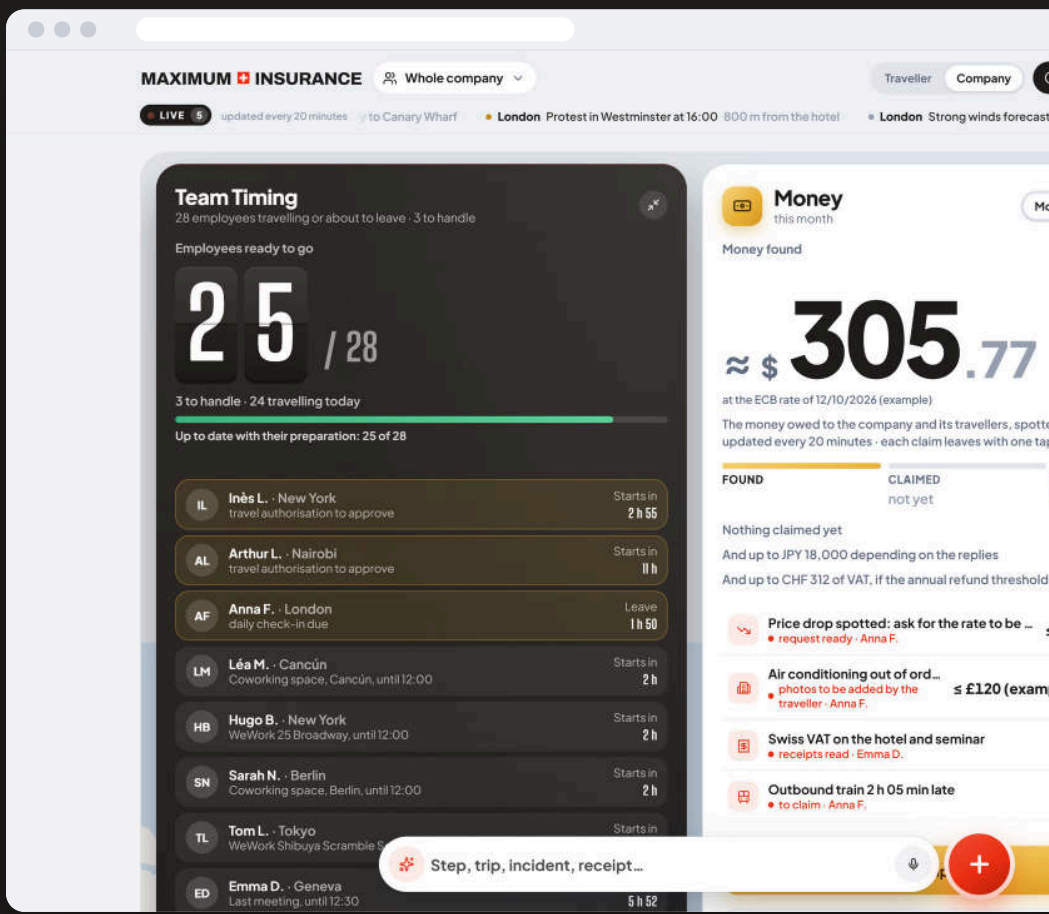
MAXIMUM INSURANCE

EDITION OF 13 NOVEMBER 2026

GUIDE · EXECUTIVES AND HR

The executive and HR guide

Your whole team at a glance: prepare departures, know who needs help and document your duty of care, trip after trip.



Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data. Executives and HR

Contents

01 **The company console** 3
Who is travelling, who is ready to go, what is waiting for you: it all starts in the console.

02 **Bringing the team in** 8
Adding an employee creates their access and insurance card; your tools connect with no re-keying.

03 **Travel policy and approvals** 13
Your policy, applied to every trip; decisions taken in one move, dated and archived.

04 **Preparing departures** 18
The agent checks each trip and prepares the brief; you send it in one move.

05 **Travellers on the road** 24
Who is travelling, where each person stands, who needs help: alerts and the traveller's SOS.

06 **Duty of care** 29
Documented trip by trip, following the approach of the ISO 31030 guidelines.

Duty of care, following the ISO 31030 guidelines 30

07 **Money, Full Corporate and claims** 36
The money the company can get back, and the compensation your employees are owed, claimed in their name.

08 **White label** 43
The app in Maximum's colours, co-branded or 100% your brand.

09 **The essentials on one page** 47



How to read this guide

Each page shows one screen of the app and one feature. The numbered red pins sit on the screen; the caption beside it says what each pin shows.

Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

01

CHAPTER 1

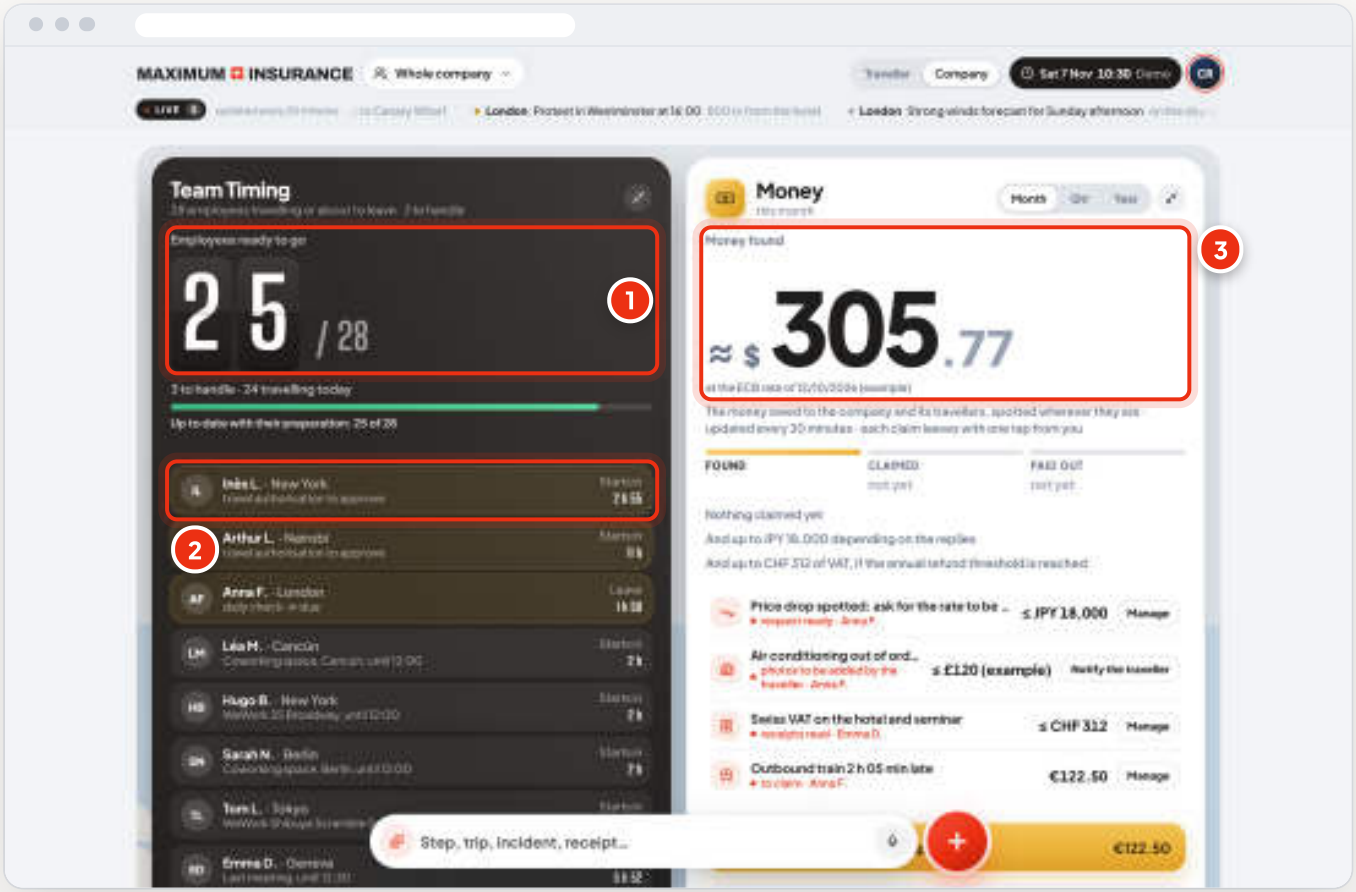
The company console

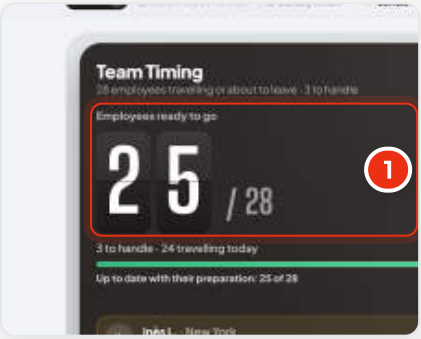
Who is travelling, who is ready to go, what is waiting for you: it all starts in the console.

01	The whole team, ready to go or not	4
02	Each employee and their trip, in a list	5
03	Only what is waiting for you	6
04	Anna's trip, opened from the console	7

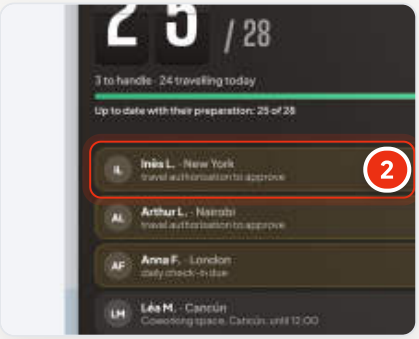
01 / 04
The whole team, ready to go or not

Camille sees how many employees are ready to go; the points to handle come first, then those who are travelling.

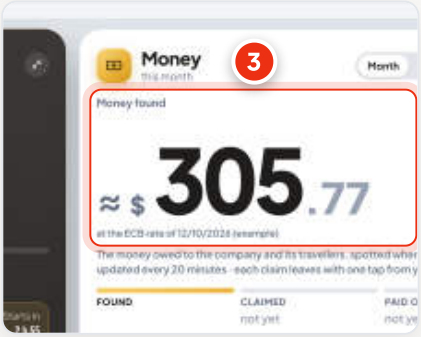




1 How many are ready to go



2 Points to handle, at the top



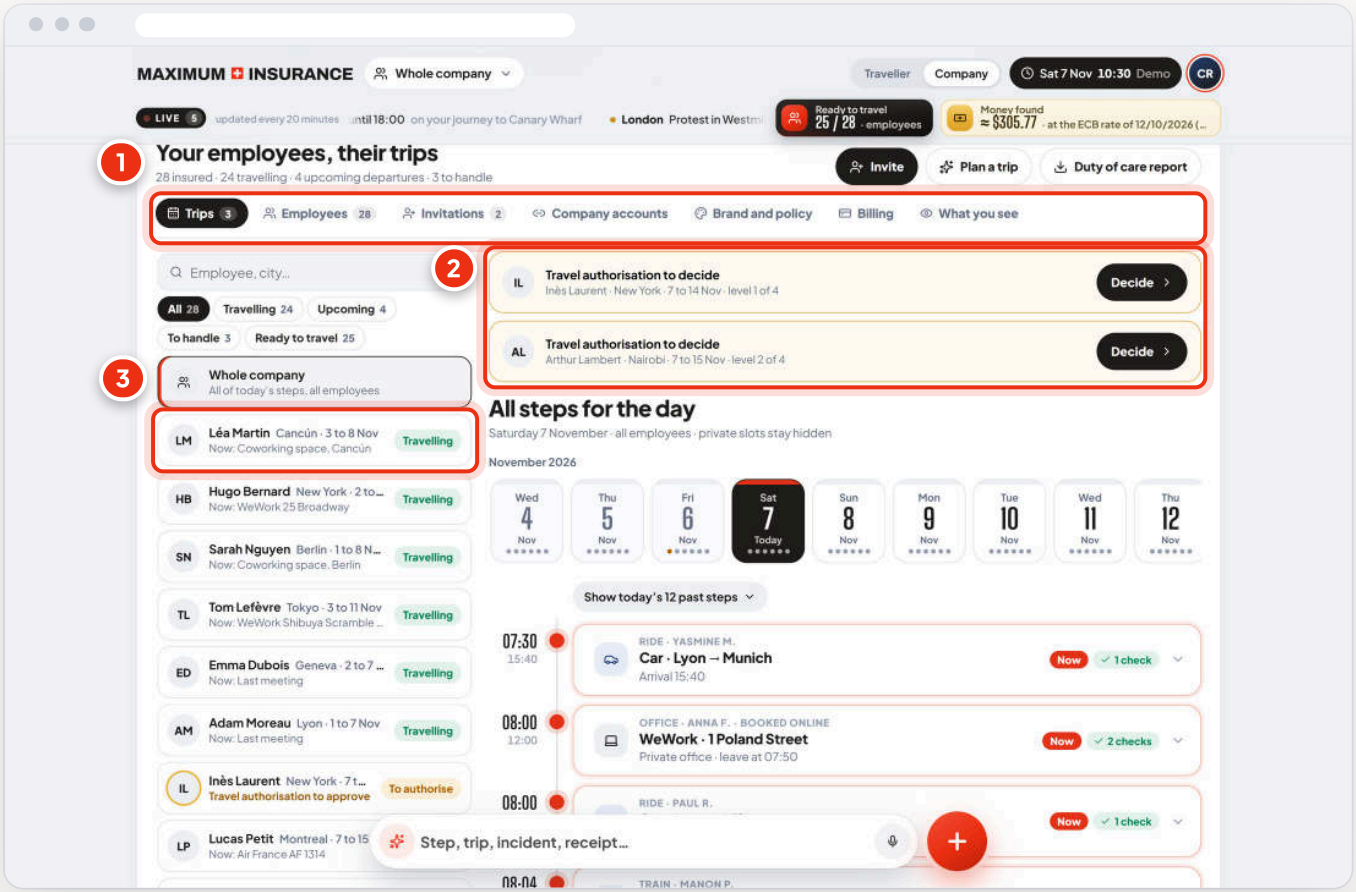
3 Money found this month

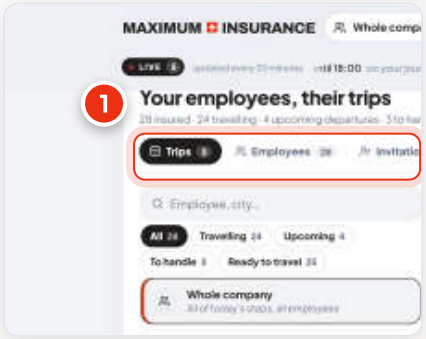
Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

02 / 04

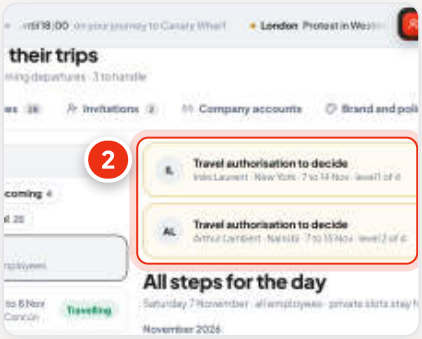
Each employee and their trip, in a list

The console lists employees and their status; approvals to decide come first, with the whole team's steps for the day.

