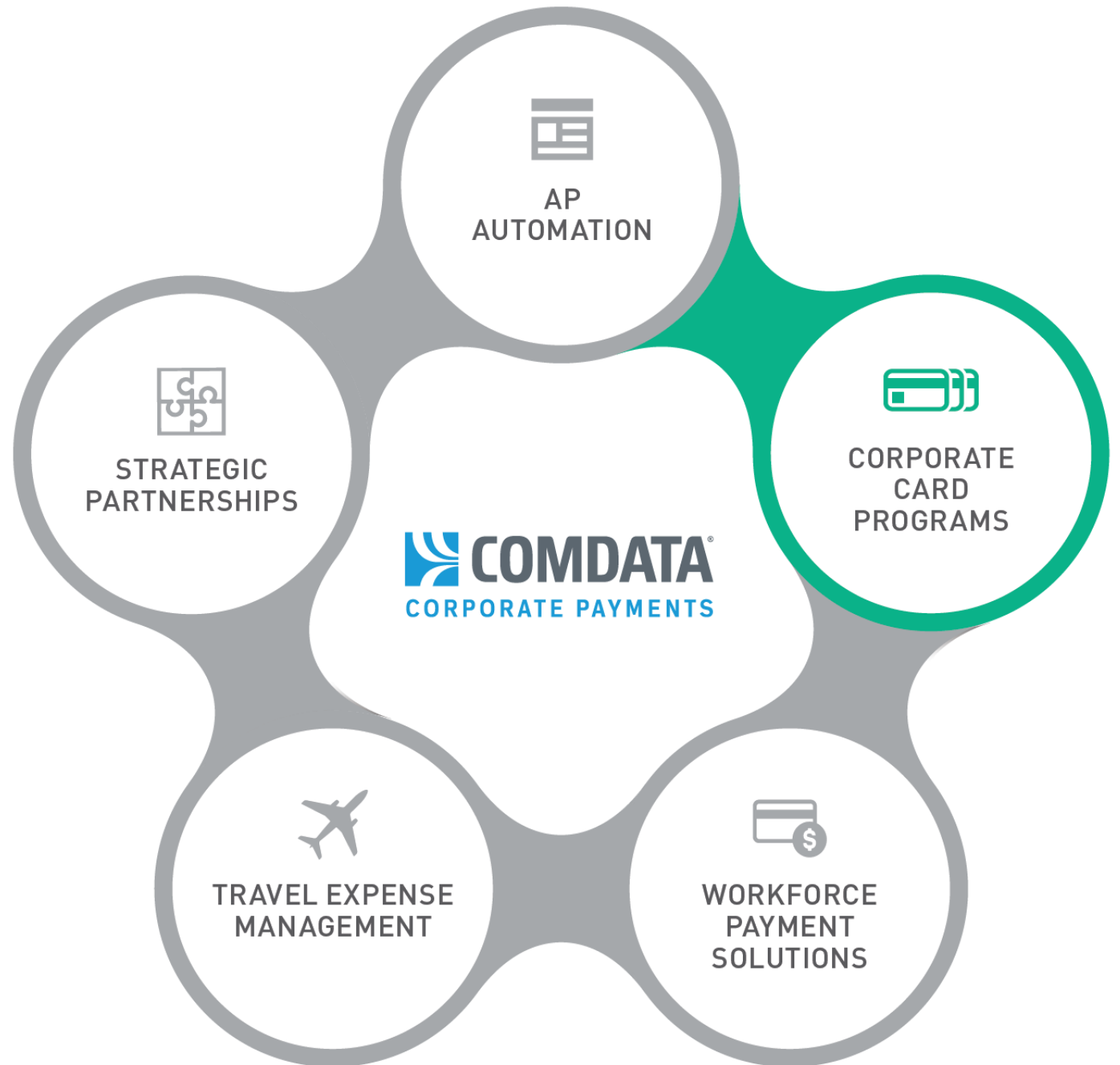
# EASY ERP INTEGRATION

- ✓ Customer generates payment file (e.g. check output file) with required data fields in CSV or Fixed Width Format

- ✓ Comdata maps customer file to Comdata format

- ✓ Response / Reconciliation files returned in customer format

- ✓ Requires 3 - 5 hours on average from customer IT

- ✓ Mapping / Testing complete within ~ 15 days of customer output file

Payment file with payment detail for enrolled vendors

## Customer ERP / Accounting System

Response file with unique CC #, Exp Date, CVC2 for each payment

Daily recon file with cleared CC payments processed by vendors

**Easy Reconciliation – once CC payment is cleared, all associated invoices may be closed in ERP**

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COMDATA: THE BEST CHOICE
FOR CORPORATE CARD

STRATEGIC PARTNERSHIPS

AP AUTOMATION

COMDATA
CORPORATE PAYMENTS

CORPORATE CARD PROGRAMS

TRAVEL EXPENSE MANAGEMENT

WORKFORCE PAYMENT SOLUTIONS

# BENEFITS OF USING CORPORATE CARDS

**Revenue generated with rebates**

**Tremendous cost savings** with significant reduction in check requests and purchase orders

Analyze spending patterns with **real-time expense management and detailed reporting**

**Increased compliance to company policies and guidelines**

**Increased fraud protection by reducing check payments**

**Improved cash flow by extending the time to payment**

# QUANTIFYING THE VALUE OF CORPORATE CARDS

Cards reduce both hard and soft costs by reducing processing expenses and saving time.

## Cost Per Transaction

| | |
|---|---|
| Traditional PO and Check Method | $90.20 |
| Corporate card | $20.38 |
| **Savings of** | **$69.82** |

## Cycle Time
### Purchase Request to Goods Received

| | |
|---|---|
| Traditional PO and Check Method | 11.4 days |
| Corporate card | 3.4 days |
| **Savings of** | **8 days** |

**77%**
OF
RESPONDENTS

77% of survey respondents report that reducing the time needed to obtain goods and services is an important benefit of card use.

Source: RPMG Purchasing Card Study

# COMDATA CORPORATE CARD: ONE CARD FOR MULTIPLE PROGRAMS

Comdata's Corporate MasterCard® delivers all of the features of a purchasing card, T&E card and fuel card on one piece of plastic.

