



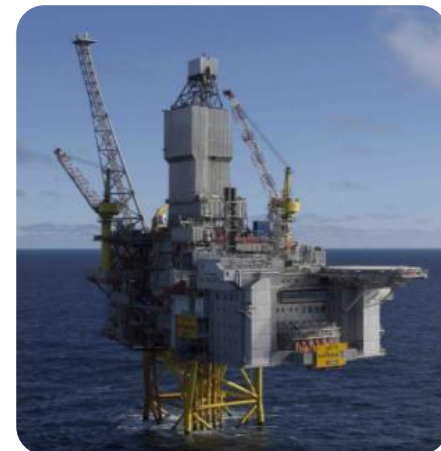
Energy to perform

# Travel Management and use of statistical material in Aibel as NBTA seminar November 25th 2009

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*Edition*

# Aibel

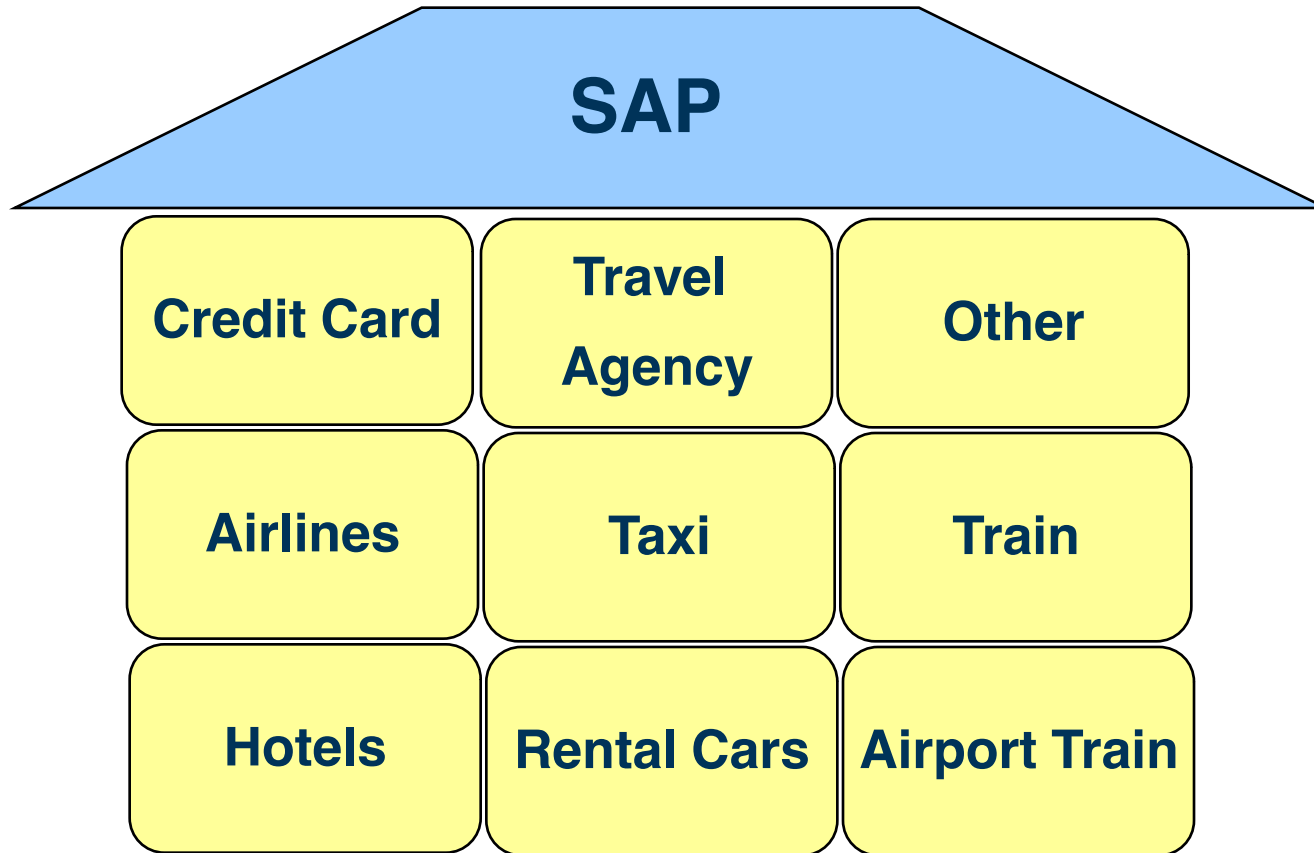
- Aibel AS is one of the largest Norwegian oil service companies that engineers, builds, maintains and modifies oil and gas production facilities. With our long experience, skills and expertise, we help our clients to achieve increased oil and gas production.
- Aibel is owned by an investor group led by Ferd Capital. Herkules Private Equity Fund II is the second largest investor in Aibel
- Industry pioneer with a 100 year old history
- Approx. 4000 employees world wide
- 7 locations in Norway, and 3 int'l locations (UK, Singapore and Thailand)
- 2 world class assembly yards (Norway and Thailand)
- Annual turnover: approx. 7600 MNOK (2008)
- Presence across the Norwegian Continental Shelf reflects nearly half the market
  - 30 out of 60 platforms
  - 3 out of 6 onshore terminals



