



Travelport Universal Policy

A Corporate Travel Program that aligns with employee technology habits and preferences.

Universal Policy Overview

Business travel is typically the second largest controllable expense for a company. On average, it accounts for 30% of indirect spend. The best booking tools:

- Drive maximum compliance.
- Provide streamlined, optimized bookings.
- Result in maximum savings for the company, because comprehensive travel policies are built into the process.

Universal Policy can optimize your travel program by:

- Enforcing an efficient travel policy to realize the enormous potential of your business travel ROI.
- Providing comprehensive coverage, with policies on all elements of travel (air, car, and hotel).



What is Universal Policy?

Universal Policy:

- Is a corporate travel policy management tool.
- Can be used to tailor air, car, and hotel travel shopping responses with corporate travel policy attributes (policy rules).
- Is available as either a web-based application providing a user interface for policy administrators, or a collection of web services directly for developers.

Once configured, policy rules can be applied to:

- Travelport content search results obtained from Universal API.
- Search results from any non-Travelport source.

How do policy rules work?

Policy rules:

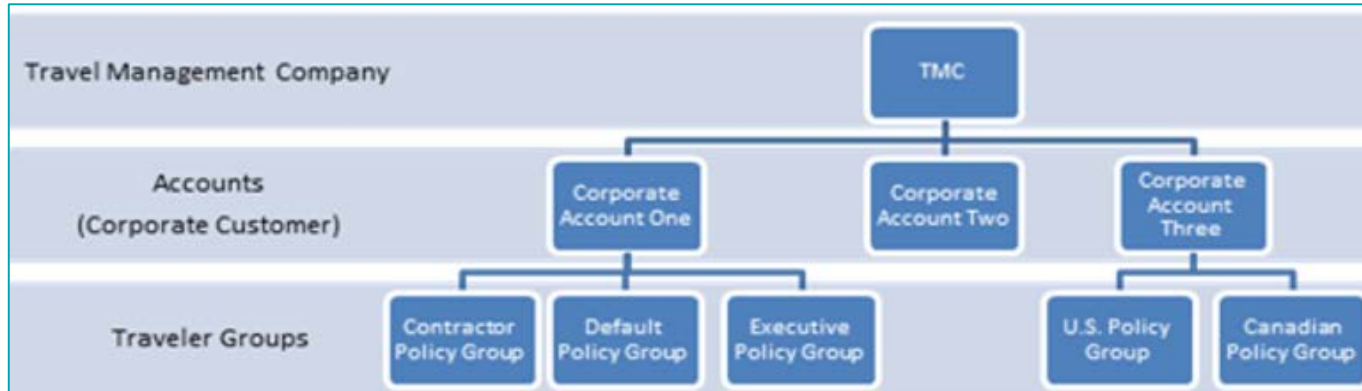
- Identify items in a shop response as in-policy or out-of-policy, and preferred or non-preferred.
- Can be used to completely exclude certain results from a shop response.
- Are created and managed through a user interface (UI), web services, or a combination of both.

Policy rules use criteria such as:

- Vendors
- Rate maximum
- Geographic location
- Date

Hierarchical structure: Travel Management Company

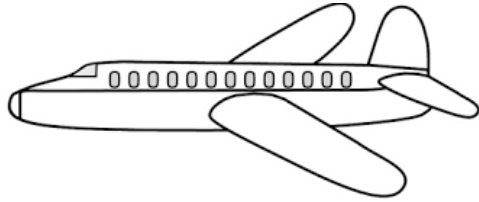
Many travel management companies (TMC) have a hierarchy similar to:



The structure enables a TMC to easily add:

- New corporate customers (accounts).
- Different policies (traveler groups) within each customer account that reflect different levels of travelers within the company, such as VIPs, Contractors, etc.

One Policy source to manage air, car, and hotel search results



Travelport Universal Policy is designed to work with online booking tools and agency point-of-sale systems, as well as search data from applications such as Travelport Universal API.

Universal Policy allows you to:

- Control the content returned in a shop response.
- Apply corporate policy rules around the content returned.



Universal Policy:

- Ensures travelers don't just receive *more* content, but that they receive the *most relevant* content.
- Provides a method to *optimize* travel spending. The focus on supplier targets to achieve financial goals can help you negotiate future contracts with suppliers.