## ONE CARD MAY BE USED AS:

| Purchasing Card | Travel & Entertainment Card | Fuel Card | Declining Balance Card | Cash Access |
|---|---|---|---|---|

**One provider**    **One invoice**    **One reporting system**    **Consolidated data**
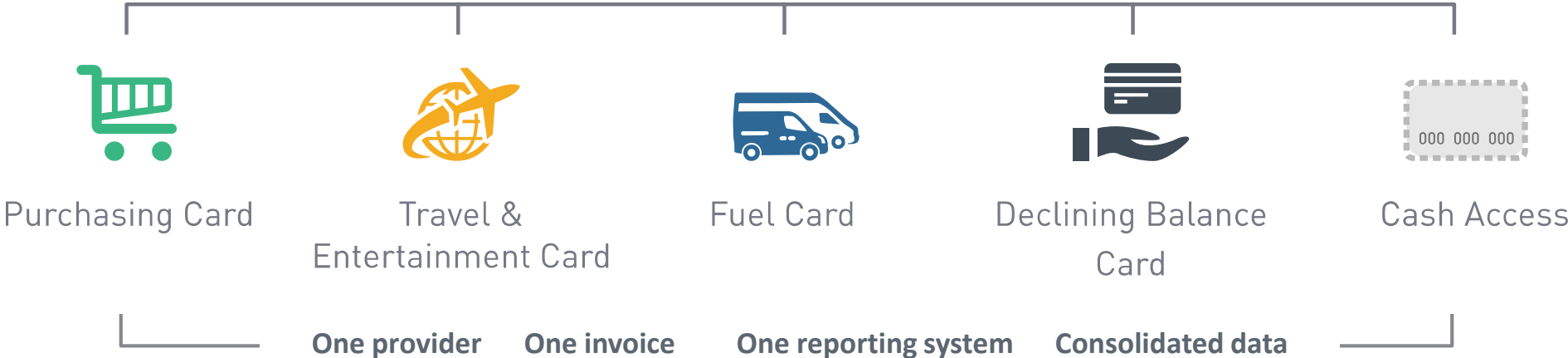
# COMDATA CORPORATE CARD: PURCHASING

## Simplified purchasing process for faster transactions and greater control.

**The Comdata Corporate Card for purchasing** is ideal for office or field-based employees who make frequent business purchases. Typical uses include:

- Office Supplies
- Computer Software
- Courier Services

- Equipment Leasing
- Postage

- And many more

**72%**
CYCLE TIME REDUCTION

Organizations reported an average procurement cycle time reduction of 72% when using a purchasing card versus a traditional purchase order method.



**Before a purchasing card program**

PURCHASE ORDER → APPROVAL → PURCHASE AUTHORIZED → INVOICE RECEIVED

P.O. INVOICE MATCHING → PAYMENT APPROVED → CHECK PRINTED → CHECK MAILED

VS.

**After a purchasing card program**

PURCHASE TRANSACTION → EXPENSE REPORTING → APPROVAL & RECONCILIATION

# COMDATA CORPORATE CARD: GHOST CARD

## Easily manage recurring expenses with a single virtual MasterCard number.

**Virtual MasterCard number** assigned to a specific person, department or supplier that can be used for repetitive purposes. Purchases made on each of these cards are then charged back to the department to which the card was issued

Purchases finalized after the employer authorizes the charges to the account for **increased control**; eliminates common problems of lost/reissued checks, unpredictability of payment receipt

**Enhance security to reduce fraud and overspending** with less paper, fewer human touches and no sharing of bank account information

**Faster payments** to speed up the rate at which the company is made aware of employee purchases



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# COMDATA CORPORATE CARD: TRAVEL & ENTERTAINMENT

## More benefits in more places—wherever and whenever.

**Controls costs** through compliance and monitoring

**Use data to negotiate savings** with travel suppliers

**Generate revenue** with rebates

**Increases process savings** through automated payment and reconciliation

**Consolidates payments** and **eliminates advances**

**Reduces risks** and **protects travelers**

## [ #3 ]
### LARGEST CORPORATE EXPENSE

According to a MasterCard analysis, T&E expenses represent the 3rd largest expense, after utilities and systems/data processing, for most organizations.

## [ $1.3M ]
### AVERAGE IMPROVEMENT ON DISCOUNTS

$1.3 million is the average improvement in discounts on travel spending attributed to use of travel card data in vendor negotiations.

Source: MasterCard Travel and Entertainment Best Practices Guide
Source: RPMG Research Corporation

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# COMDATA CORPORATE CARD: FUEL

## The road to more savings.

**Fuel at thousands of locations nationwide** with the universal acceptance of MasterCard

**Fuel and vehicle maintenance discounts**
- One of the **largest fuel and repair discount networks** in the United States
- **Automatic discounts** on every gallon at more than 19,000 Fuelman Network gas stations, plus many more

**Consolidate all fuel purchases,** including retail, mobile and bulk, into a single program and single invoice to more effectively manage expenses

**Receive detailed transaction data and visibility into spend** with powerful real-time data as well as Level 3 transaction reporting

fuel rewards network

## MasterCard Fuel Rewards Network™

**Grocery Stores:** 3¢/gal for every $100 spent

**Online Mall:** 5¢/gal for every $50 spent

**Restaurants:** 10¢/gal for every $50 spent

**Special Offers:** Up to 50¢/gal (spend varies)

# COMDATA CORPORATE CARD: DECLINING BALANCE

Control costs associated with activity-related expenses,
like events and special projects.

**Remove or adjust available funds** as needed and reset usage limits to reuse card

**Personalize with name of employee** or name of project

**Link employee name to transactions** in cases where a card is shared

**Retract unused funds** back to the company

**Ideal Uses of a Declining Balance Card Include:**

EVENTS & CONFERENCES

RELOCATION BENEFITS

SPECIAL PROJECTS

TRAVEL EXPENSES

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# COMDATA CASH WALLET: CARDHOLDER ATM ACCESS

Combine traditional corporate card functions with the ability to preload funds to provide employee expense reimbursements or per diem travel.

**ADMINISTRATOR BENEFITS**

- **Easy** to provide cash to travelers

- **Convenient** to log in and load card

- **Saves money and time** by eliminating need for check requests to employees or direct deposits through payroll system

**EMPLOYEE BENEFITS**

- **Access to funds** via 1 million+ Cirrus ATM locations

- **Employee-defined PIN access**

- Option for employee to **move funds via direct deposit**

# TRAVEL RELATED FRAUD IS ON THE RISE

73% of companies reported some type of actual or attempted payments fraud, with a significant portion related to employee expense reimbursements.