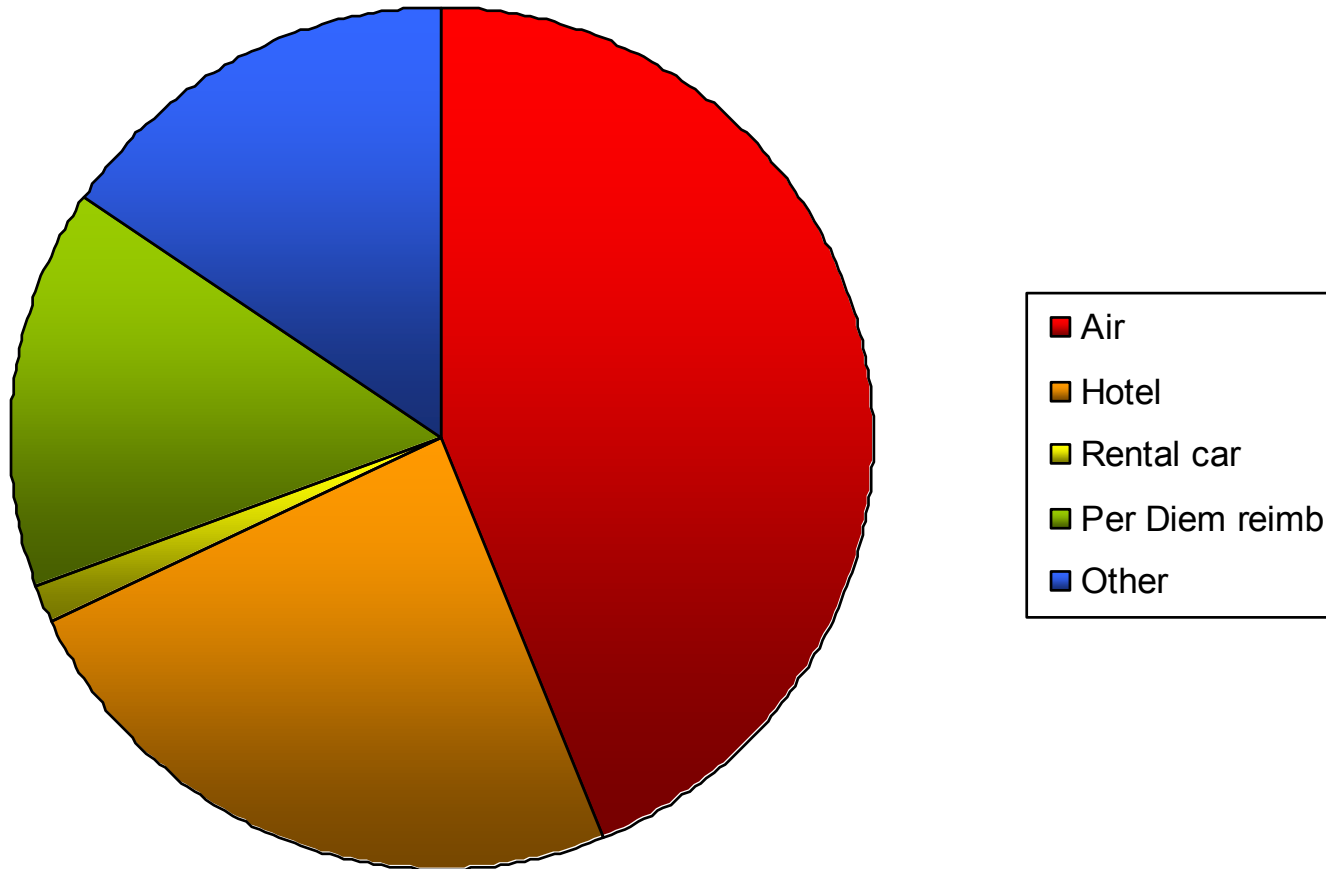
# Background information

- 100
- 2.200
- 15.000
- 20.000
- MNOK pr year
- Travelers and cardholders
- Hotel nights pr year
- Travel expense reports
- Travel agency
- SAP Travel