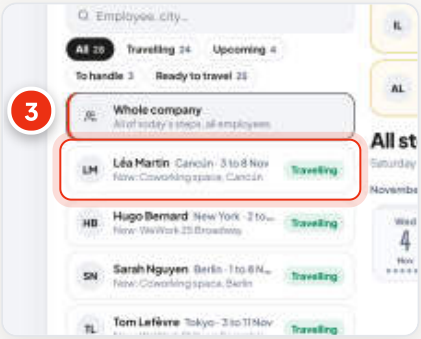




1 Trips, employees, invitations, policy



2 An approval to decide

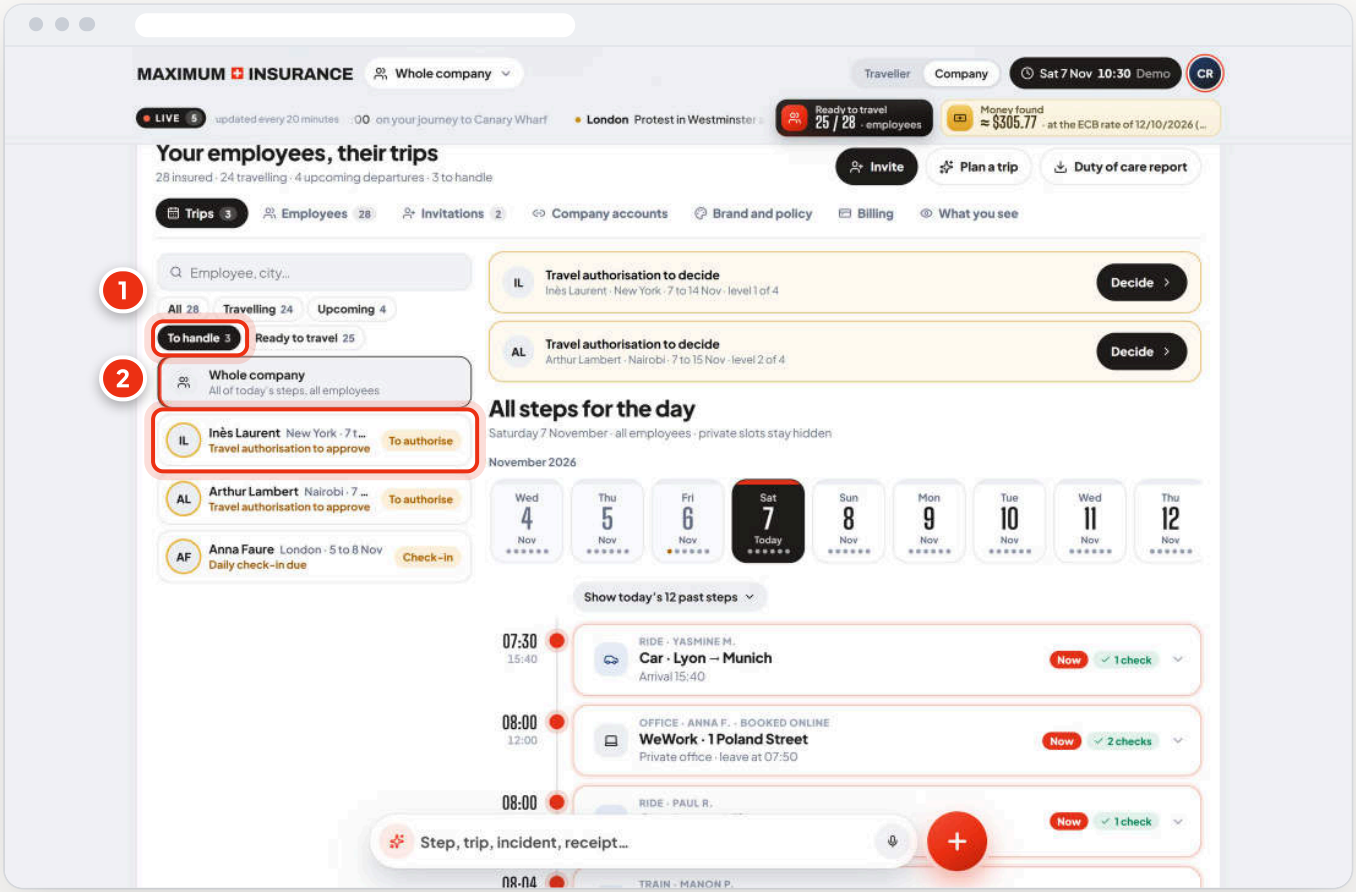


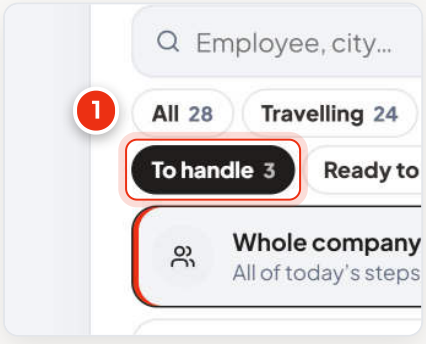
3 Each person, their trip and status

Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

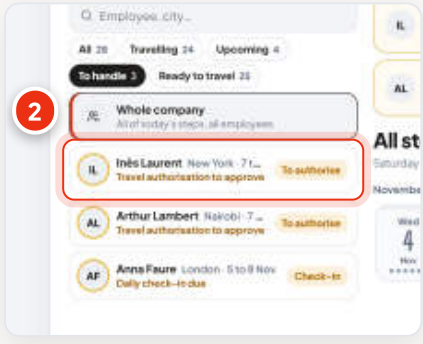
03 / 04
Only what is waiting for you

The To handle filter keeps only the employees waiting for an HR action: an approval, a brief to send.





1 The To handle filter



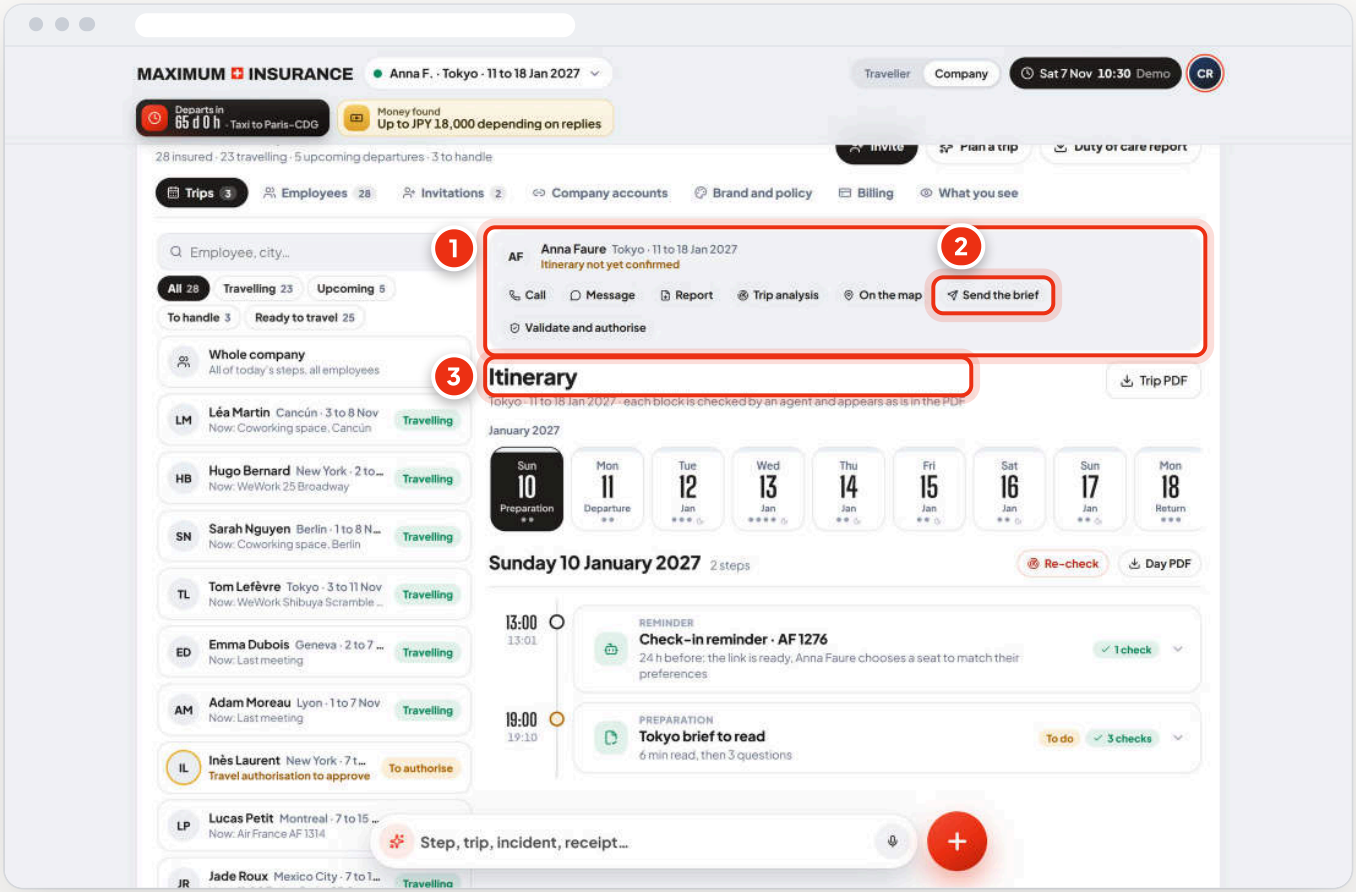
2 Each point, with its action

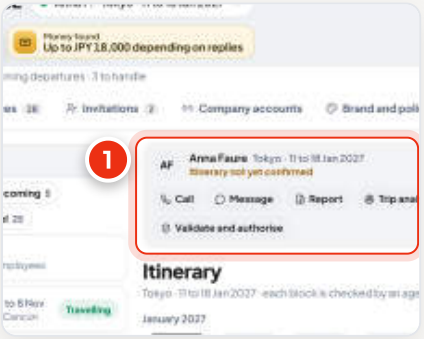
Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

04 / 04

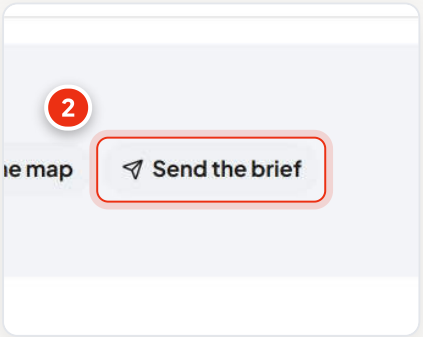
Anna's trip, opened from the console

Camille opens Anna's trip to Tokyo: her itinerary day by day and the HR actions, call, write, send the brief.

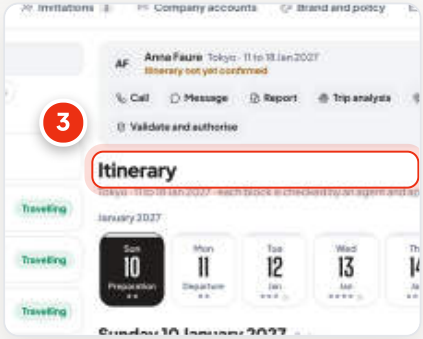




1 Anna Faure, Tokyo, in January



2 HR actions for this trip



3 Her itinerary, day by day

Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

02

CHAPTER 2

Bringing the team in

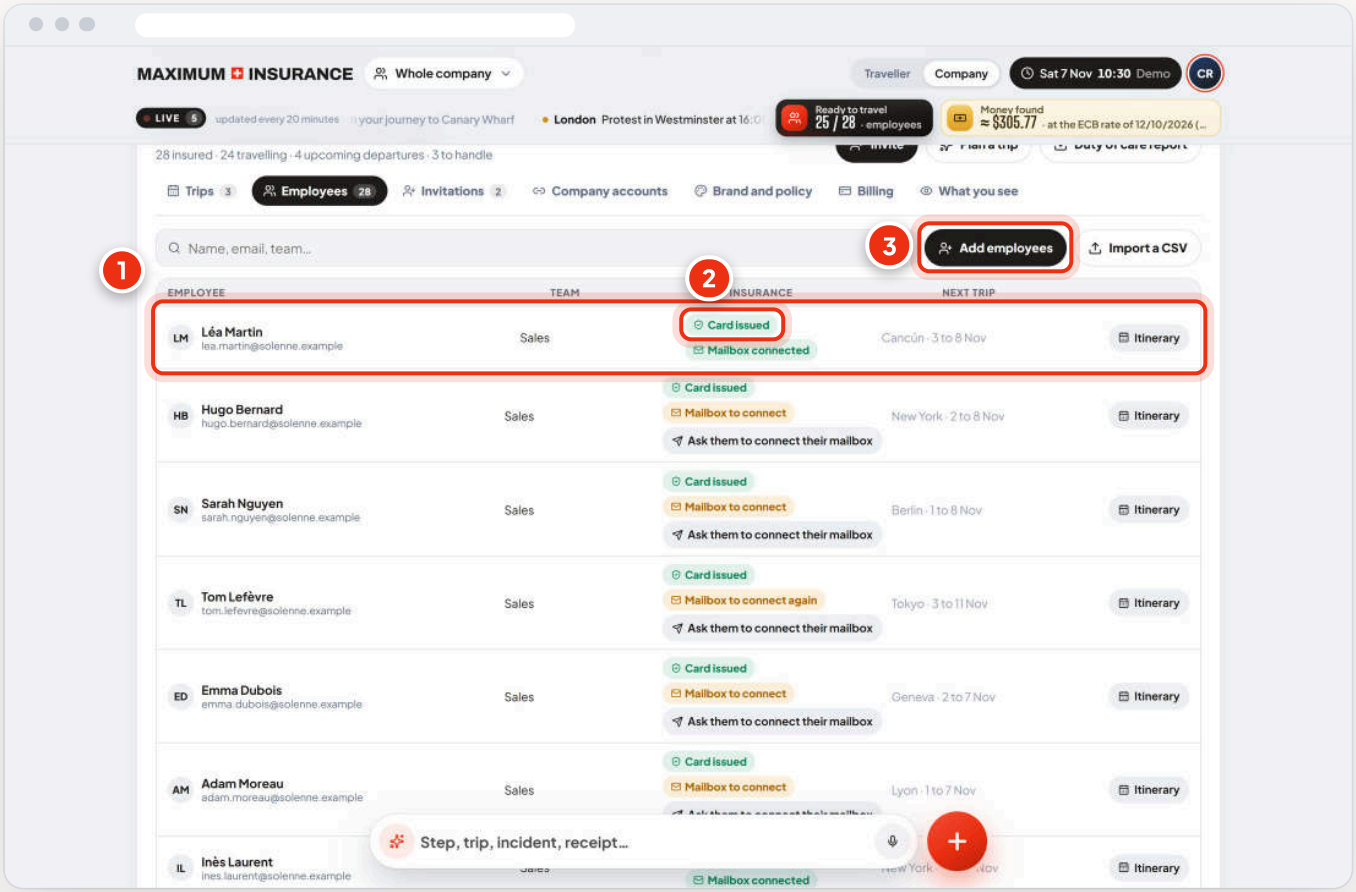
Adding an employee creates their access and insurance card; your tools connect with no re-keying.

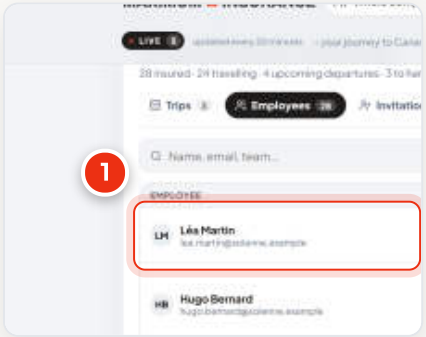
01	Your employees and their insurance cards	9
02	Invite in one move, with the right role	10
03	Invitations sent, each person activates access	11
04	Your booking tools, connected to the app	12

01 / 04

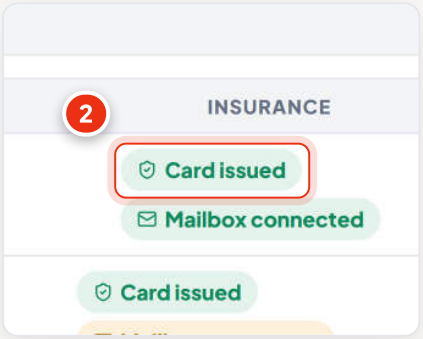
Your employees and their insurance cards

The list of employees: their team, their insurance card issued and their next trip, opened in one move.