**Percent of Organizations Subject to Attempted and/or Actual Payments Fraud**

55% — 68% — 72% — 71% — 71% — 73% — 71% — 68% — 61% — 60% — 62% — 73%

2004 — 2005 — 2006 — 2007 — 2008 — 2009 — 2010 — 2011 — 2012 — 2013 — 2014 — 2015

**15%**
EXPENSE RELATED FRAUD
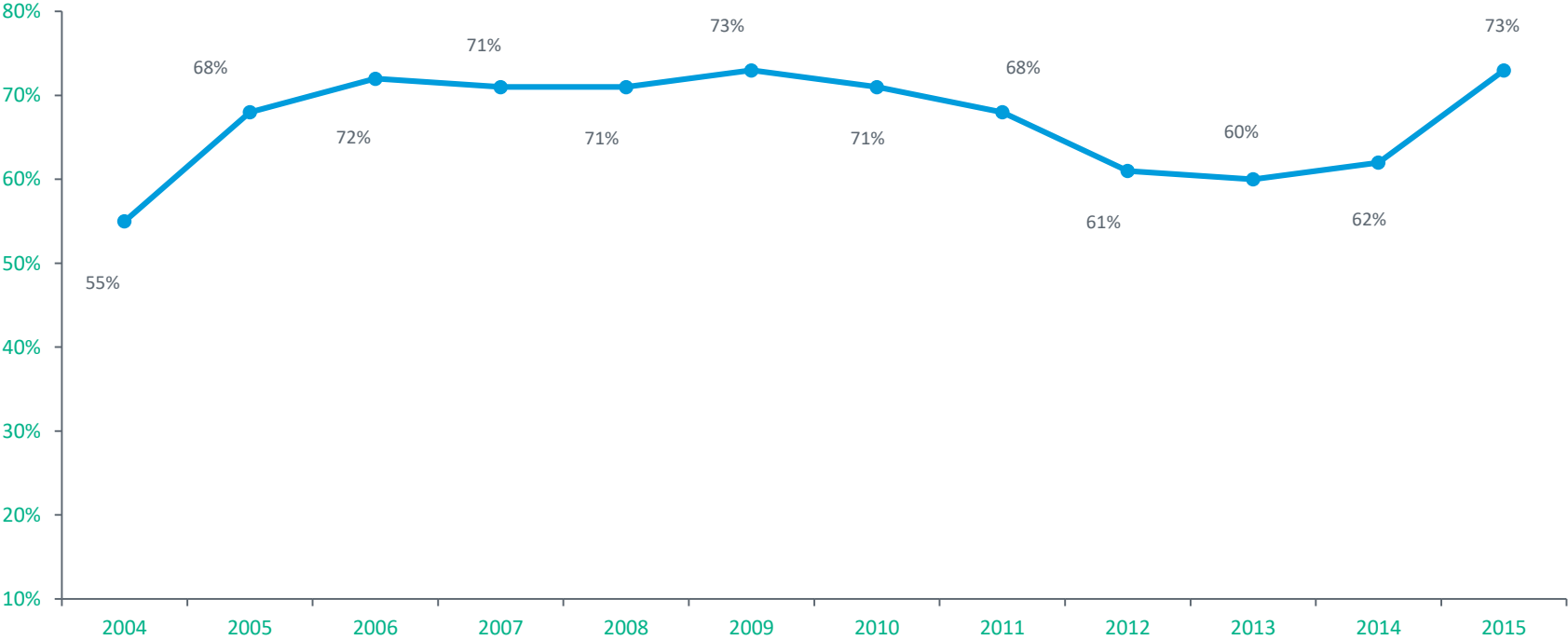
15% of all fraud involves expense reimbursements. The average time for detection is 24 months, at which point almost 90% of the proceeds are lost are unrecoverable.

Source: AFP 2015 Payments Fraud and Control Survey

Source: The Association of Certified Fraud Examiners

# EXPENSE ADMINISTRATION WITH EXPENSE TRACK BY COMDATA

## Expense Track solves problems for CFOs, program administrators and cardholders.

**No More Paper Receipts**
Cardholders can capture receipt images at time of purchase using mobile app

**Automated Coding**
Automatically match the receipt to the card transaction

**More Efficient Program Management**
Admins can manage all expense reports in one tool

**Stronger Policy Enforcement**
Set limits and approval requirements for each cardholder

**Google Maps Integration**
Ensure accurate mileage calculations and reimbursements

# $19.78

### SAVINGS PER EXPENSE REPORT

Automating expense reports saves an average of $19.78 in costs for each report.

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# CLOUD-BASED SYSTEM REMOVES PAINFUL CHALLENGES

The online Expense Track portal makes it easy for administrators and cardholders to manage and report travel expenses.

## ADMINISTRATOR BENEFITS

- Shorter time to review, approve and reconcile reports
- Minimize lost receipts
- More employees' reports submitted on time
- Easy to identify and reviewing policy violations
- Quickly correct inaccurate reports

## CARDHOLDER BENEFITS

- Shorter reimbursement times
- Automated report creation and receipt submission
- Increased productivity
- Easier approval process



37
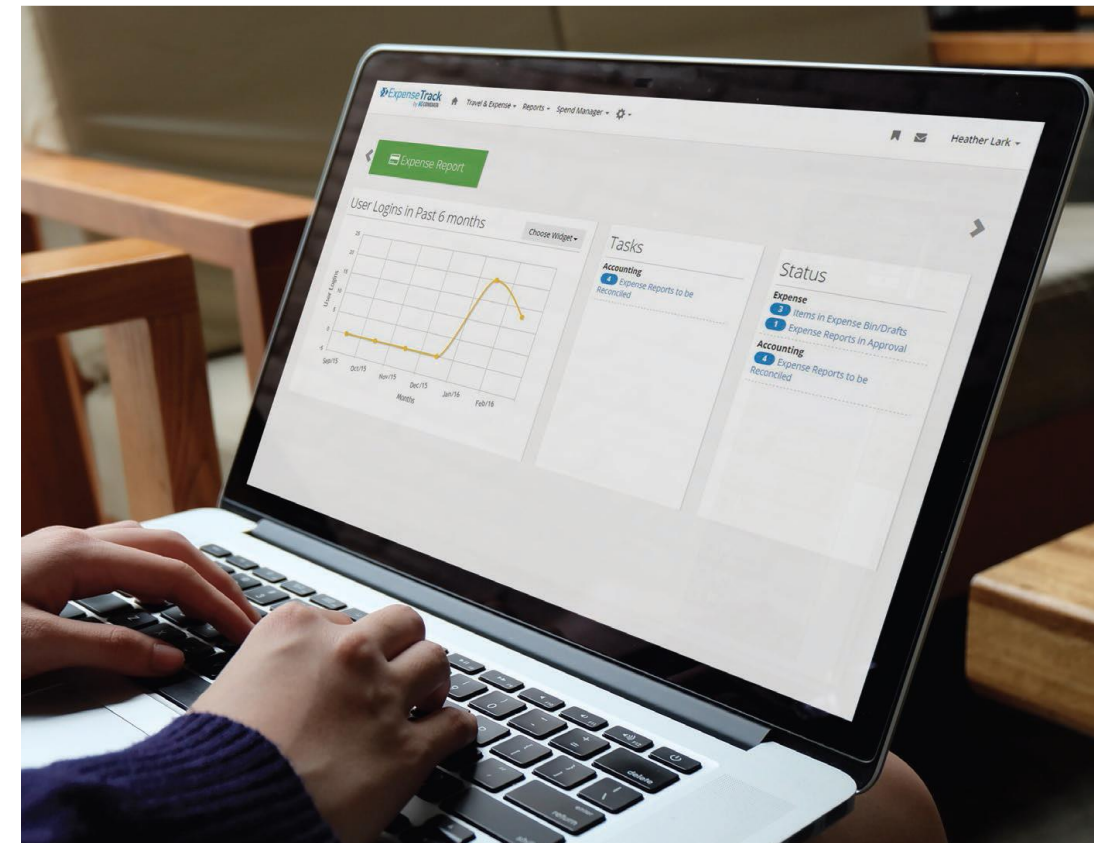
# EXPENSE TRACK: CARDHOLDER MOBILE APP

