



**Cornerstone**  
information systems®

## **Policy Compliance Manager**

Automate Alerts, Approvals, and Exceptions

## Manual travel policy review is time-consuming, error-prone, and risky.

Travelers book trips without knowing whether they are adhering to policy. Approvals fall through the cracks. Communication delays result in higher fares and lost itineraries. And companies fail to meet regulatory standards.

Cornerstone's Policy Compliance Manager (PCM) mitigates risk and expense by automatically comparing bookings to policies **during the reservation process**.

**Travelers** get immediate feedback if an itinerary requires approval, and **approvers** are notified (in near real time) with clear insight as to what part of a trip is non-compliant.



### PCM Ensures That:

- Travelers make educated decisions
- Corporate security requirements are met
- Unnecessary trips are eliminated
- Available preferred supplier relationships are fully leveraged.

## How It Works

- **Configure** - Set the conditions that initiate alerts and approval requests. You can even automate policy exceptions for scenarios like same-day and VIP travel.
- **Alert** - Email alerts are automatically sent in near real time for designated approvers to authorize, deny, or return reservations for further action.
- **Review** - A complete audit trail is created so the company can be certain messages are getting to the right people at the right times.

## PCM Can Help If ...

- Communication delays result in **higher fares** and **lost itineraries**.
- Travelers have **trouble understanding** company travel policy.
- Travelers book a high percentage of **nonpreferred suppliers**.
- Inaccurate trip approval documentation puts your company at risk with **Sarbanes-Oxley regulations**.
- Trips requiring **approval** “fall through the cracks” during the manual review process.
- Travel to **non-secure destinations** is booked without knowledge of risk.





# PCM Components

## Inform

Communicates the travel policy to travelers increasing compliance and usage of preferred suppliers.

---

## Manage

Audit PNRs based on virtually all aspects of travel bookings. **PCM is compatible with all GDSs and online booking tools**, contains a highly customizable business rules engine, and includes an auto-escalation feature.

---

## Monitor

Access a program compliance overview via a custom website 24/7 from anywhere in the world.

---

## Check

Configure checks and exceptions for each corporate account.

---

## Message

Send travelers automated messages regarding destination risk levels and get automated approval notifications on trips based on risk.

# Configurable Checks

First Class not allowed  
First Class flight time  
Business Class not allowed  
Business Class flight time  
Business Class may be booked for  
International only  
Premium Economy not allowed  
Premium Economy flight time  
Advance purchase requirements  
Maximum airfare exceeded  
Airfare is greater than lowest logical fare  
Air Reason Code  
International – arrival country is different  
than departure country  
Low Cost Carriers  
No hotel in booking with overnight stay  
Maximum hotel rate exceeded  
Car rental size  
Car Reason Code  
Car vendor not preferred vendor  
No car in booking with overnight stay  
Maximum hotel rate exceeded  
Hotel Reason Code

Policy Compliance Manager features a **substantial library** of configurable checks and exceptions.

Need checks you don't see on our standard list? No problem!

Set up a **custom rule** to fit the exact needs of your travel program.