One Policy source to manage air, car, and hotel search results

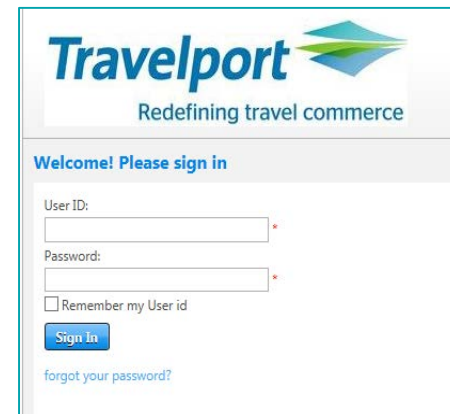
Universal Policy allows you to apply corporate policy rules around the following content types:

- Low cost carriers
- Traditional carriers
- Traditional hotel properties and chains
- Unique properties such as hostels and boutique hotels from Travelport Rooms and More
- Cars
- Non-Travelport air, car, and hotel content
- Reason Codes (multi-language support, including German, French, Italian, Spanish, Japanese)



Universal Policy Admin Portal

The Universal Policy Admin Portal is a stand-alone web-based application that provides a user interface (UI) for creating and managing travel policies. Policy administrators can use its browser-based screens to configure policy rules by agency, corporation, or traveler group. Configured travel policies can then be applied to search results through any corporate booking tool (CBT), or through the search functionality available via Universal Policy Web Services.









The screenshot shows the Travelport login interface. At the top, the Travelport logo and tagline 'Redefining travel commerce' are displayed. Below this is a 'Welcome! Please sign in' header. The login form includes fields for 'User ID:' and 'Password:', both with asterisks indicating required fields. There is a checkbox for 'Remember my User id' and a blue 'Sign In' button. A link for 'forgot your password?' is located below the button.

Preferred Airlines

✓ Airline is considered in policy and preferred based on lowest fare result.

[add preferred airline](#)

Airline Code	Departure Geography	Arrival Geography	Connecting Geography	Start Date	Flight Numbers	Actions
✓ 4F	LGA	WORLDW	WORLDW	23/07/2015	No	  
BA	North America	Europe	WORLDW	23/06/2015	No	  

Excluded Airlines

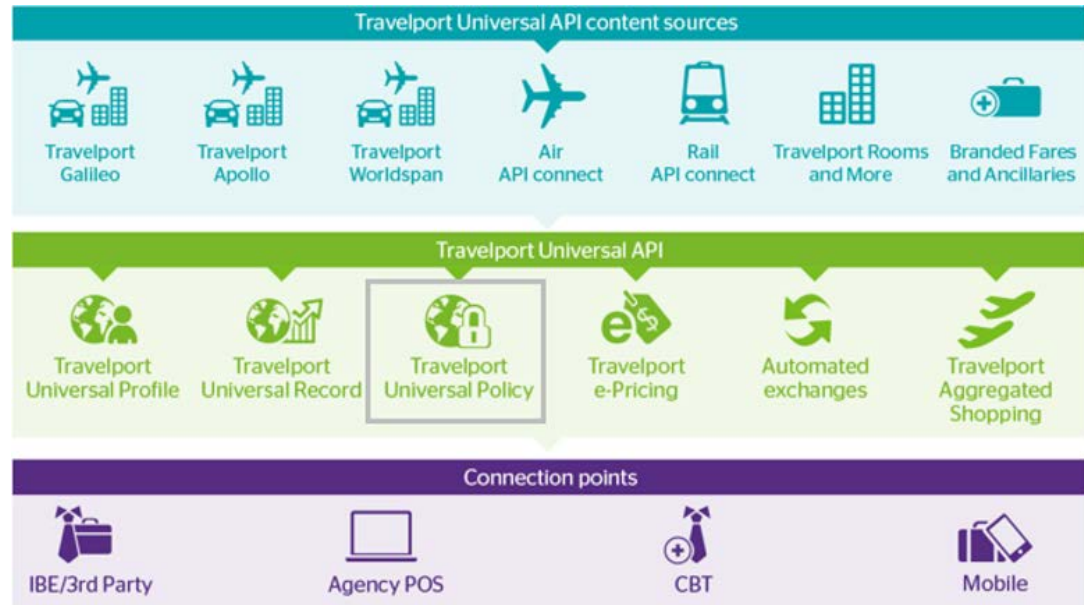
Use exclusions to prevent specific airlines; flight numbers; routes; or departure, arrival, or connecting locations from appearing in the search results.