The mobile app allows cardholders to track and report expenses on-the-go in three quick steps.

**1**

**Open App**
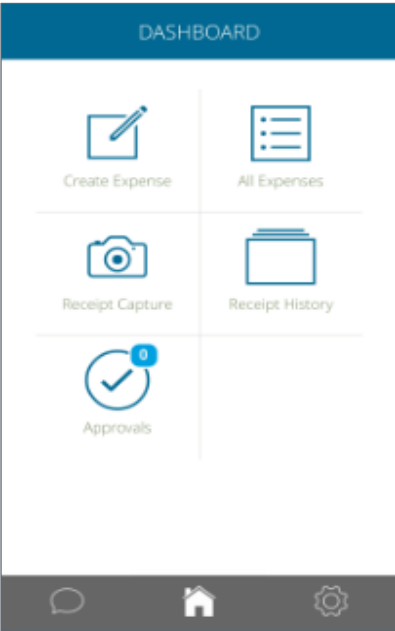


From mobile dashboard, cardholder selects Create Expense

**2**

**Take Photo of Receipts**
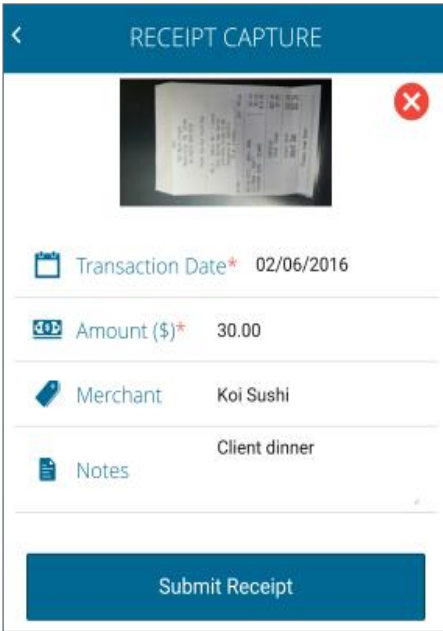


Cardholder captures receipt images through mobile app; system attaches receipt to card transaction

**3**

**Submit Report**
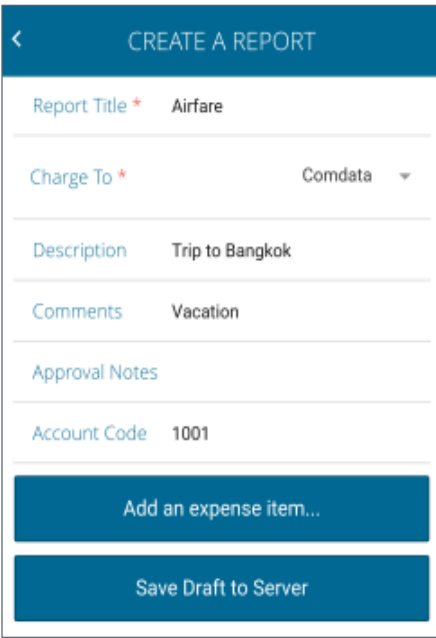


Cardholder names the report, provides description, comments and GL code

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# EXPENSE TRACK: APPROVER MOBILE APP

Managers and administrators can also use the mobile app to approve expenses remotely.

**1**

**Open App**
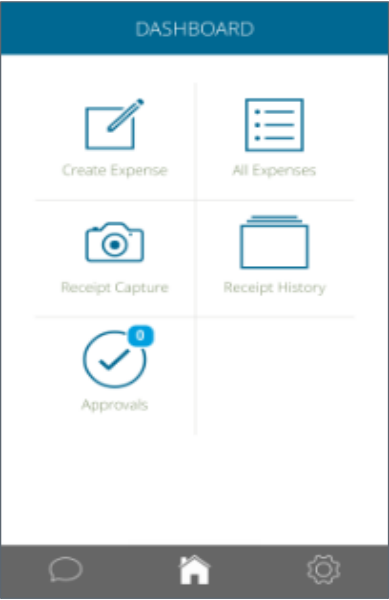


From mobile app dashboard, approver selects Approvals

**2**

**Review Report**
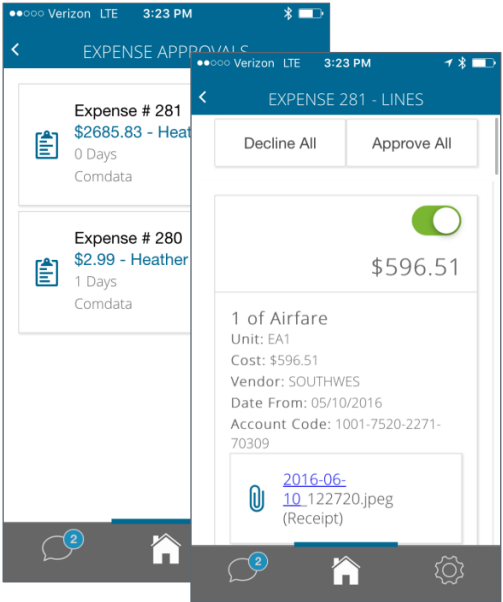


Approver reviews the report, including requested by, total, line items and additional approvers

**3**

**Approve Report**
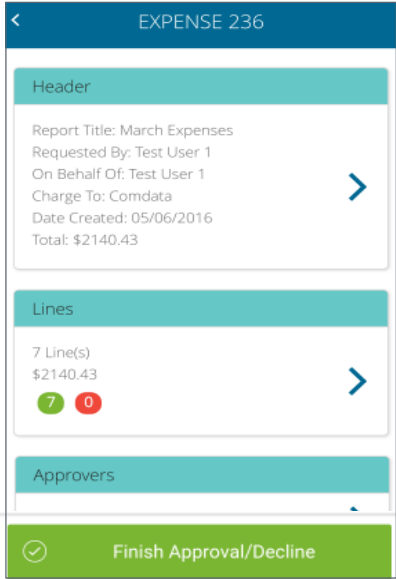


Once reviewed, the approver sends the report for reconciliation

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# INTEGRATING THE COMDATA CORPORATE CARD AND EXPENSE TRACK

The integration between our cards and our expense management tool creates unique ease-of-administration benefits for Comdata clients not available elsewhere.