*iQCX<sup>®</sup> is the Foundation  
of Cornerstone's*

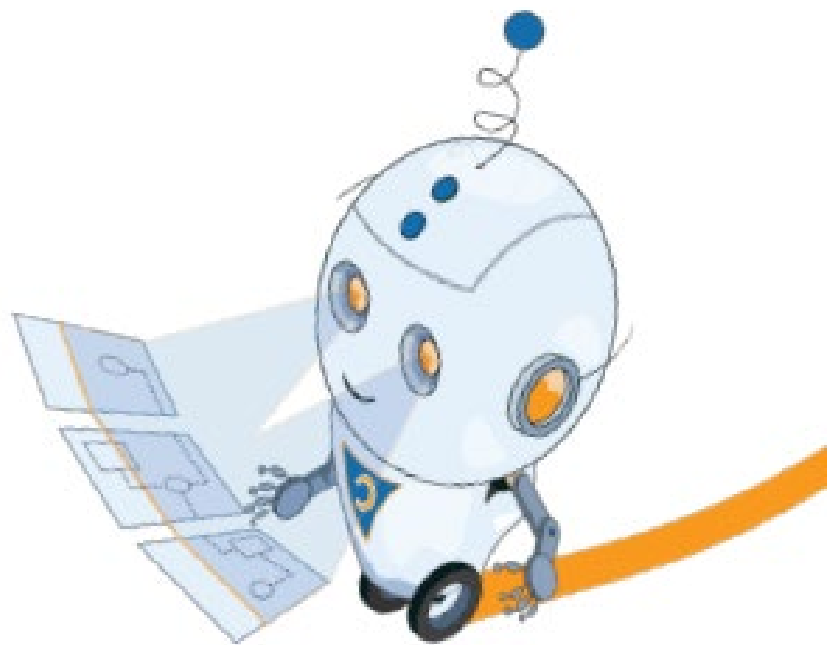
# **GDS & NDC Integrations**



## **A Perfect Fit For Your Travel Program**

Keep your travelers informed, compliant, and engaged with their trips!

**Schedule Your  
Policy  
Compliance  
Manager<sup>®</sup>  
Demo Today!**



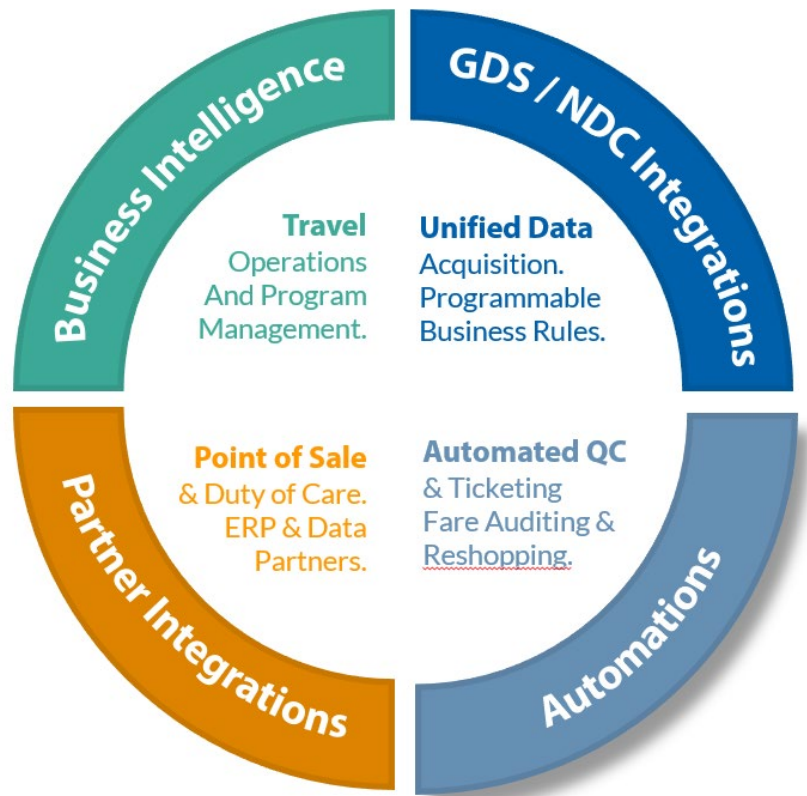
At A Glance

# The Cornerstone Ecosystem

Cornerstone Information Systems (CIS) is a technology and service provider of mid- and back-office automation for the travel industry.

We work with travel management companies, online travel agencies, corporate travel departments, and suppliers, to automate travel operations.

Cornerstone provides the technology to accurately complete travel reservations for travelers, their buyers, and travel service providers.



## Policy Compliance Manager<sup>®</sup>

Is part of our Automations module

Contact Us today for a free consultations. Let's discuss how Cornerstone can fit into your workflow and save you clients money and time.

[CONTACT US](#)

Cornerstone is the technology partner behind the scenes of tens of millions of automated bookings.