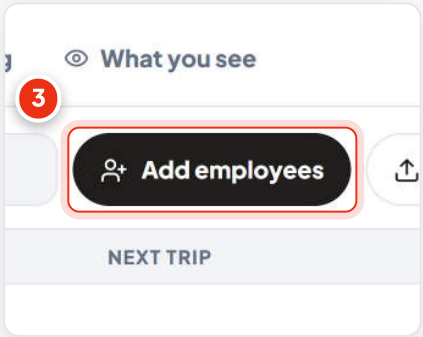




1 Each employee, their team



2 The insurance card, issued



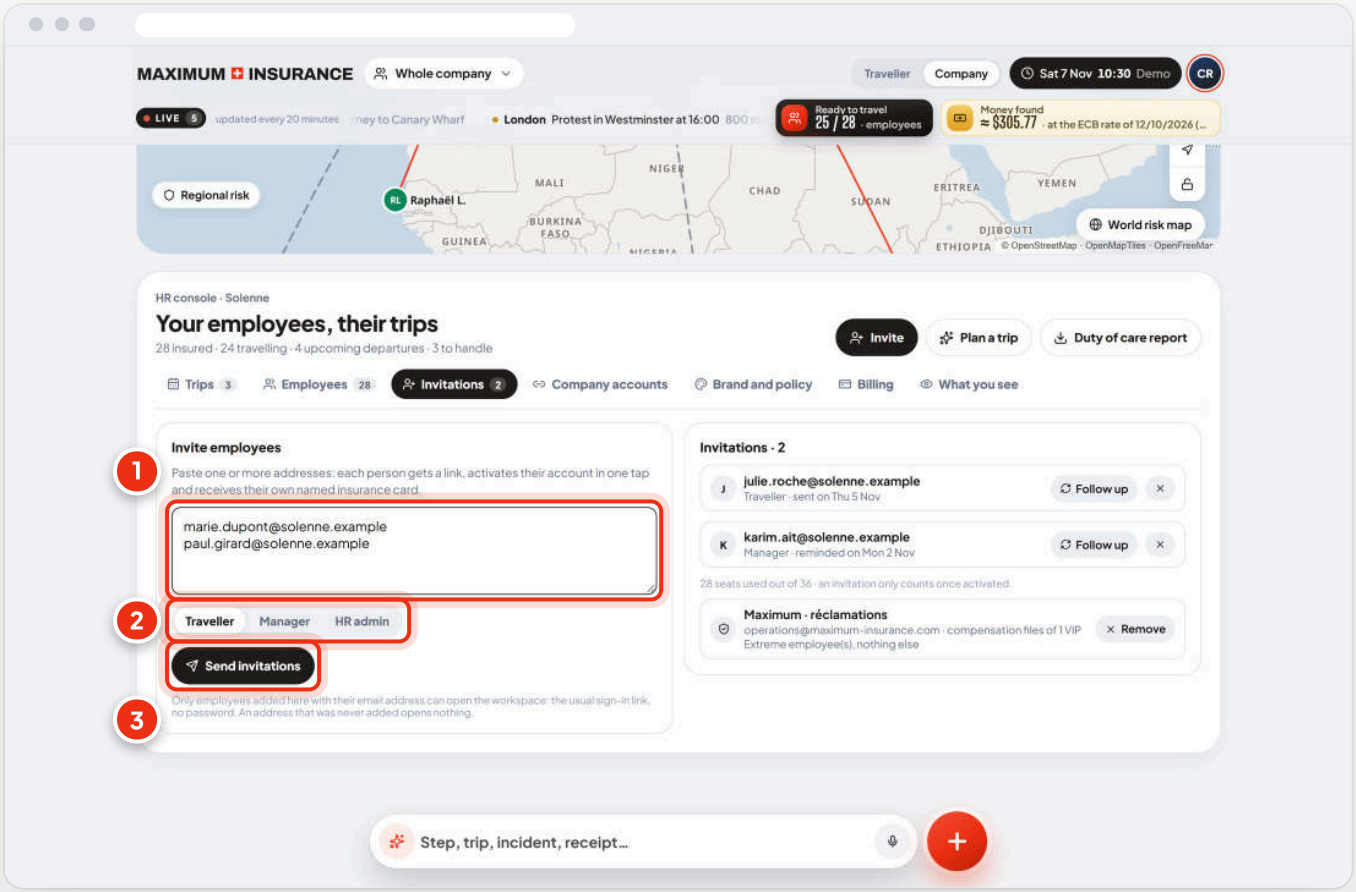
3 Add employees

Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

02 / 04

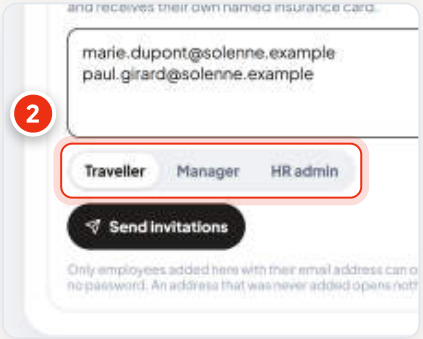
Invite in one move, with the right role

Camille pastes addresses and chooses the role (traveller, manager or HR): each person will receive a link to activate their access.

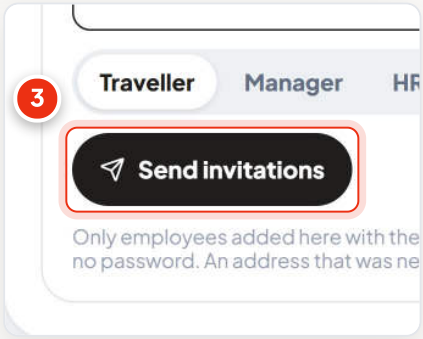




1 Addresses, pasted in one go



2 Traveller, manager or HR

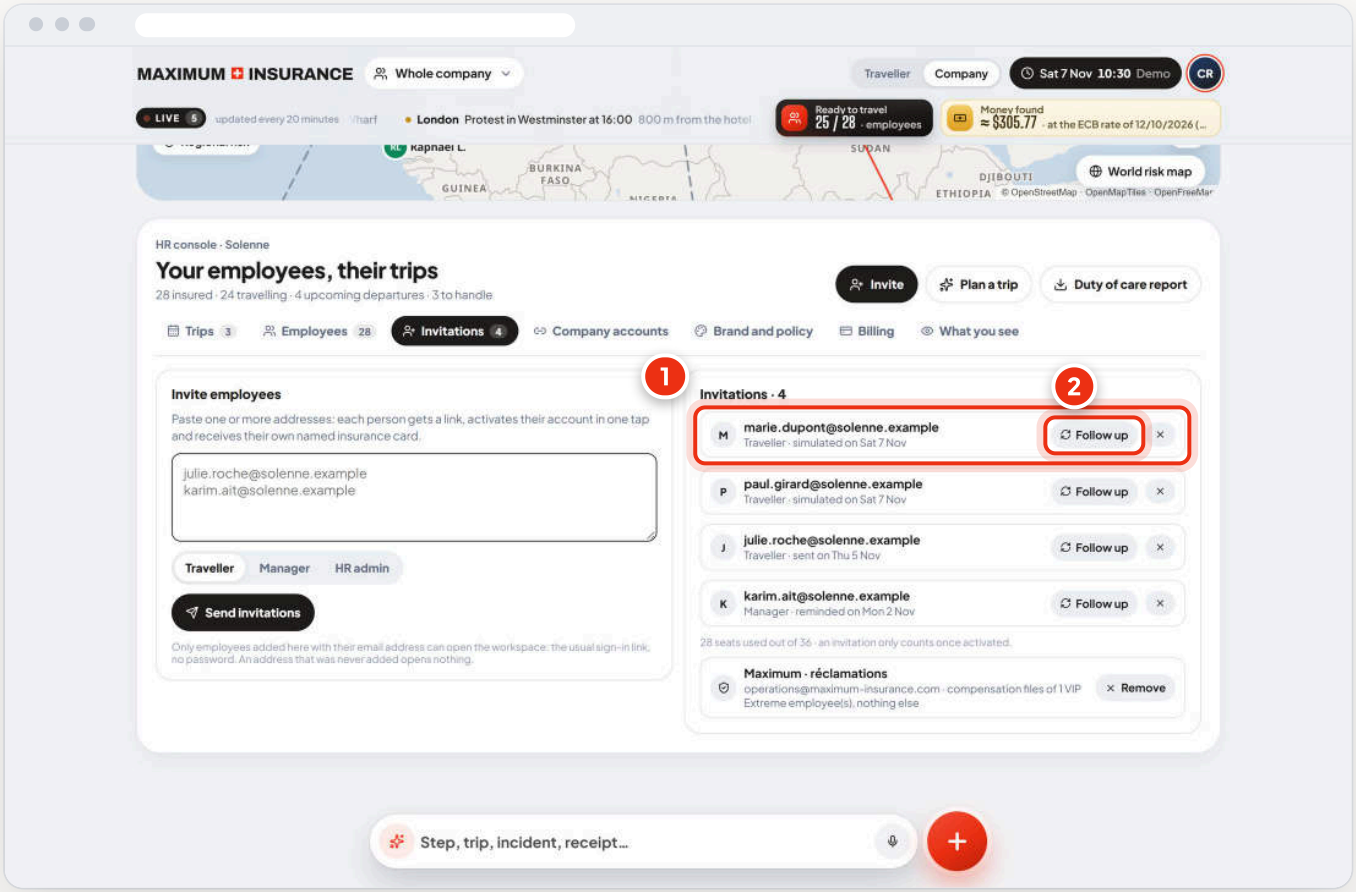


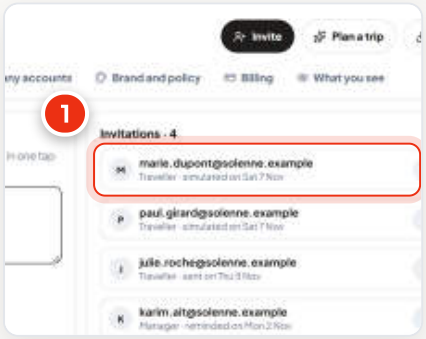
3 Send the invitations

Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

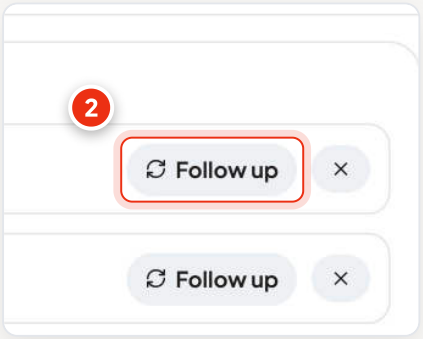
03 / 04
Invitations sent, each person activates access

The invitations go out; the list shows who still has to activate their access, with a button to send a reminder.





1 Invitations in progress



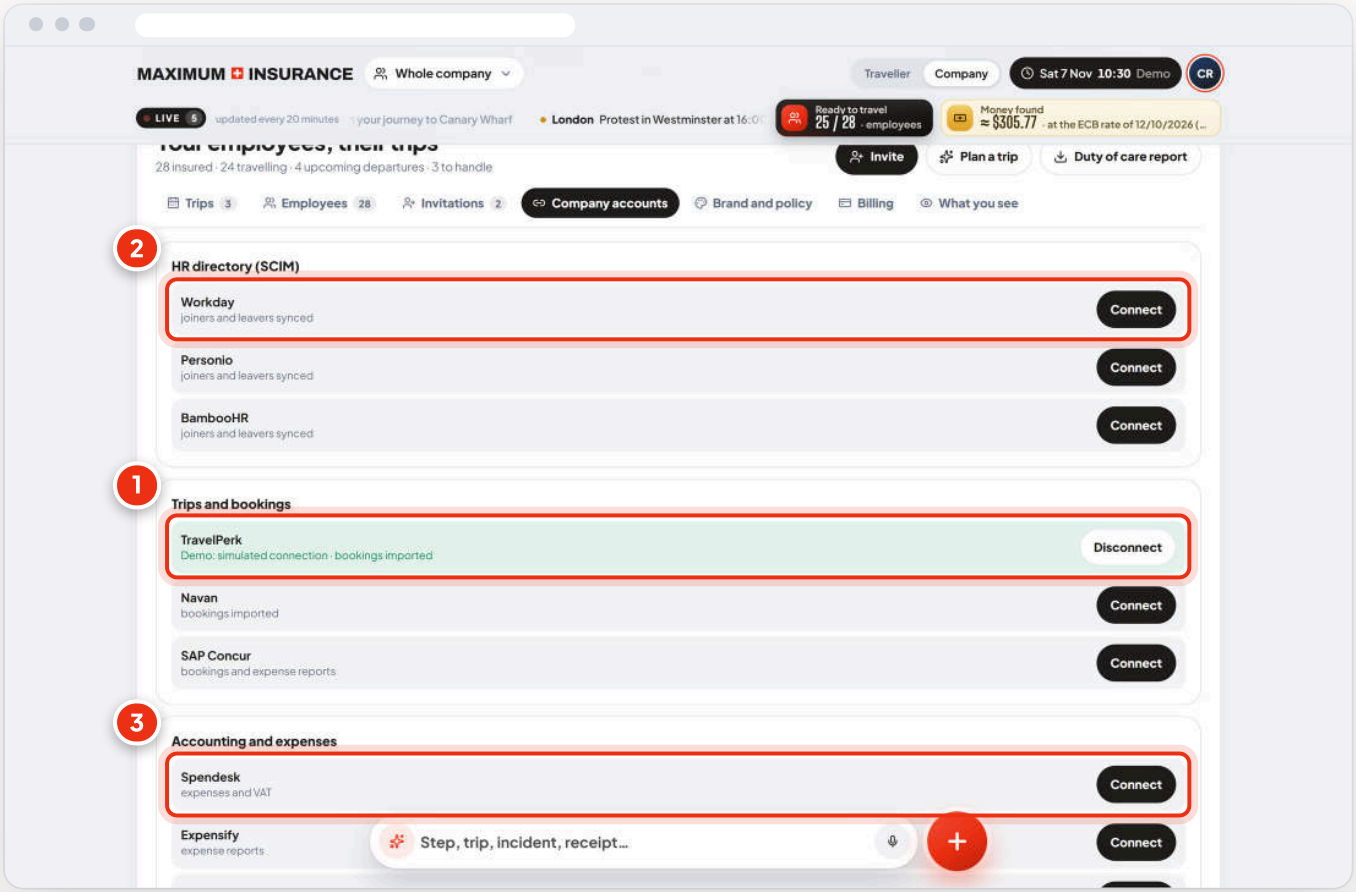
2 Send a reminder in one move

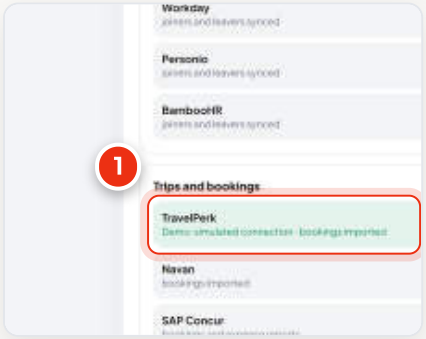
Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

04 / 04

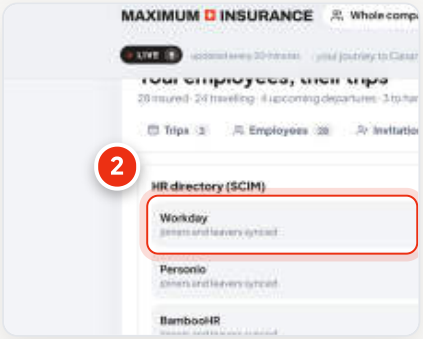
Your booking tools, connected to the app

The HR directory, the booking tool and accounting connect to the app: trips and expenses arrive with no re-keying.

