



## **Summary of Amendments to the ARC Corporate Travel Department Reporting Agreement**

The primary revisions to Corporate Travel Department Reporting Agreement (CTDRA) reflect changes in ARC's operations and procedures as a result of the continuing expansion of ARC's electronic offerings.

The amended provisions in the CTDRA are highlighted with a diamond (◆) in the margin (except minor and duplicative revisions and correction of grammatical errors, etc.) The following briefly summarizes the amendments.

### **Section II: Definitions**

The term "Submission Deadline" is modified to reflect the change in the holidays eligible for report submission extensions. Holiday extensions were created to accommodate the ability to mail weekly sales report documents due to Post Office closure. With the advent of electronic reporting via IAR, the holiday schedule need not mirror the Post Office operations schedule. Holidays designated as eligible for the submission extension will be published in the Industry Agents' Handbook.

### **Section VIII: Reports and Settlements, Defaults and Other Financial Irregularities Under ASP**

Due to enhancements in the IAR system, the Exception Report was eliminated in 2006. References to the Exception Report in Section II (Interactive Agent Reporting System) and Sections VIII.A.2.b and VIII.A.3 of the CTDRA are deleted.

Due to the introduction of IAR 2.0 and submission of sales reports via the Internet, Section VIII.D.1.c.(4)(a) which references System Providers is unnecessary and has been

deleted (and former subsection 4(b) has been designated as (4)).

Section VIII.D.1.d(1) is also modified to reference to the recovery of attorney's fees and costs expended by ARC in collection efforts.

### **Section XII: Delivery and Withdrawal of ARC Traffic Documents**

Section XII.F is revised to substitute the title "Director, Risk Management" for "Director, System Integrity." This substitution is also made in Section XI.D.

### **Section XXIII.B: Assurance of Nondiscrimination and Compliance with Applicable Laws**

The Payment Card Industry (PCI) standards require parties that handle and process credit card account data to maintain such data in a secure manner to avoid unauthorized disclosure and to allow for review in the event of a security breach involving such data. In accordance with the PCI standards, Section XXIII.B is modified to include and reference those PCI requirements.

### **Section XXV: Termination**

Section XXV.C is also modified to include the Payment Card Industry (PCI) requirement to maintain credit card account data in a secure manner to avoid unauthorized disclosure and notes that, in the event of termination of the parties' agreement, such obligation continues until the data is either returned or destroyed in a secure manner.

### **Section XXVII: Choice of Law**



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Section XXVII is modified to clarify the jurisdiction for collection actions.

### **Attachment B**

Due to the increasing use of electronic tickets, Section IV.A of Attachment B is modified to indicate that a new CTD may order an initial supply of traffic documents but such shall not be automatically supplied without charge as an initial order.

### **Supplement 5 (My ARC portal)**

Supplement 5 covers access to ARC's portal, My ARC. The My ARC portal will soon be the central access point to a number of ARC's tools and resources including Interactive Agent Reporting (IAR), Internet Sales Summary (ISS), etc. ARC anticipates My ARC will be available

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in late 2007 or early 2008. When the My ARC portal is introduced, the CTD's My ARC Primary Administrator will perform all administrative functions for the CTD, including granting the CTD's users access to ARC's tools and resources. In order to reduce the steps involved in designating a Primary Administrator, subsection 8 of Supplement 5 provides for the automatic assignment of the CTD's IAR Primary Administrator or the CTD's Document Retrieval Service Security Manager to be the My ARC Primary Administrator. The CTD will be able to change its My ARC Primary Administrator at any time upon written request to ARC.

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If you have questions please contact the CTD Department at (703) 816-8056 or [fwilliams@arccorp.com](mailto:fwilliams@arccorp.com).