## Easy User Creation

- Create new user profiles with two clicks
- System automatically populates user fields from the card profile

## Easy Card Replacements

- Automatically updates the user's Expense Track profile with new card number
- Previous transactions are automatically stored and attached to the new card

## Reimbursement Options

- Out-of-pocket expenses can be loaded into the Cash Wallet feature on the Comdata card or deposited directly into the employee's bank account
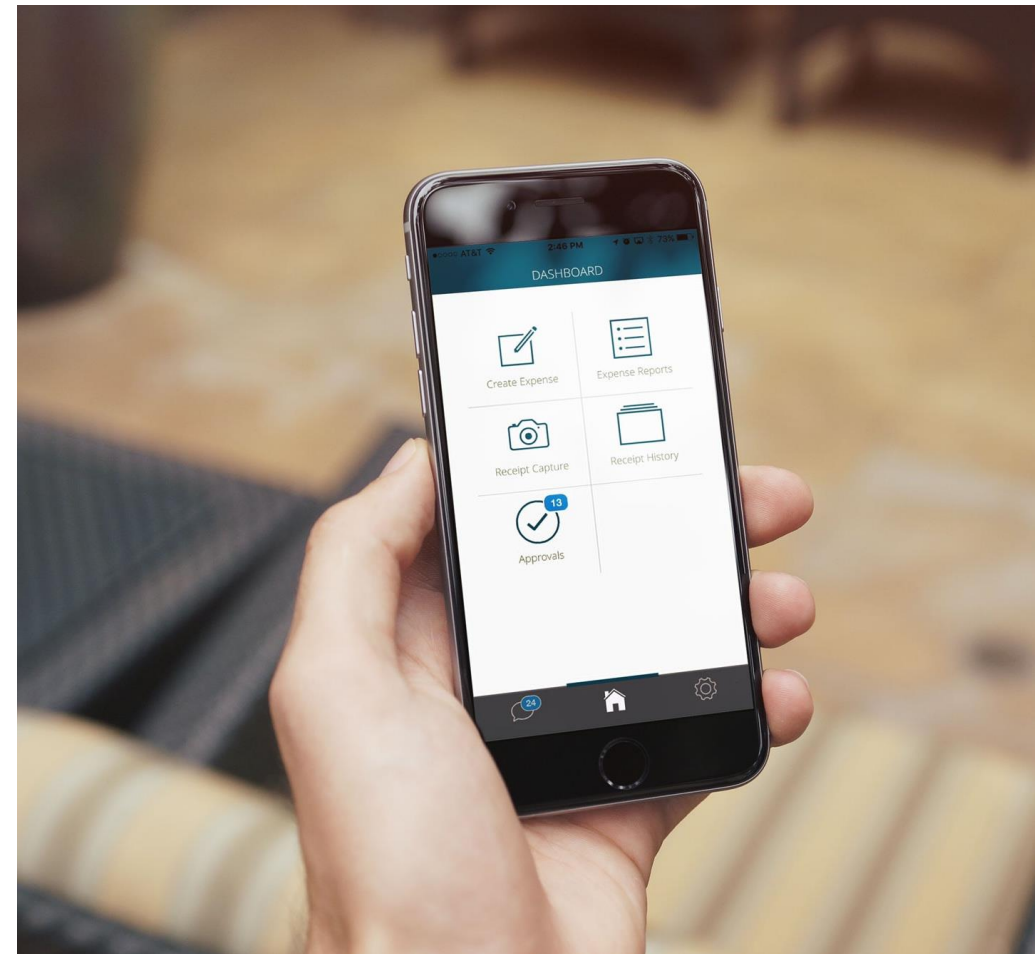
# iCONNECTDATA: TRAVEL MANAGEMENT REPORTS

Receive reports and transaction summaries via email to track your program.

**REPORT EXAMPLES:**

Top Merchant Spend Report
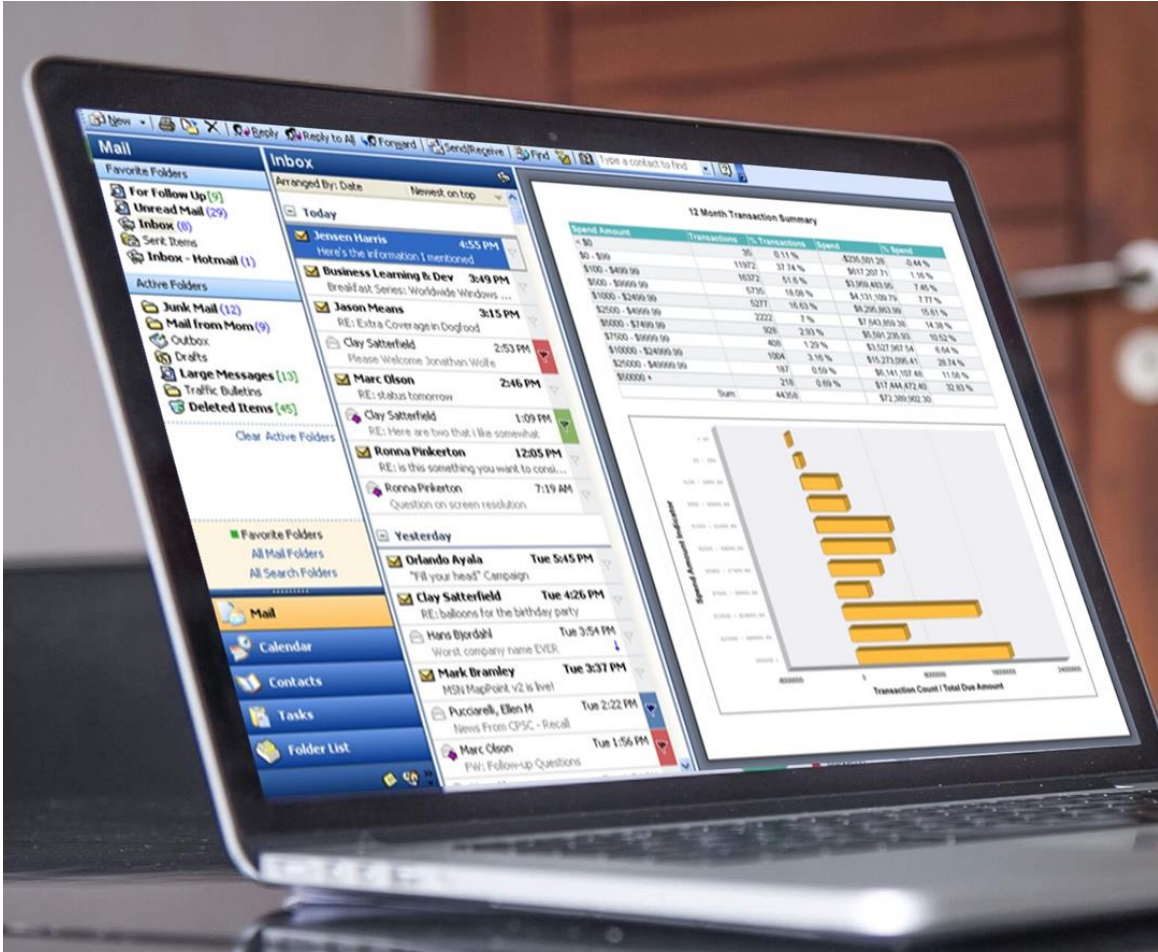
Hotel File Analytics