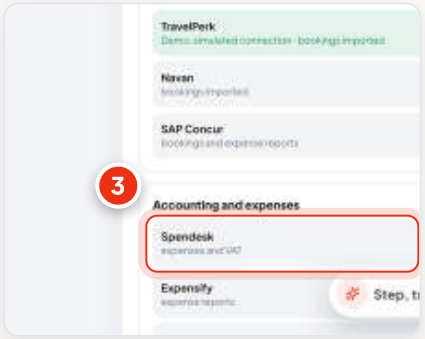




1 The booking tool, connected



2 The HR directory, for new arrivals



3 Accounting and expenses

Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

03

CHAPTER 3

Travel policy and approvals

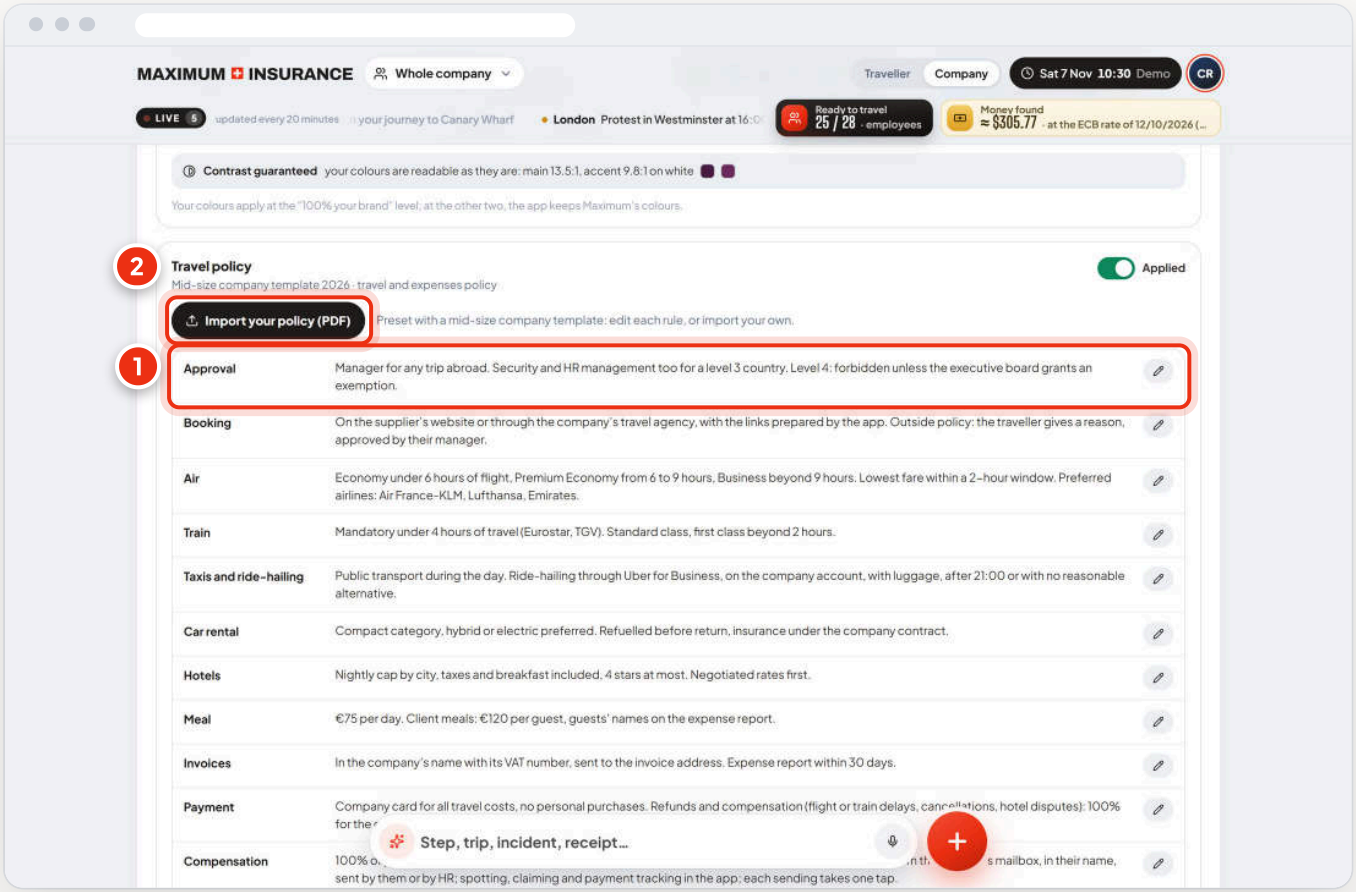
Your policy, applied to every trip; decisions taken in one move, dated and archived.

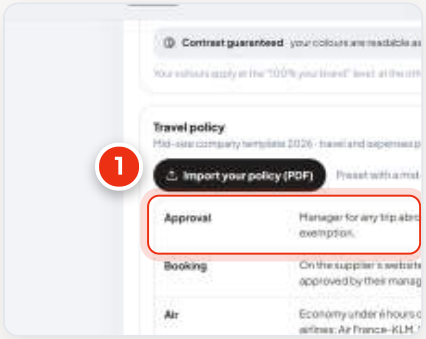
01	Your travel policy, applied to every trip	14
02	A trip to approve, at the top	15
03	Decide in one move, fully informed	16
04	A dated decision, archived in the file	17

01 / 04

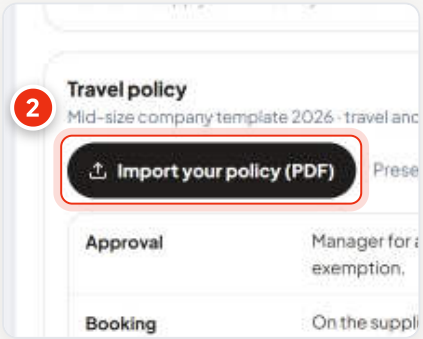
Your travel policy, applied to every trip

Solenne's policy, rule by rule: approval, booking, air, rail, taxis; the app applies it to every trip.





1 Each rule, editable



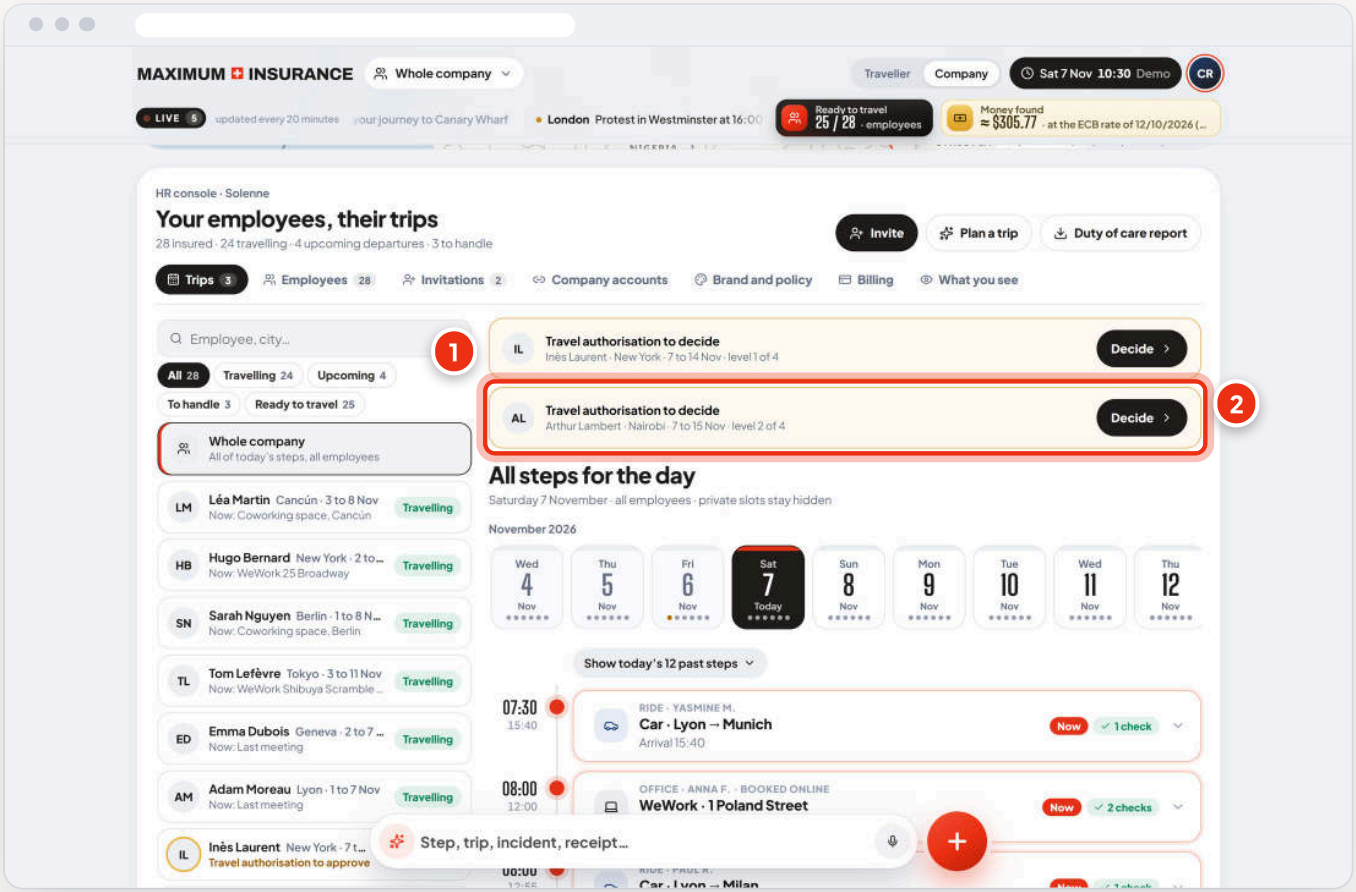
2 Import your policy as a PDF

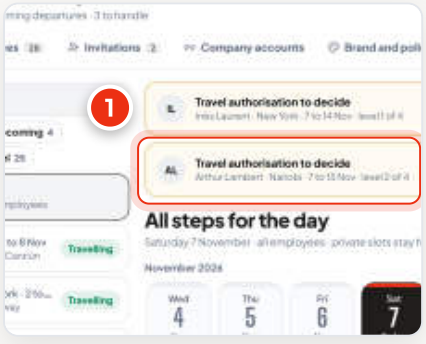
Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

02 / 04

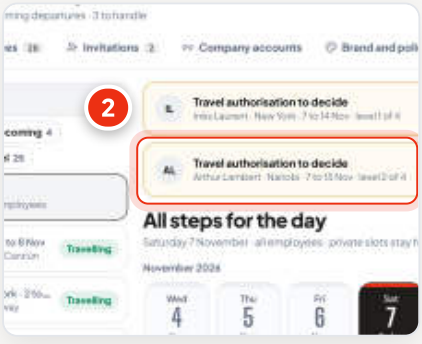
A trip to approve, at the top

Arthur is going to Nairobi, a country at alert level 2 out of 4: the policy requires HR approval, and the request arrives at the top of the console.





1 Arthur's request, at the top



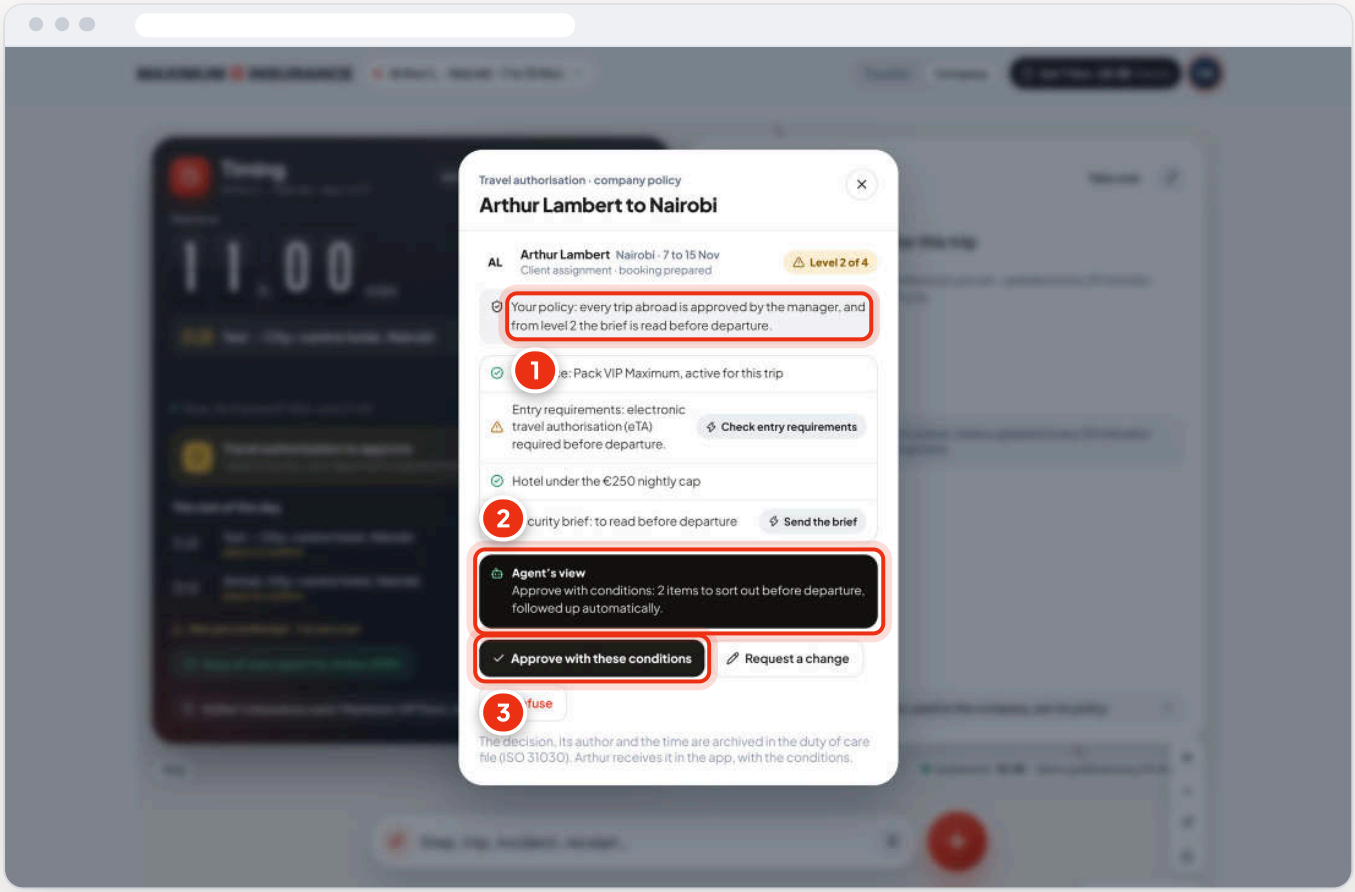
2 Decide, in one move

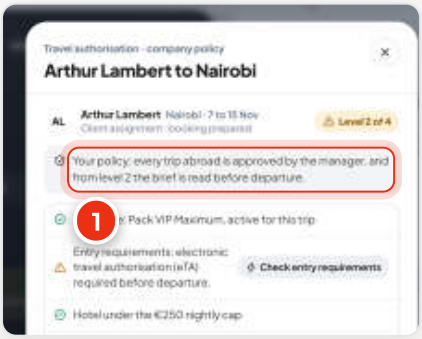
Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

03 / 04

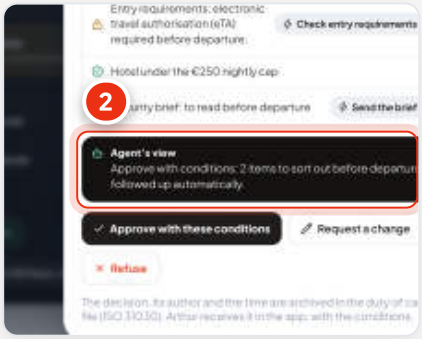
Decide in one move, fully informed

The policy, the checks and the agent's view are in front of Camille: she approves, asks for a change or refuses, in one move.