[add excluded airline](#)

Airline Code	Departure Geography	Arrival Geography	Connecting Geography	Start Date	Flight Numbers	Actions
LH	WORLDW	WORLDW	WORLDW	07/01/2016	No	  

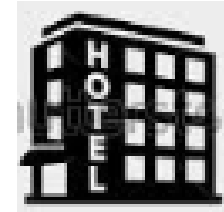
Universal Policy Web Services

- Universal Policy's XML-based Web Services provide two types of functionality:
 - Creating and managing travel policies: As an alternative to the Admin Portal's user interface, the *Admin Web Services* allow any corporate booking tool (CBT) to configure and view policy data.
 - Filtering search results: The *Search Evaluation Web Services* allow any application to apply policy rules to search results.
- Policy rules can be applied to:
 - Search results obtained through [Travelport Universal API](#), by setting a policy reference attribute within Universal API.
 - Search results from a non-Travelport source, by sending those search results to the Universal Policy Web Services.



How Universal Policy Web Services works

Applying policies to Car and Hotel results in Universal API (Universal API Release 15.5 or later)



Request

Send one of the following:

- VehicleSearchAvailabilityReq
- HotelSearchAvailabilityReq
- HotelDetailsReq

Include the *PolicyReference* attribute to identify the policy group to apply.

@PolicyReference must contain a valid policy reference code.

Universal API calls Universal Policy

Universal Policy applies the policy group from @PolicyReference to the response data.

Any exclusions in the referred policy are removed.

Response

Policy attributes and exclusions are applied to the Universal API response.

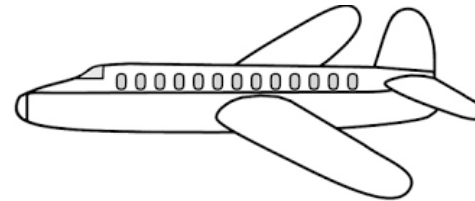
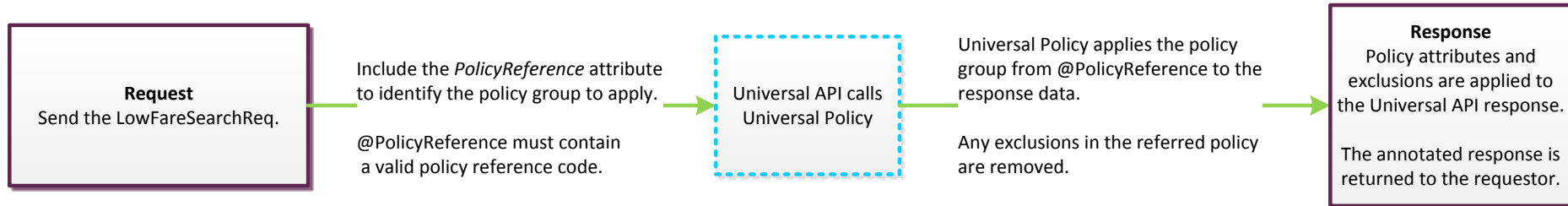
The annotated response is returned to the requestor.



How Universal Policy Web Services works

Applying policies to Air results in Universal API

(Universal API Release 16.1 or later)



Universal Policy Test Account

For review purposes, Travelport provides a test version of the Universal Policy Admin UI in read-only mode.

Email uPolicySupport@Travelport.com for access, and a Universal Policy team member will reach out to assist you.

What's new?

For the latest information on Universal Policy including content, functionality, and help files please contact your Travelport representative or visit our developer portal at:

<https://developer.travelport.com>

Additional Resources

- Universal Policy page within the Universal API help
https://support.travelport.com/webhelp/uapi/uaPI.htm#Policy/Universal_Policy.htm
- Universal Policy Admin UI Online Help
<https://support.travelport.com/webhelp/UniversalPolicy/UniversalPolicy.htm>
- Universal Policy Web Services Online Help
<https://support.travelport.com/webhelp/UniversalPolicyWebServices/UniversalPolicyWebServices.htm>

Our competitive strengths

We offer our customers a unique combination of business benefits

Choice
Collaboration
Flexibility
Innovation
Reach
Relevance
Scale

Our pillars

Our focus on distribution, technology leadership and differentiated products

Unrivalled content
Empowered selling
Transforming payments
Open platform
New business frontiers

Our customers

Our people, the people we do business with, and the people we influence

Travel providers
Travel agencies
Corporations
Developers

We're
redefining
travel commerce

Our brand world