Cardholder Airline Activity

Cardholder Car Rental Activity

Missing Sales Tax Report

Split Transaction Report

# CORPORATE CARD STANDARD PROFILES

Six standard corporate card profiles, customizable to fit your needs.

### STANDARD EMPLOYEE LIGHT USE

**Transaction Limit:**

$5,000

**Daily Limit:**

$7,500

**Monthly Limit:**

$10,000

*No access to financial institutions, government, legal or insurance merchant codes*

**OR**

### STANDARD EMPLOYEE HEAVY USE

**Transaction Limit:**

$10,000

**Daily Limit:**

$10,000

**Monthly Limit:**

$20,000

*No access to financial institutions, government, legal or insurance merchant codes*

### STANDARD ADMIN LIGHT USE

**Transaction Limit:**

$5,000

**Daily Limit:**

$10,000

**Monthly Limit:**

$20,000

*No merchant code restrictions*

**OR**

### STANDARD ADMIN HEAVY USE

**Transaction Limit:**

$10,000

**Daily Limit:**

$30,000

**Monthly Limit:**

$50,000

*No merchant code restrictions*

### FUEL ONLY

**Transaction Limit:**

$300

**Daily Limit:**

$1,500

**Monthly Limit:**

$3,500

*All merchant codes restricted except fuel*

### STANDARD EXECUTIVE

**Transaction Limit:**

$10,000

**Daily Limit:**

$10,000

**Monthly Limit:**

$50,000

*No merchant codes restrictions*

# POLICY MANAGEMENT WITH CUSTOM CONTROLS

If our standard profiles don't meet your needs, we offer customizable rules using <u>any</u> combination of these parameters.

- **Merchant Country Code**
- **Merchant Name and Location**
- **Merchant State**
- **Merchant ZIP**
- **Comdata Account Code**
- **Acquiring Institution**
- **Amount**
- **Merchant ID**
- **Card Issuance Date**
- **Currency Code**
- **Comdata Customer ID**

- **Expiration Date**
- **Merchant Category Code**
- **Card Number**
- **Point of Service Entry Mode**
- **Response Code**
- **AVS Response Code**
- **CVC2 Response Code**
- **Terminal ID**
- **Date and Time**
- **Driver ID**
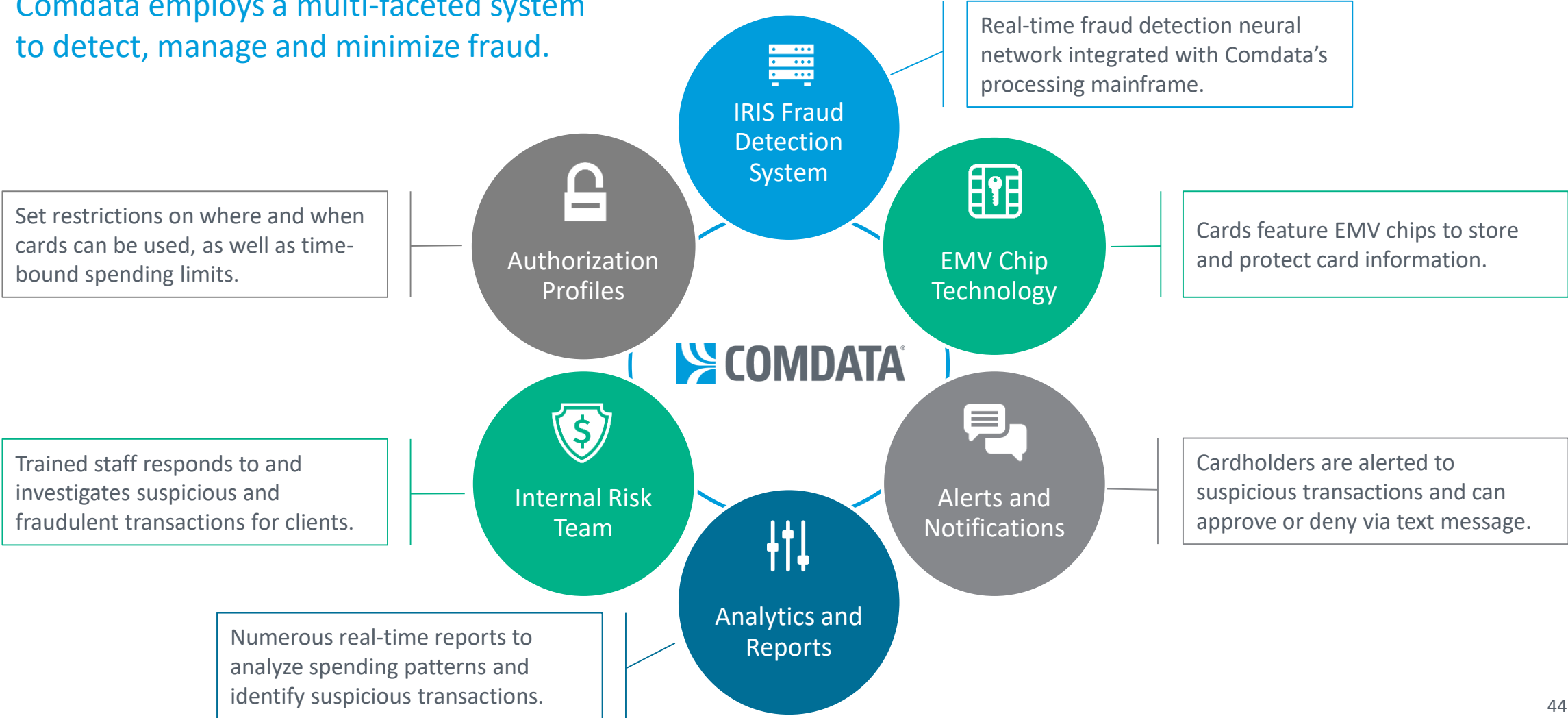
**Examples of control strategy:**