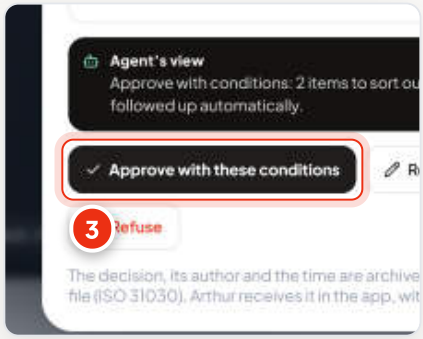




1 What the travel policy says



2 The agent's view, before deciding



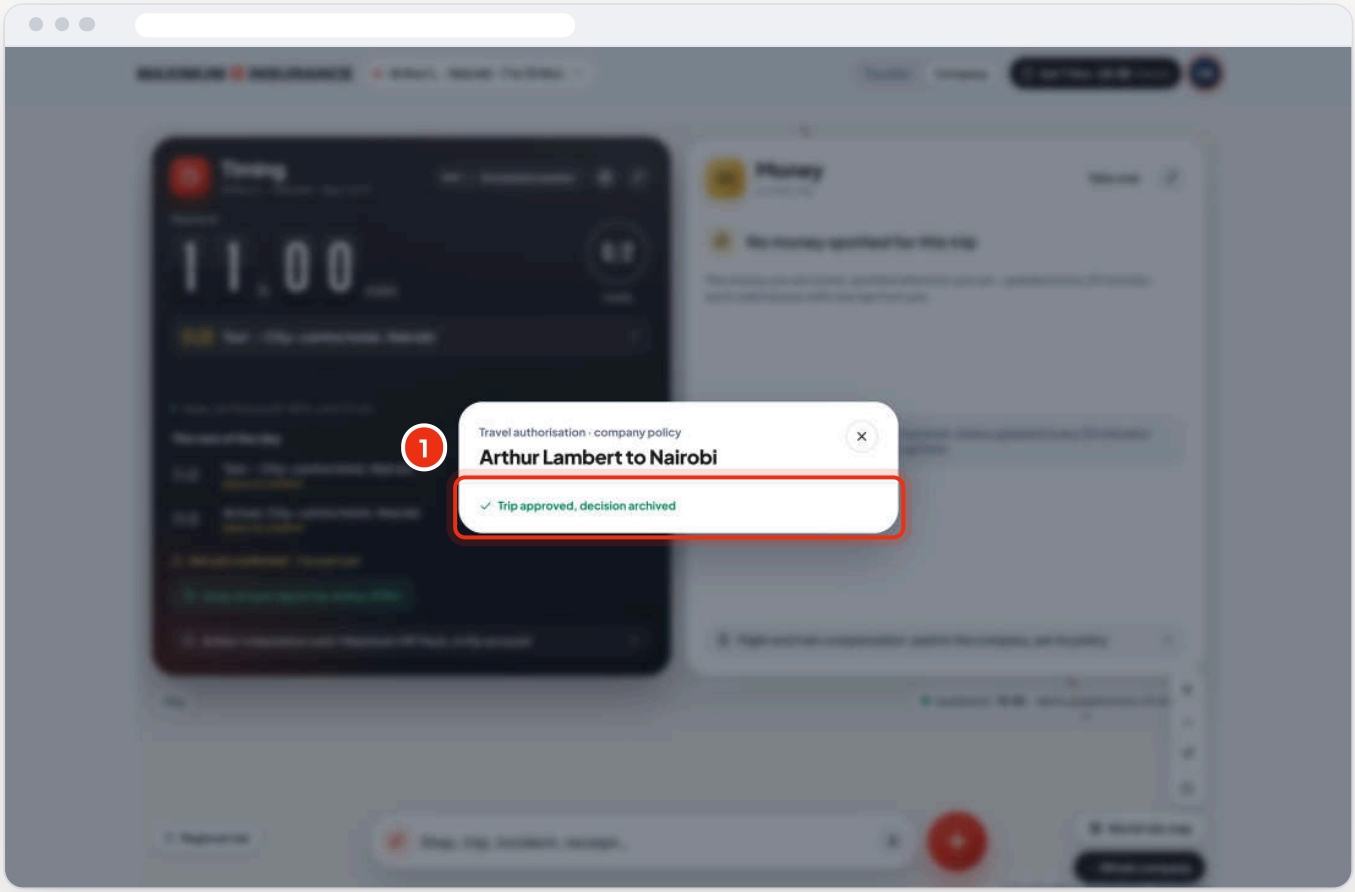
3 Approve, change or refuse

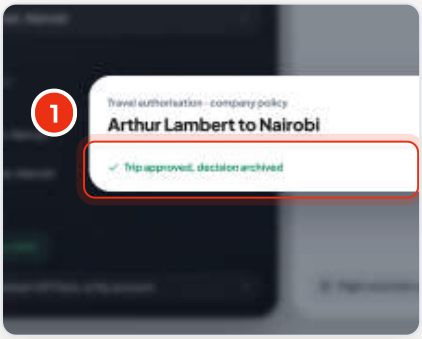
Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

04 / 04

A dated decision, archived in the file

The decision is recorded in Camille's name, dated, and filed with the trip.





1 Trip approved, decision archived

Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

04

CHAPTER 4

Preparing departures

The agent checks each trip and prepares the brief; you send it in one move.

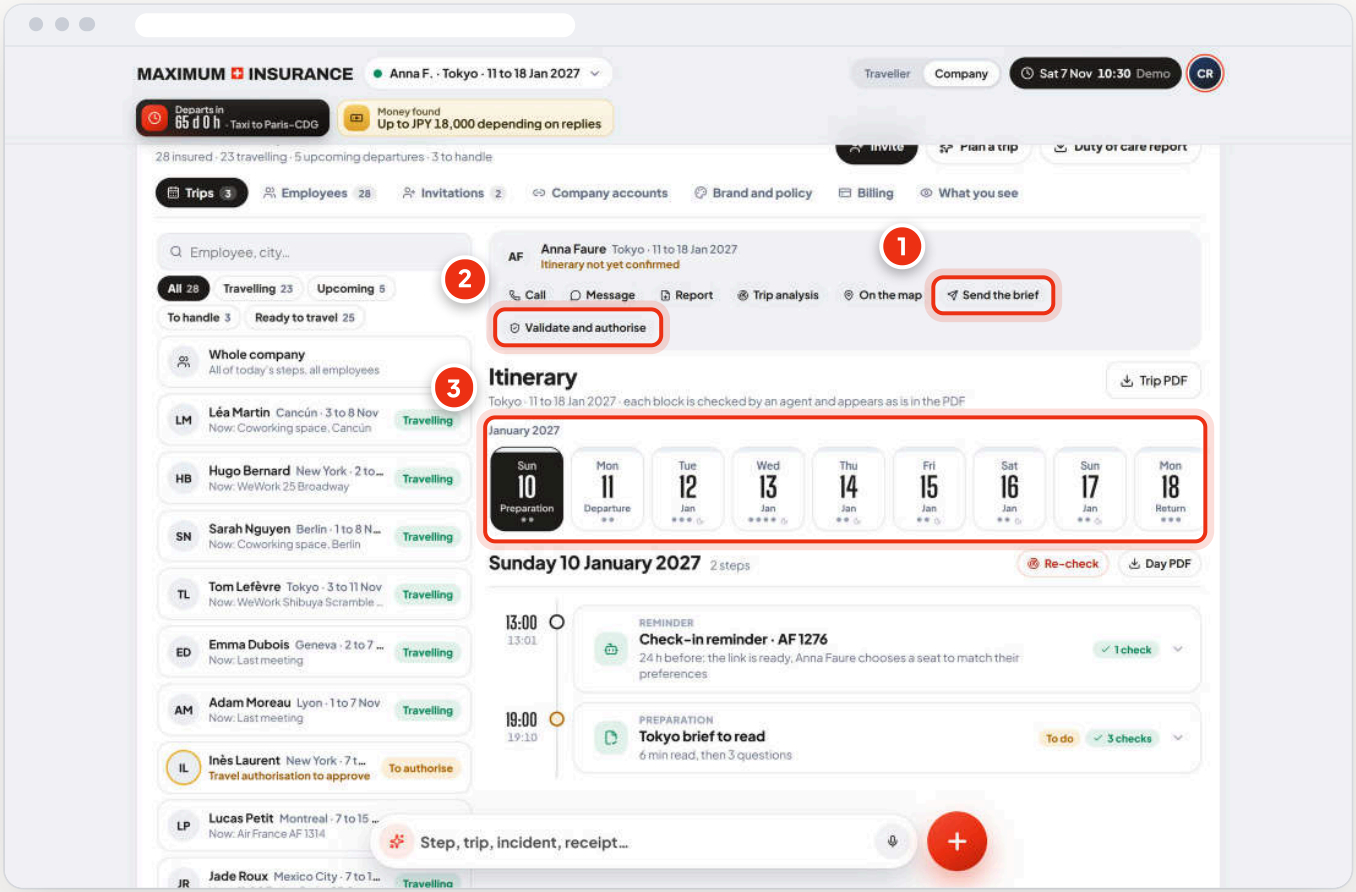
01	A trip to prepare, all in one place	19
02	The agent checks every step of the trip	20
03	The brief, ready to send	21
04	Sent to the traveller in one move	22
05	Suggest a step or prepare a trip	23

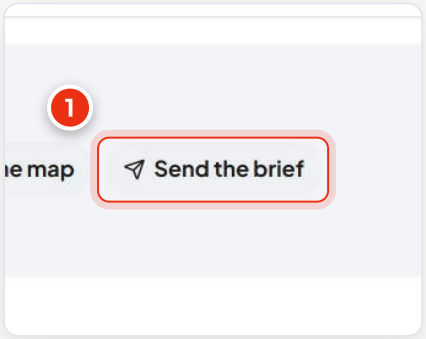
Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

01 / 05

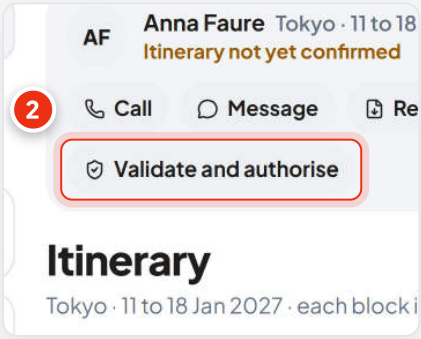
A trip to prepare, all in one place

Anna's trip to Tokyo needs preparing: HR has her itinerary, what is missing and the actions to send it in front of them.

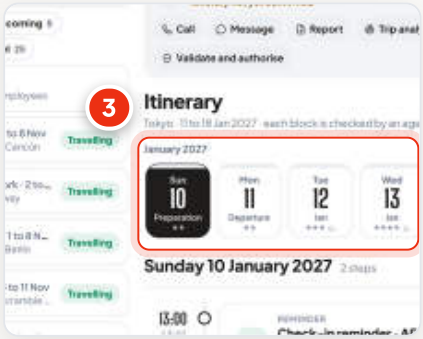




1 Send the brief, in one move



2 Validate and authorise the trip

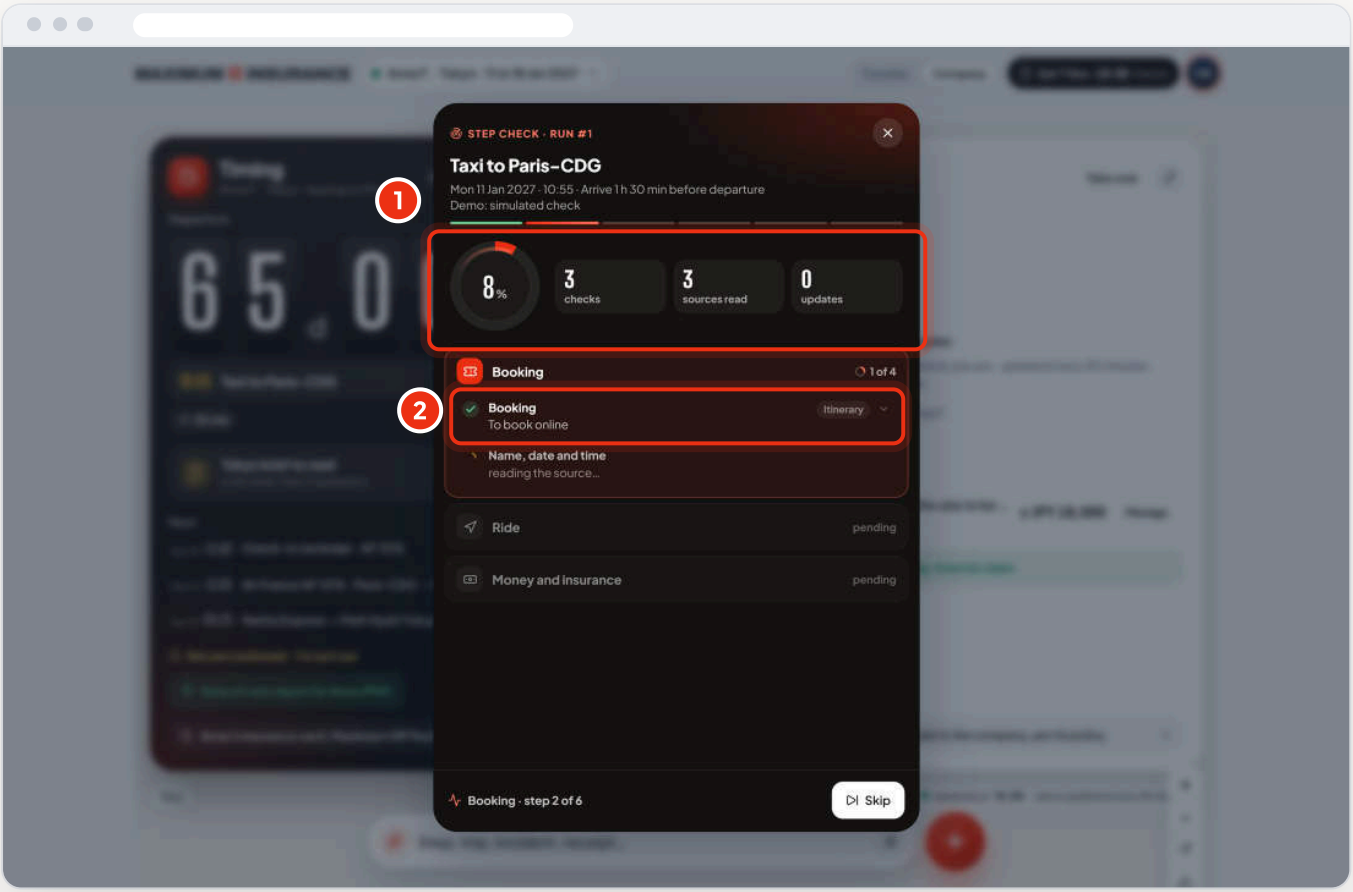


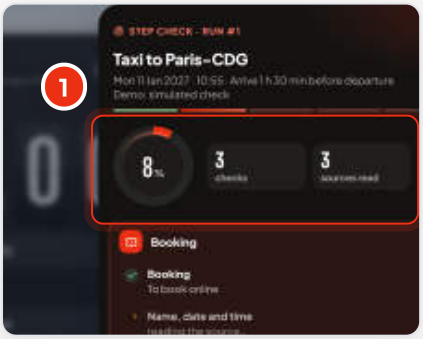
3 The itinerary to check, day by day

Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

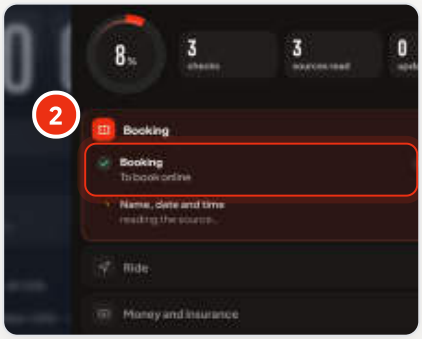
02 / 05
The agent checks every step of the trip

Booking, route, money and insurance: the agent checks every step of the trip and cites the sources it read.