# Statistical sources

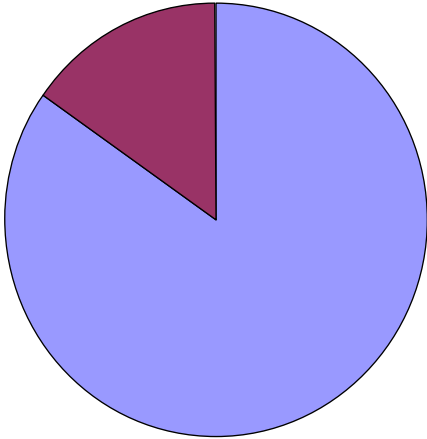


# Statistical sources – SAP total

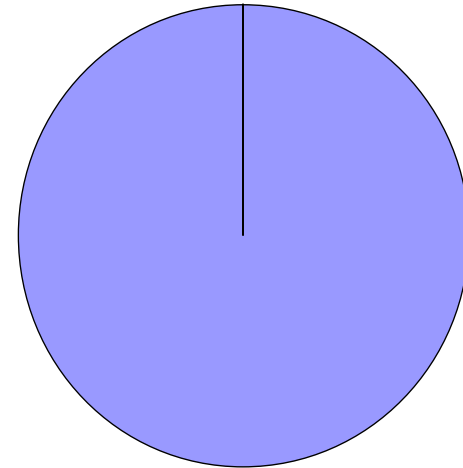


# Statistical sources – Credit Card

Credit card covering 85% of total spend

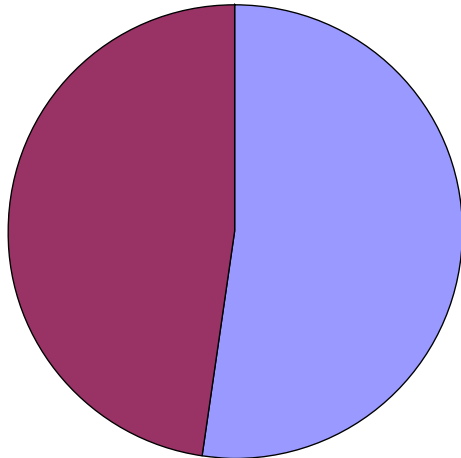


Credit card covering approximately 100% of air/flight spend

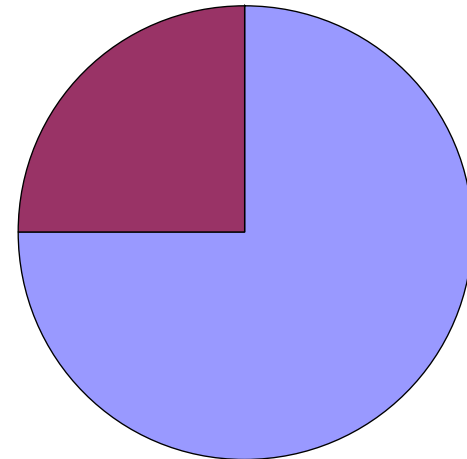


■ Card  
■ SAP

Credit card covering 52% of hotel spend

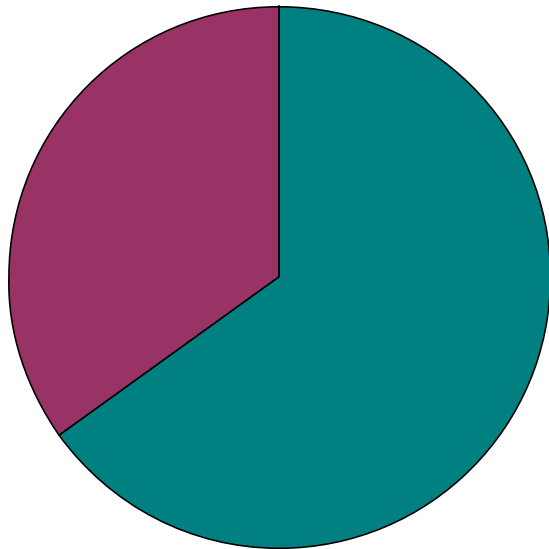


Credit card covering 75% of rental car spend

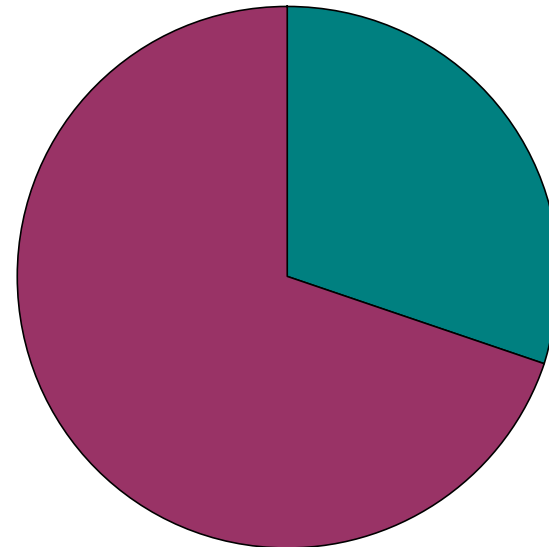


# Statistical sources – Travel Agency

Travel agency showing 65% of air/flight spend



Travel agency showing 30% of hotel spend



■ TA  
■ SAP

# Challenges

- SAP most important source Aibel
  - Traveler registering expense report – important to register correct information
  - Projects and meetings invoiced directly to Aibel.
  - Per Diem reimbursement must be added
  - Hired in and guests will not show in SAP
  - Volumes vs room nights
- Credit card statistics give a good picture, but not 100%
  - Approximately 100% of flights
  - Use of other credit cards
  - Toll road, cash, boats, per diem, other minor purchases
  - Guests
- Travel agency statistics show volume booked thru the agency
  - Projects book directly (hotel)
  - Chartered flights
  - Meeting/conferences done by own personnel
  - SAS TPC not included
- Airline statistics are usually comparable
- Hotels statistics show volumes booked at correct code
  - Mix of company names (historic)
  - Guests / hired in
  - Correct booking code
  - M&C vs R&B and volumes vs room nights



# Process improvement factors

- SAP
  - Correct/complete information
- Credit card
  - Agreement (insurance, payment terms, flexibility, user places mm)
  - FOP
  - Import of transaction files – increased use of cards, improved statistics, easier to enter travel expense reports
  - Backoffice
- Visibility throughout the organisation
  - Use of correct booking channels
  - Use of correct agreements
- Suppliers in SAP – unique code
  - Easy pull-out of volumes

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