**Limit activity**
- At approved merchants only
- By geographical area
- By day of the week, hours, holidays
- After number of declines
- Based on amount range

**Instant notification**
- On inactive cards
- On off-hours activity
- On attempts at prohibited merchants
- On cards in watch list
- On specific declines
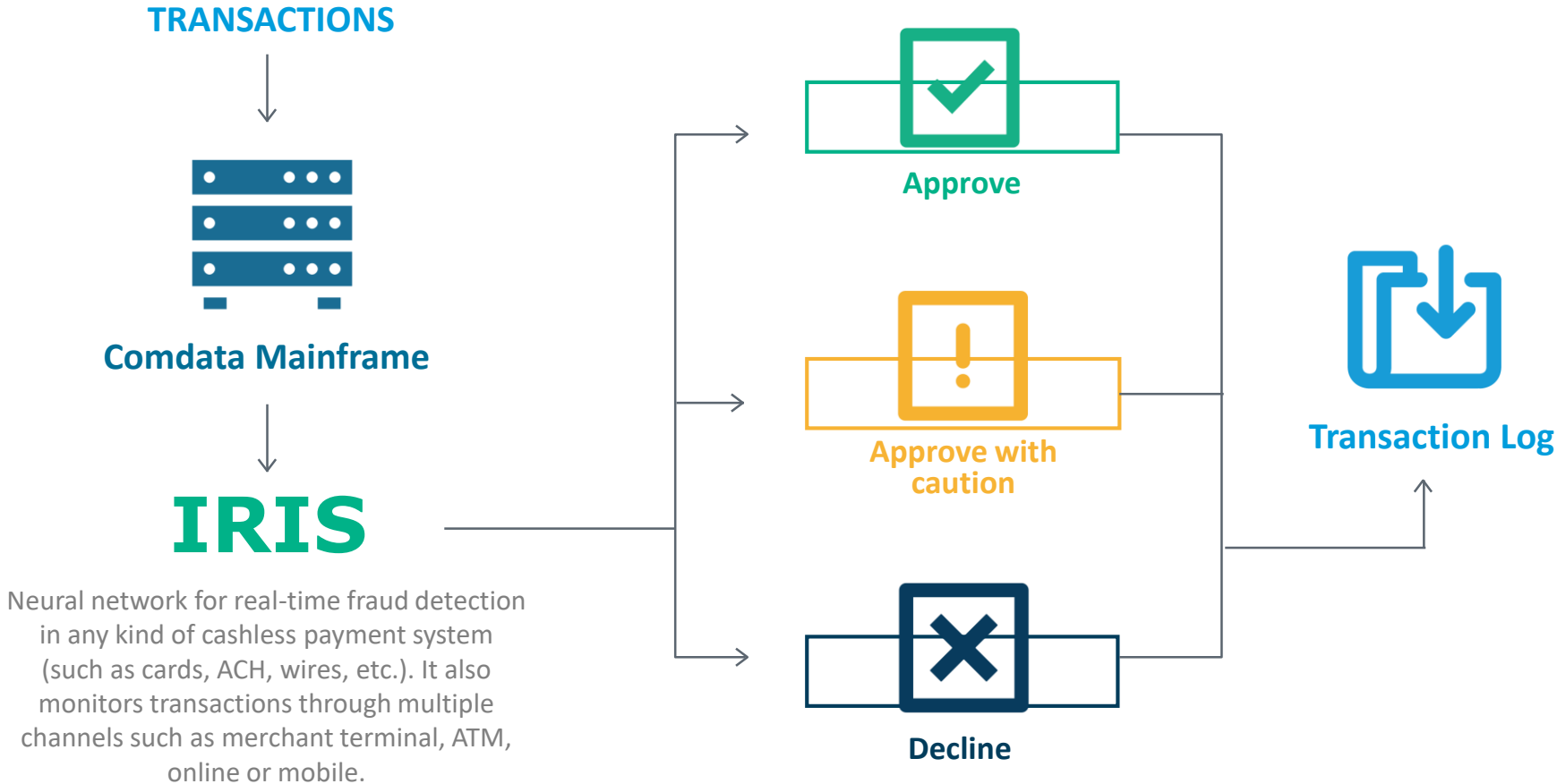- On activity at merchants over a defined amount

# COMDATA FRAUD MANAGEMENT STRATEGY

Comdata employs a multi-faceted system
to detect, manage and minimize fraud.

**IRIS Fraud Detection System**

Real-time fraud detection neural network integrated with Comdata's processing mainframe.

**Authorization Profiles**

Set restrictions on where and when cards can be used, as well as time-bound spending limits.

**EMV Chip Technology**

Cards feature EMV chips to store and protect card information.

**Internal Risk Team**

Trained staff responds to and investigates suspicious and fraudulent transactions for clients.

**Alerts and Notifications**

Cardholders are alerted to suspicious transactions and can approve or deny via text message.

**Analytics and Reports**

Numerous real-time reports to analyze spending patterns and identify suspicious transactions.

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# IRIS FRAUD DETECTION SYSTEM

Real-time fraud prevention and improved cardholder experience with fewer false positives through IRIS software.

**TRANSACTIONS**

**Comdata Mainframe**

# IRIS

Neural network for real-time fraud detection in any kind of cashless payment system (such as cards, ACH, wires, etc.). It also monitors transactions through multiple channels such as merchant terminal, ATM, online or mobile.

**Approve**

**Approve with caution**

**Decline**

**Transaction Log**

**Benefits of IRIS:**

- Dynamic rule creation that is behavior- and trend-based, which automatically detects abnormal cardholder activity

- Ability to process thousands of transactions per second with latencies of only a few milliseconds, allowing for real-time performance

- High fraud detection rates and ultra-low false positive rates for an improved cardholder experience

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# CORPORATE CARD ALERTS AND NOTIFICATIONS

Prevent the need for travelers to use a personal credit card while on the road, even when there is confirmed fraud on their corporate card.

**SMS Text-Based System**
Proprietary system alerts cardholders of suspicious activity and allows them to confirm or deny the transaction via text message.

**Keep Cards in Use**
If fraud is confirmed on the card, the cardholder has the ability to keep using it for 10 days by manually confirming each legitimate transaction.