1 Progress: checks, sources read

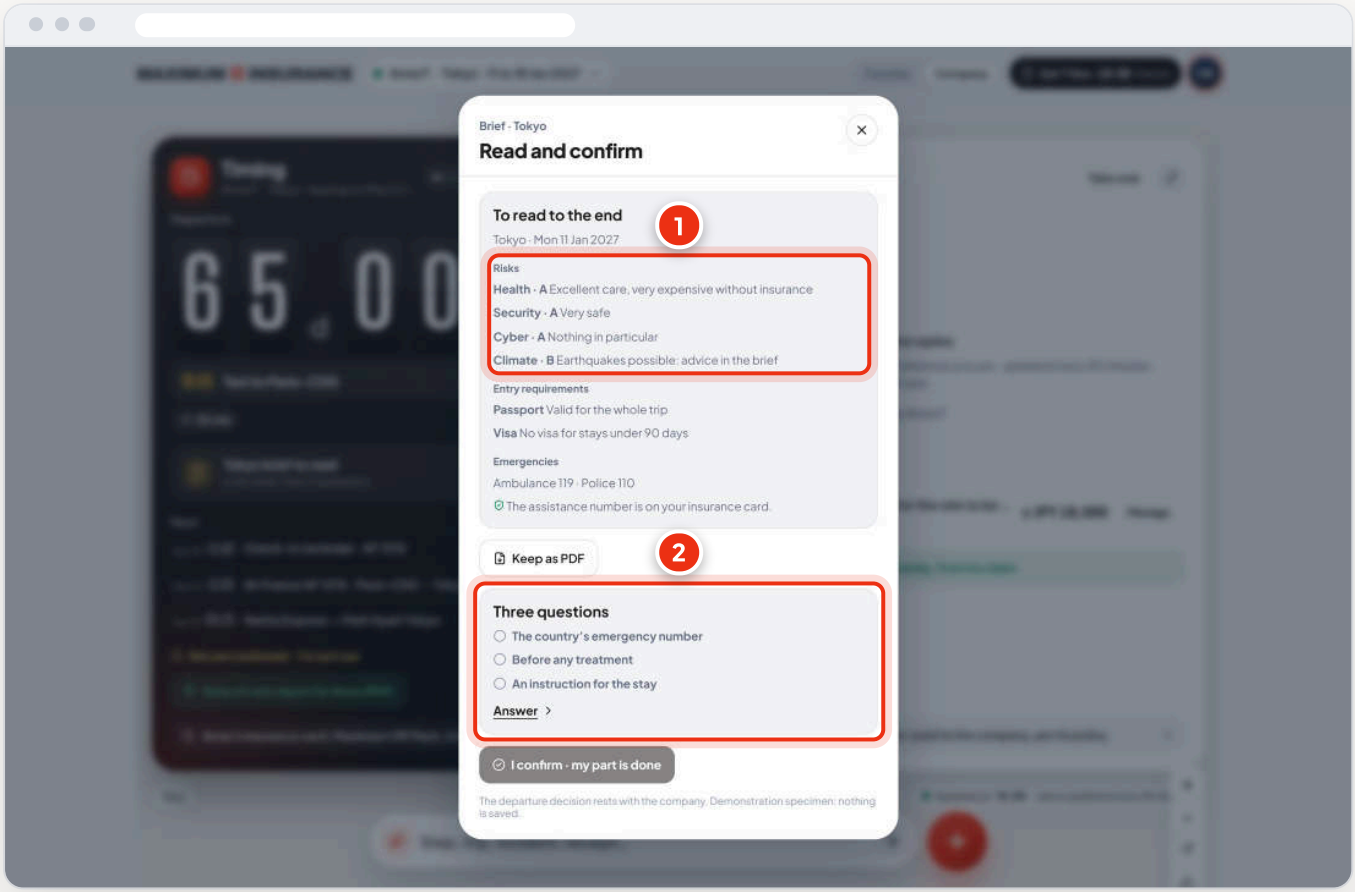


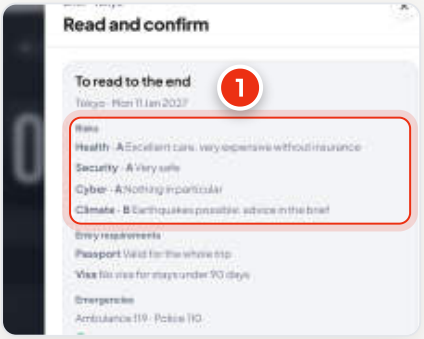
2 Each section, checked one by one

Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

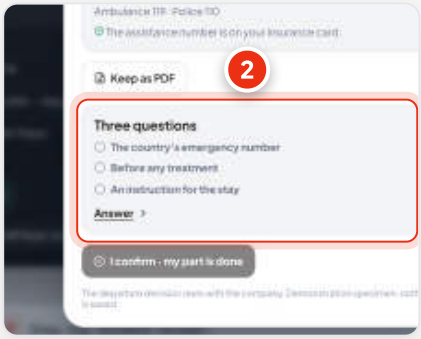
03 / 05
The brief, ready to send

Risks, entry requirements, emergency numbers and three questions: the brief is ready, exactly as the traveller will read it.





1 The trip's risks, from A to E



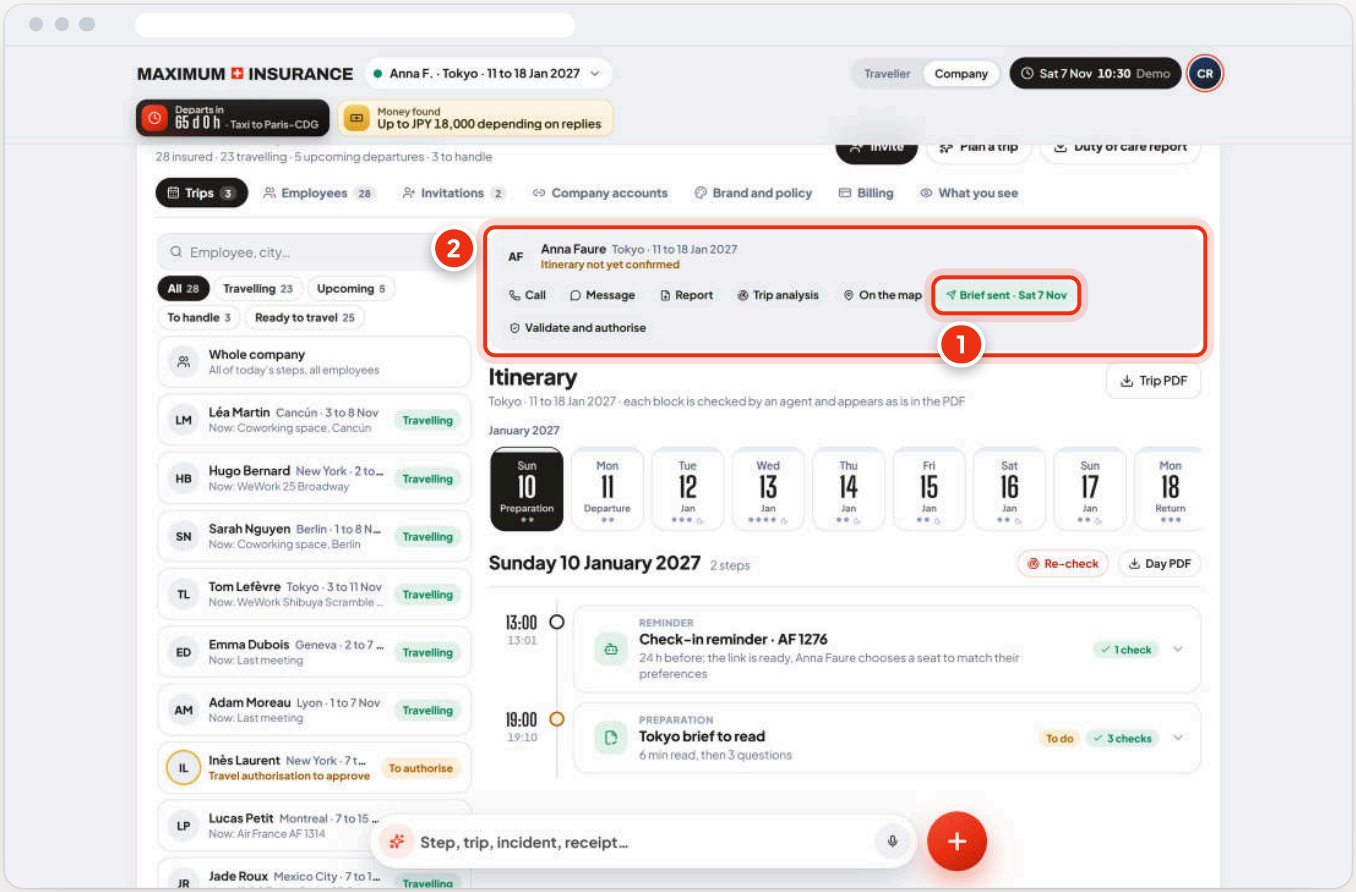
2 The traveller's three questions

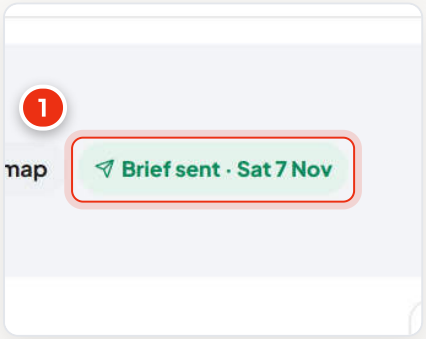
Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

04 / 05

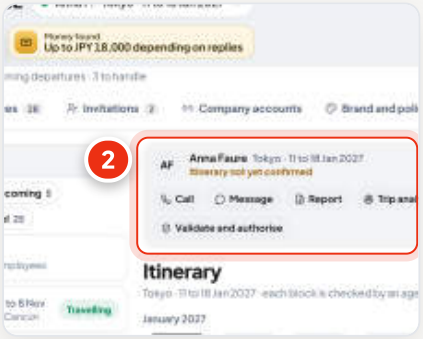
Sent to the traveller in one move

Camille sends the brief to Anna in one move, then follows her reading and her confirmation in the console.





1 The brief, sent and dated



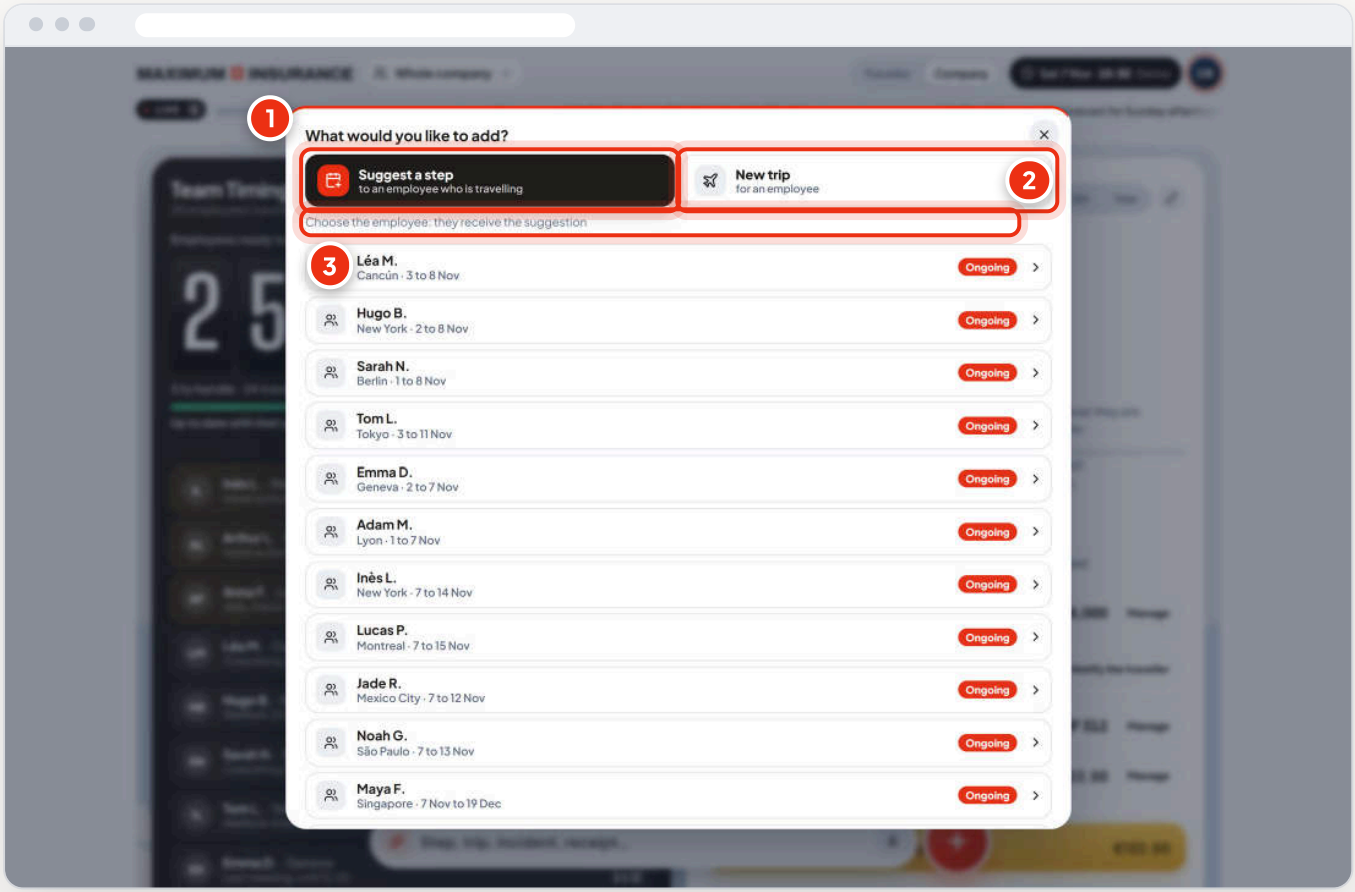
2 The trip, followed in the console

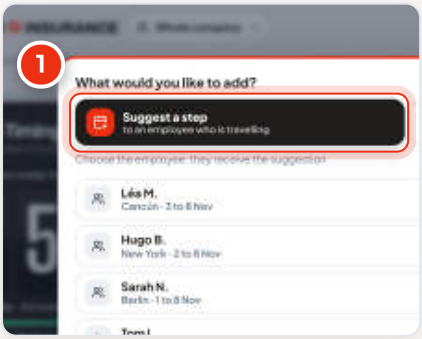
Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

05 / 05

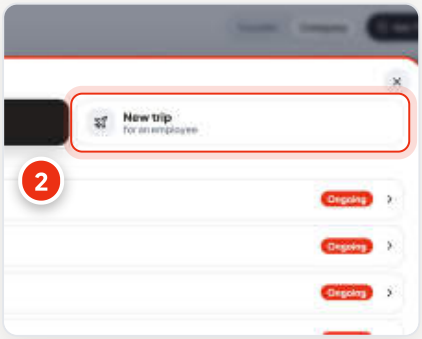
Suggest a step or prepare a trip

Camille suggests a step to an employee who is travelling, or prepares their next trip: the person chosen receives the suggestion in their app.

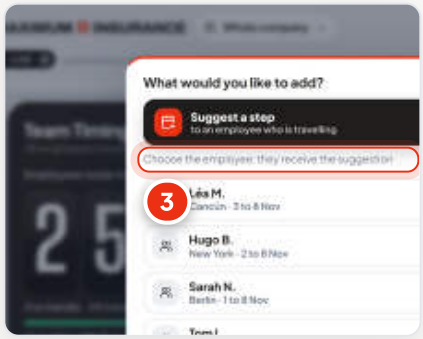




1 A step for a travelling employee



2 Or a new trip, prepared for them



3 The chosen employee receives the suggestion

Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

05

CHAPTER 5

Travellers on the road

Who is travelling, where each person stands, who needs help: alerts and the traveller's SOS.

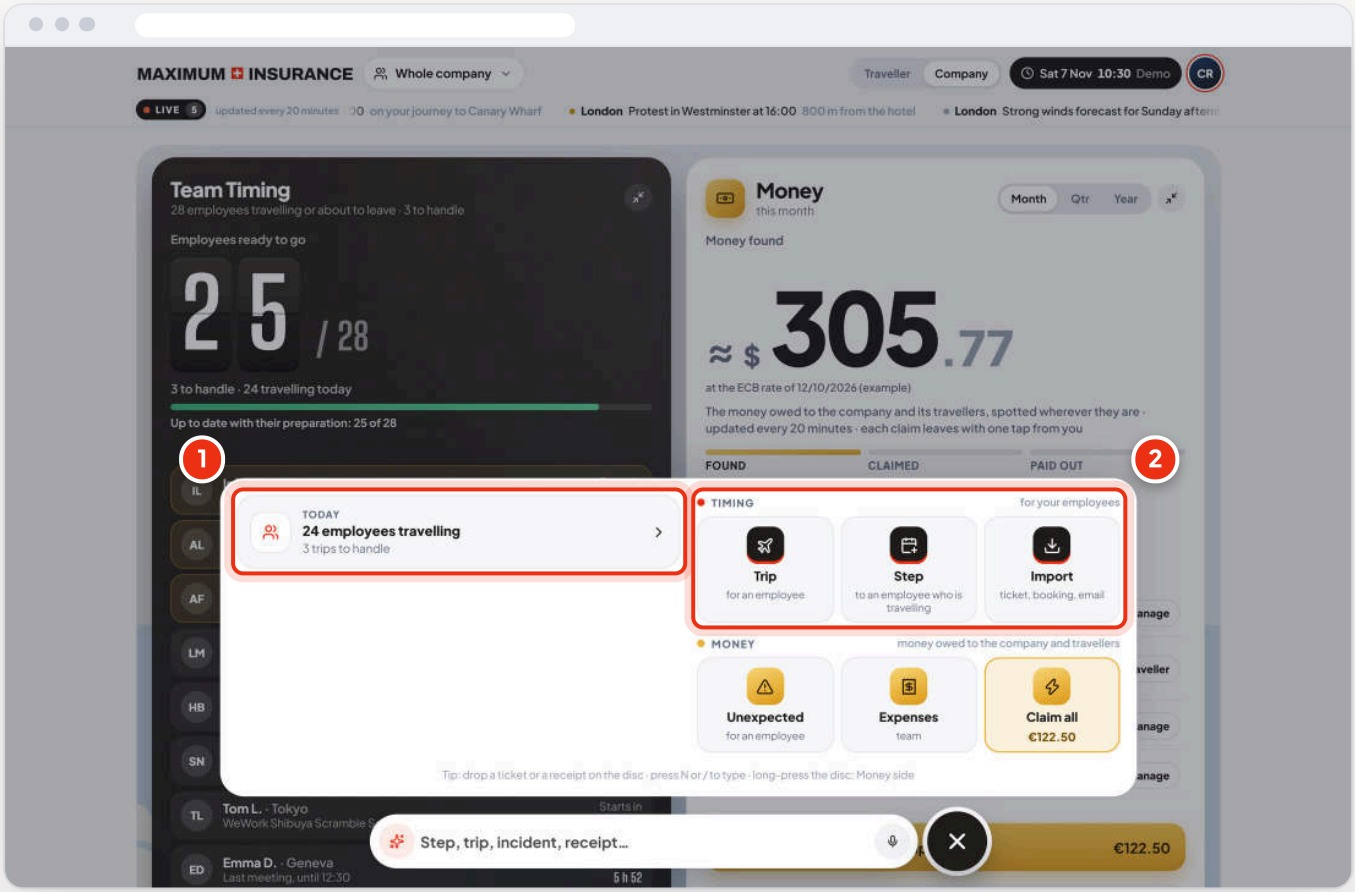
01	Today: who is travelling, at a glance	25
02	Who is travelling, and where right now	26
03	The whole team on a world map	27
04	An alert, its travellers, its source	28

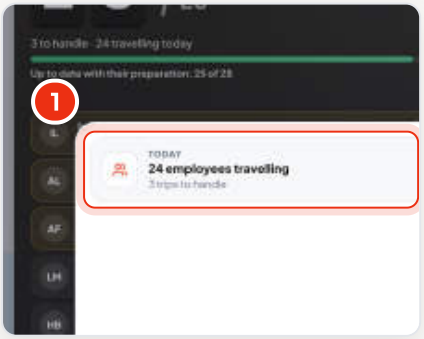
Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

01 / 04

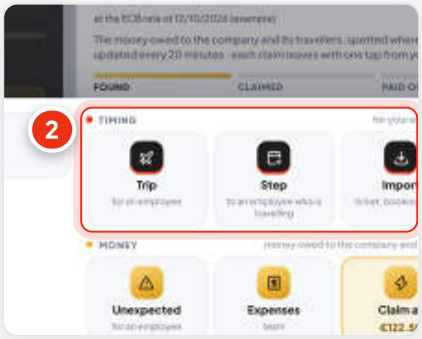
Today: who is travelling, at a glance

Opening the bar, Camille sees how many employees are travelling today and how many trips are waiting for an HR action.





1 Employees travelling today



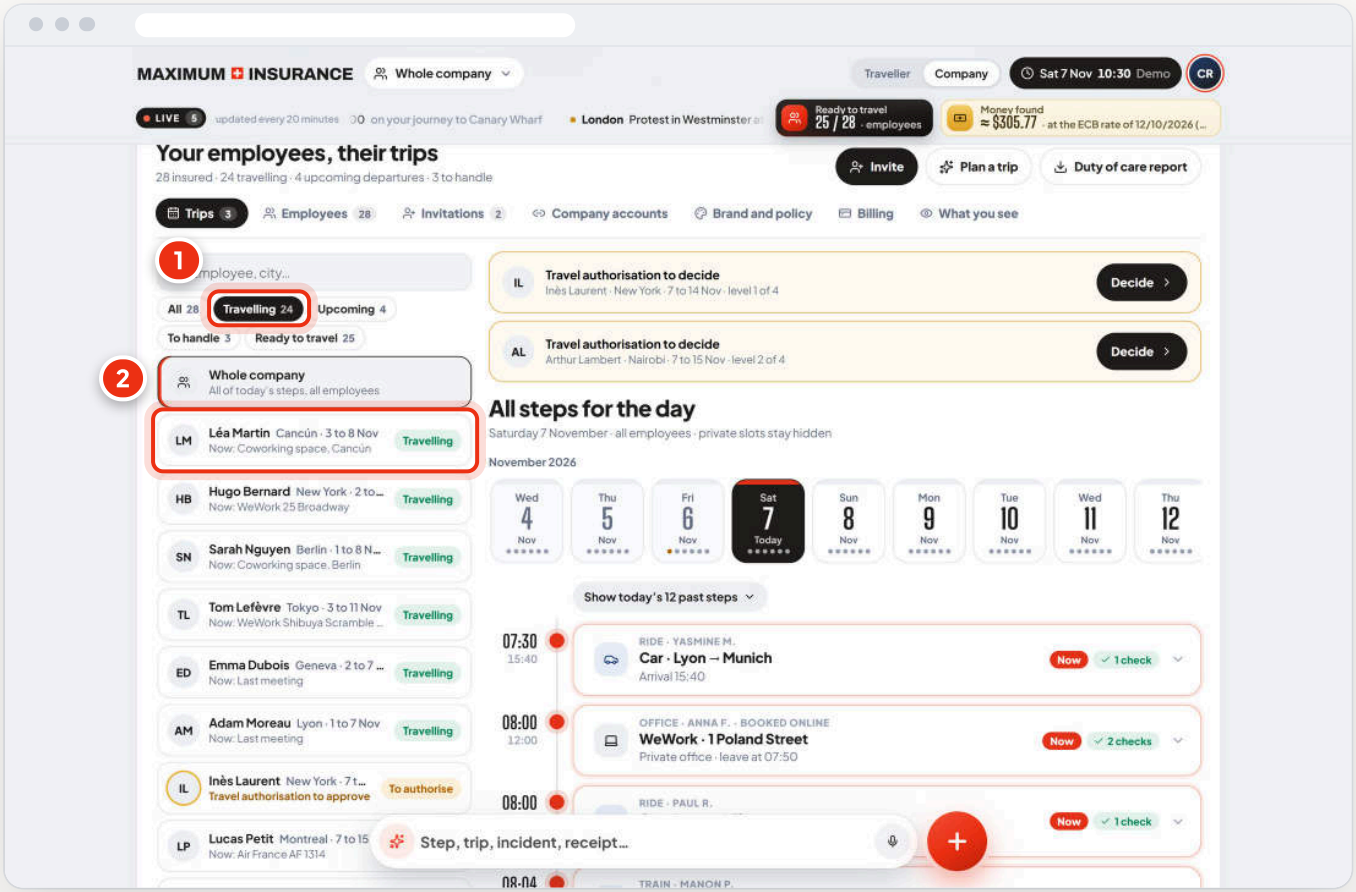
2 HR actions for the team

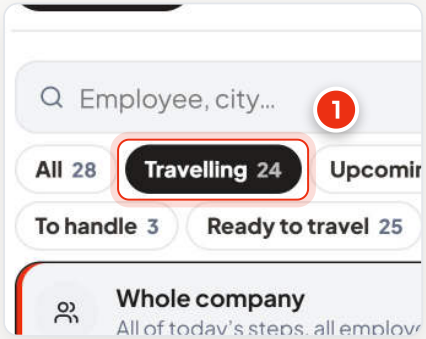
Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

02 / 04

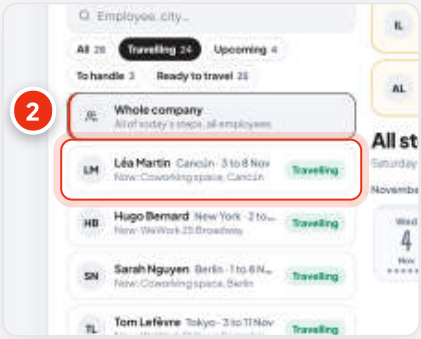
Who is travelling, and where right now

The Travelling filter lists each employee on the road, their city and the current step, taken from their itinerary.





1 The Travelling filter

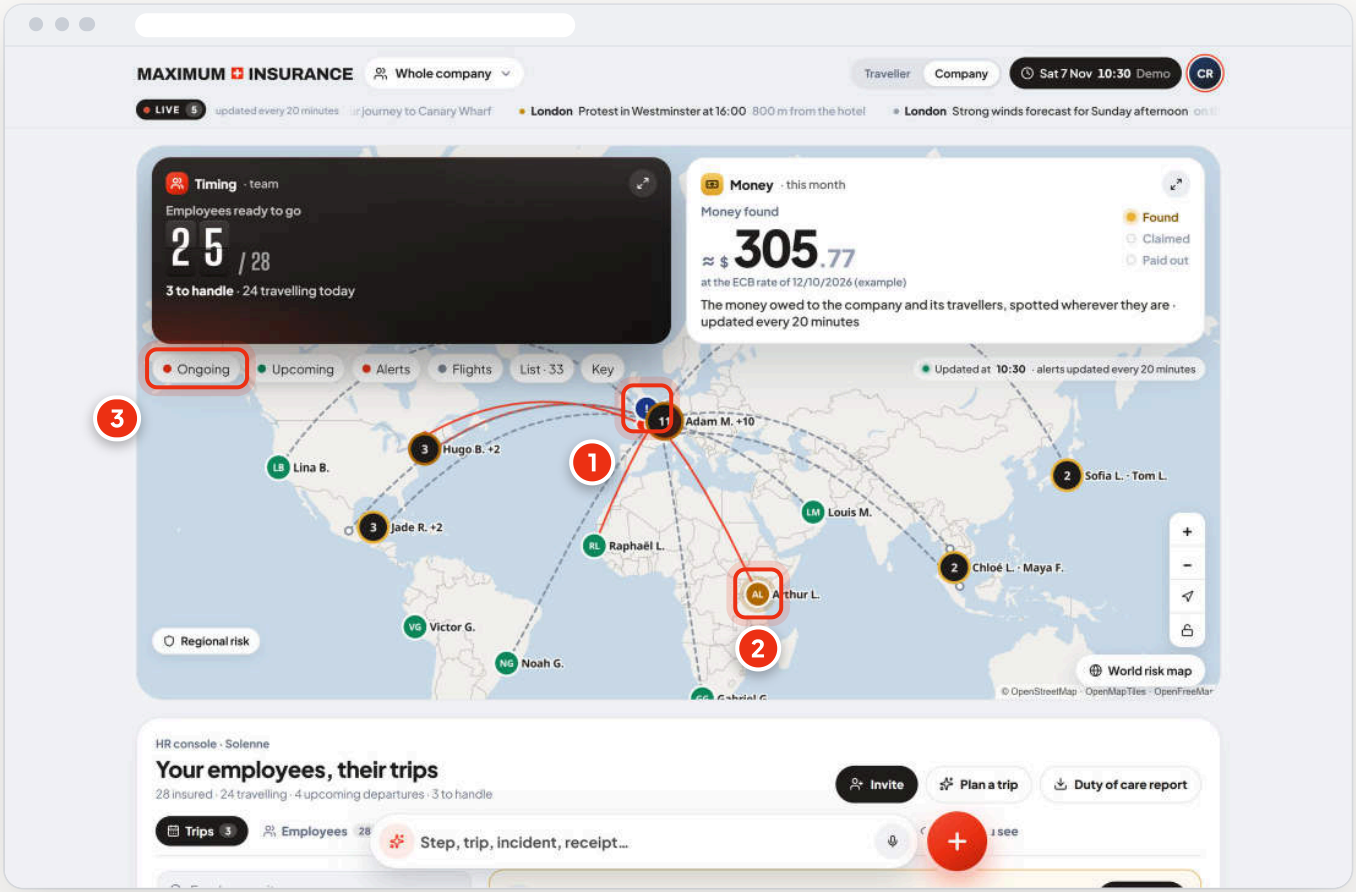


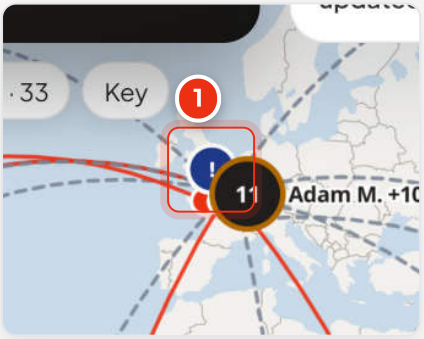
2 Each person, their city and step

Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

03 / 04
The whole team on a world map

Solenne's travellers, grouped by place on one world map; flights under way as arcs, updated every 20 minutes, the point to handle in amber.