**Maintain Control and Spend Volume**
Keep all business transactions on your corporate cards to maintain policy adherence, minimize employee fraud and capture spending.

**Reduce Administrative Burden**
No need to scramble to overnight a replacement card to an employee while they're on the road and reduce the burden of reimbursing employees for major out-of-pocket expenses.

**Free Service**
There is no extra fee for this added layer of protection. Standard data and text rates will apply. Texts are only sent on suspicious transactions, so the impact to cardholders is minimal.



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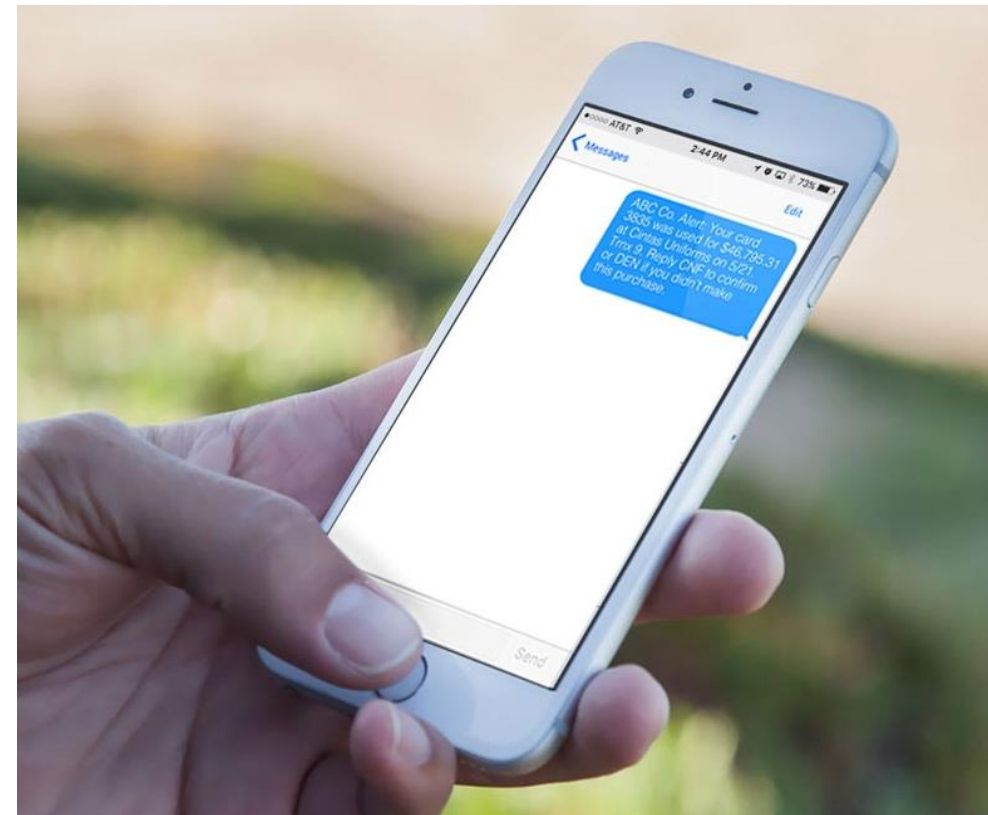
# COMPREHENSIVE MASTERCARD COVERAGE

**Universal acceptance** at nearly 40 million merchants around the world

24-hour emergency **roadside assistance**

Travel assistance, including **emergency cash** as well as **replacement of lost tickets and luggage**
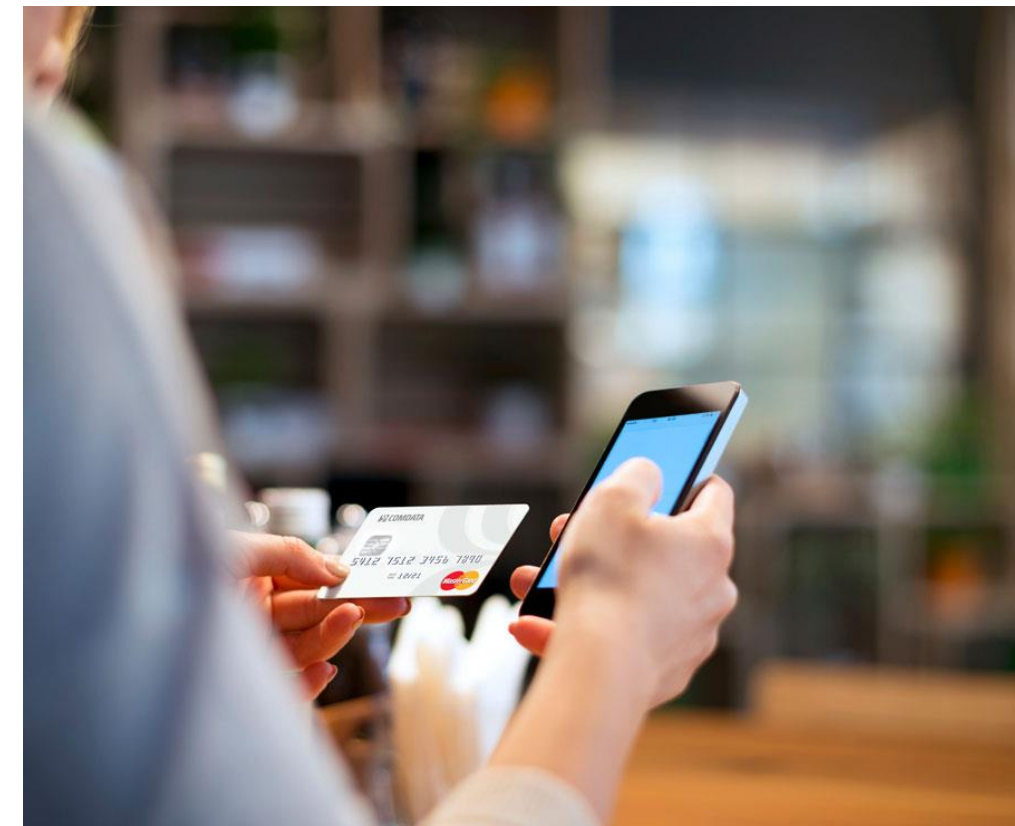
**Legal referral and bail bond assistance**

**Reimbursement for prepaid, non-refundable travel expenses** when a trip is interrupted (certain exclusions apply)

Automatic collision **damage waiver insurance**

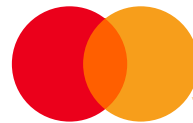**Recovery of Value Added Taxes** incurred during international travel

mastercard

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# QUESTIONS / NEXT STEPS

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payments@comdata.com