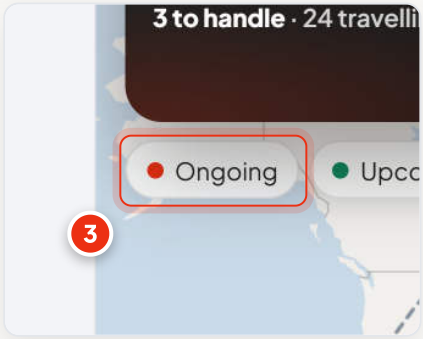




1 Travellers, grouped by place



2 A point to handle, in amber



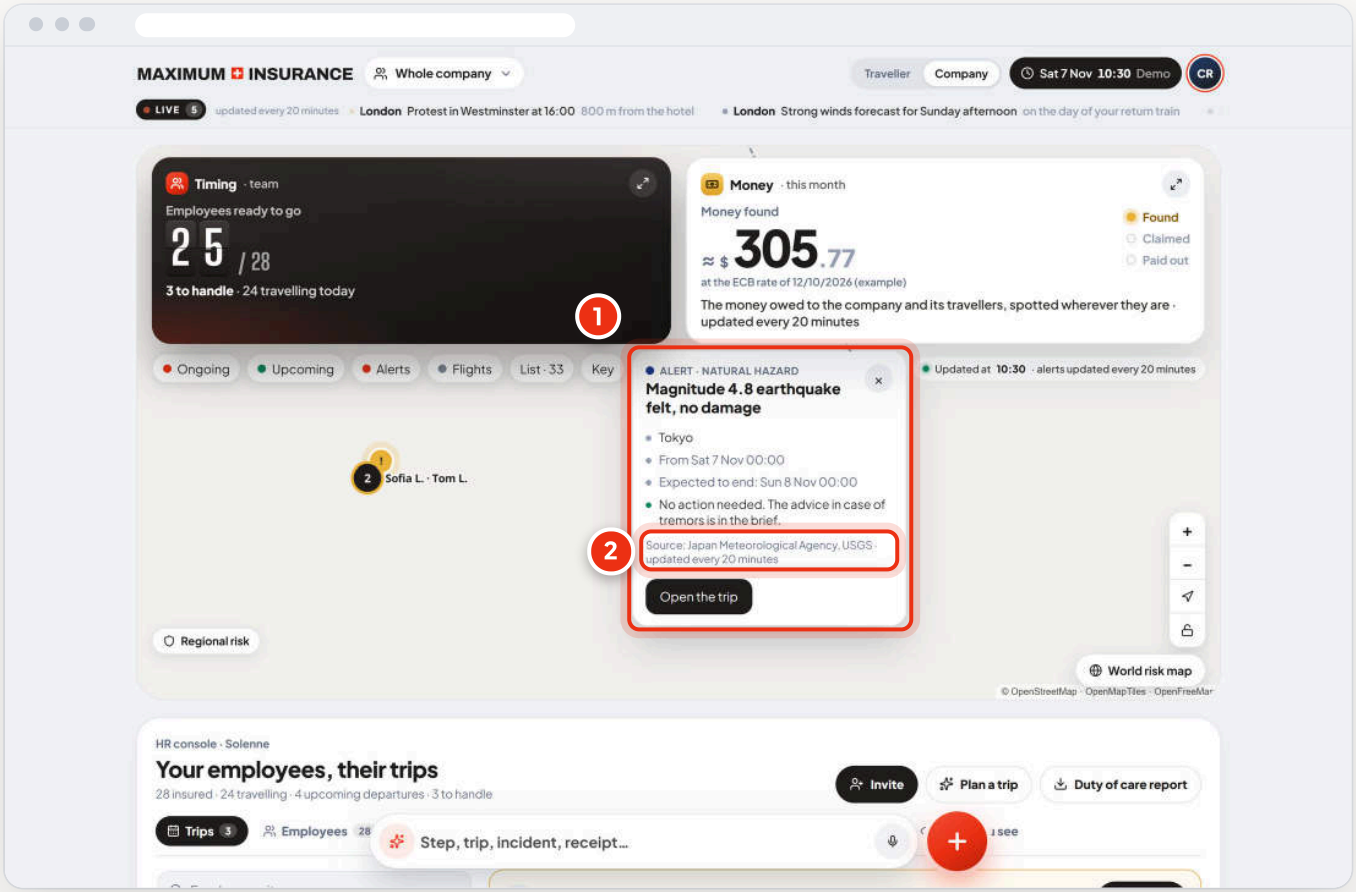
3 Filter: ongoing, upcoming, alerts, flights

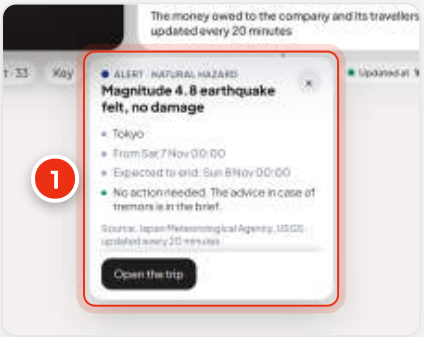
Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

04 / 04

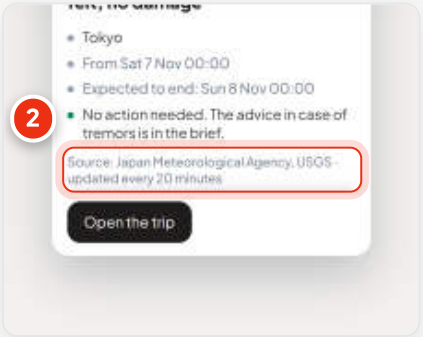
An alert, its travellers, its source

One tap on an alert says what is happening, who is affected and where the information comes from, updated every 20 minutes.





1 What is happening, and who is affected



2 The source, updated every 20 minutes

Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

06

CHAPTER 6

Duty of care

Documented trip by trip, following the approach of the ISO 31030 guidelines.

01	HR sees the levels, never the private	31
02	Duty of care, documented trip by trip	32
03	The duty of care report, in one click	33
04	The evidence file, trip by trip	34
05	What the employer sees, and nothing more	35

Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

DUTY OF CARE

Following the ISO 31030 guidelines

The ISO 31030 guidelines describe an approach to managing travel risk: know the risks, prepare, monitor, support and keep a record. The app follows this approach for every trip and keeps dated evidence of it; the decision to travel stays with the company.

01 Know the risks

For every trip, the analysis rereads dated official sources, section by section (security, health, climate, cyber, addresses), gives the level and says why.

02 Prepare

The travel policy applies to every trip; the brief is prepared and read to the end by the traveller, with three questions drawn from their trip.

03 Monitor

Dated, sourced alerts, updated every 20 minutes; “Travellers on the road” shows who is travelling and where each person stands.

04 Support

Medical SOS opens 24/7 medical assistance; a traveller’s SOS reaches the company console.

05 Keep a record

Each check is logged in the trip record; the duty of care report brings together, trip by trip, the confirmed itinerary, the brief read, the cover and the re-checked steps.

06 Respect privacy

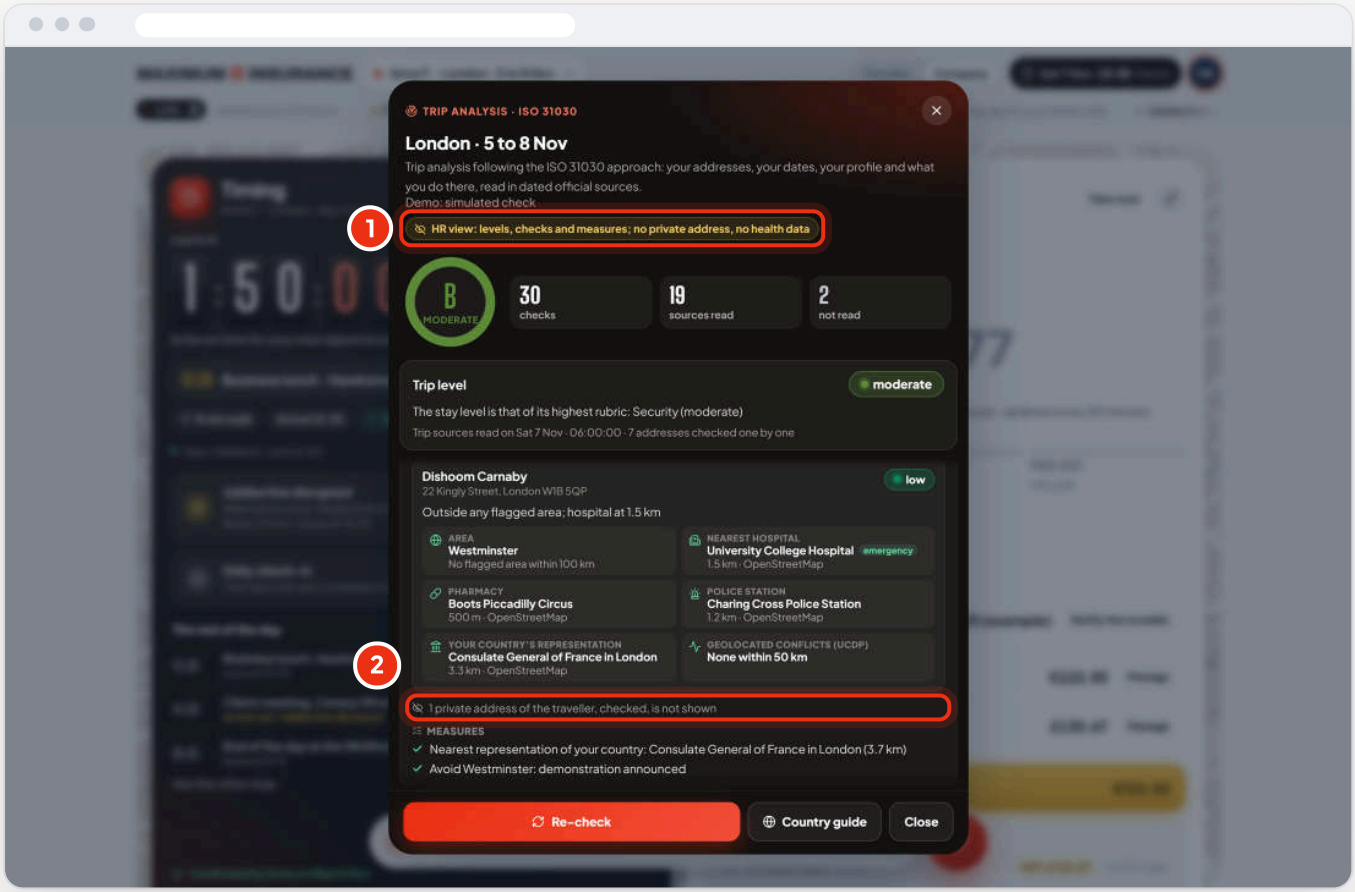
The employer sees the business itinerary and the levels; never the medical records, personal expenses or private steps.

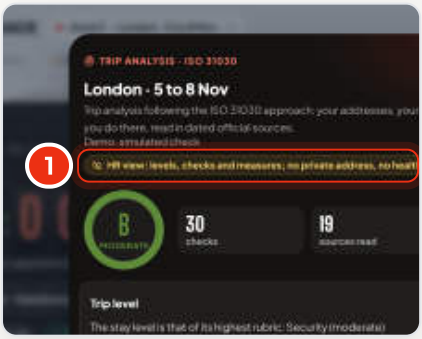
The app documents your duty of care; it does not replace your own assessment or the company’s decision.

Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

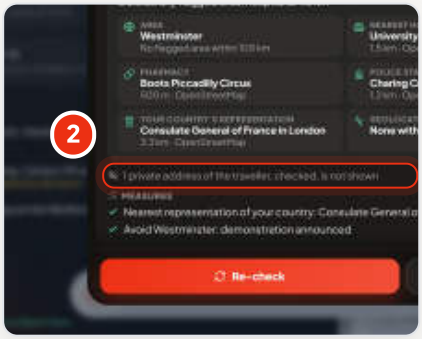
01 / 05
HR sees the levels, never the private

The HR view: levels, checks and measures; Anna's private address is checked but not shown, and no health data appears.





1 HR view, stated at the top



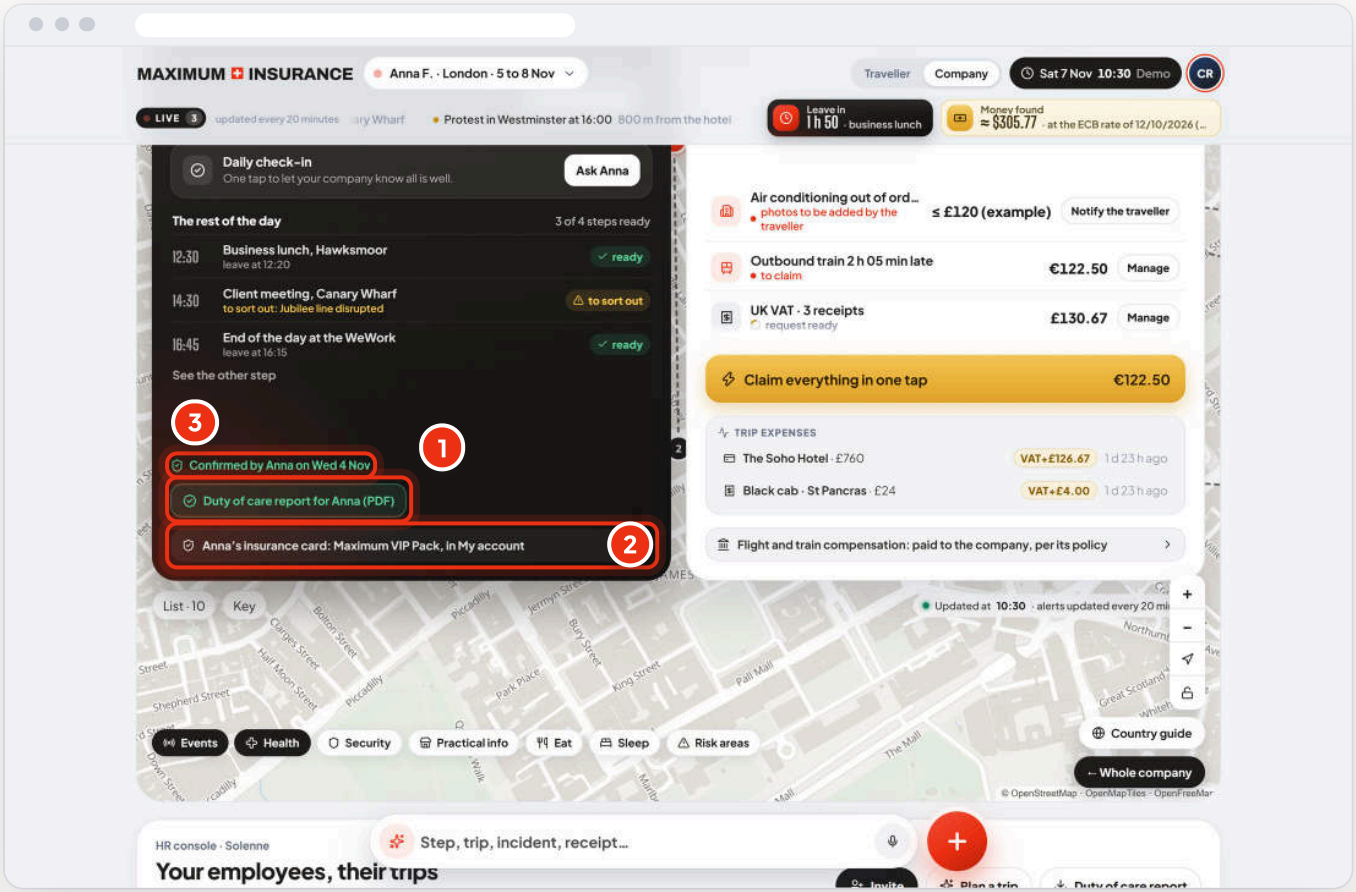
2 A private address, checked, not shown

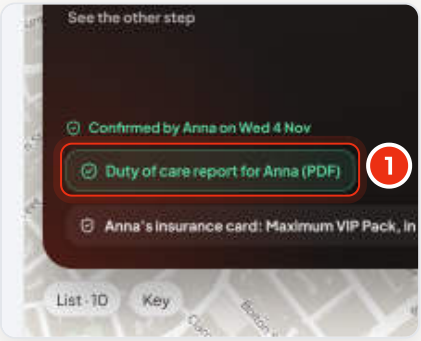
Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

02 / 05

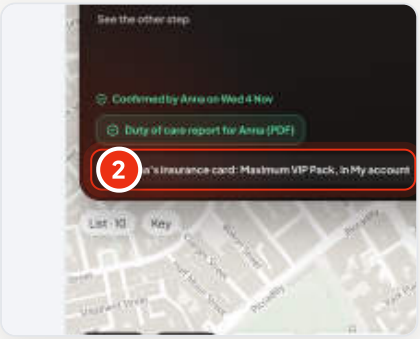
Duty of care, documented trip by trip

For each traveller, the company keeps what it needs to meet its duty of care at hand: the duty of care report, the confirmed and dated itinerary, the insurance card.

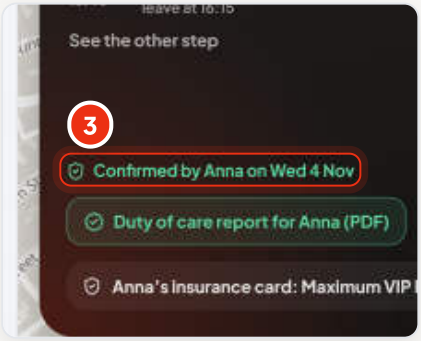




1 Anna's duty of care report



2 Her insurance card, in My account



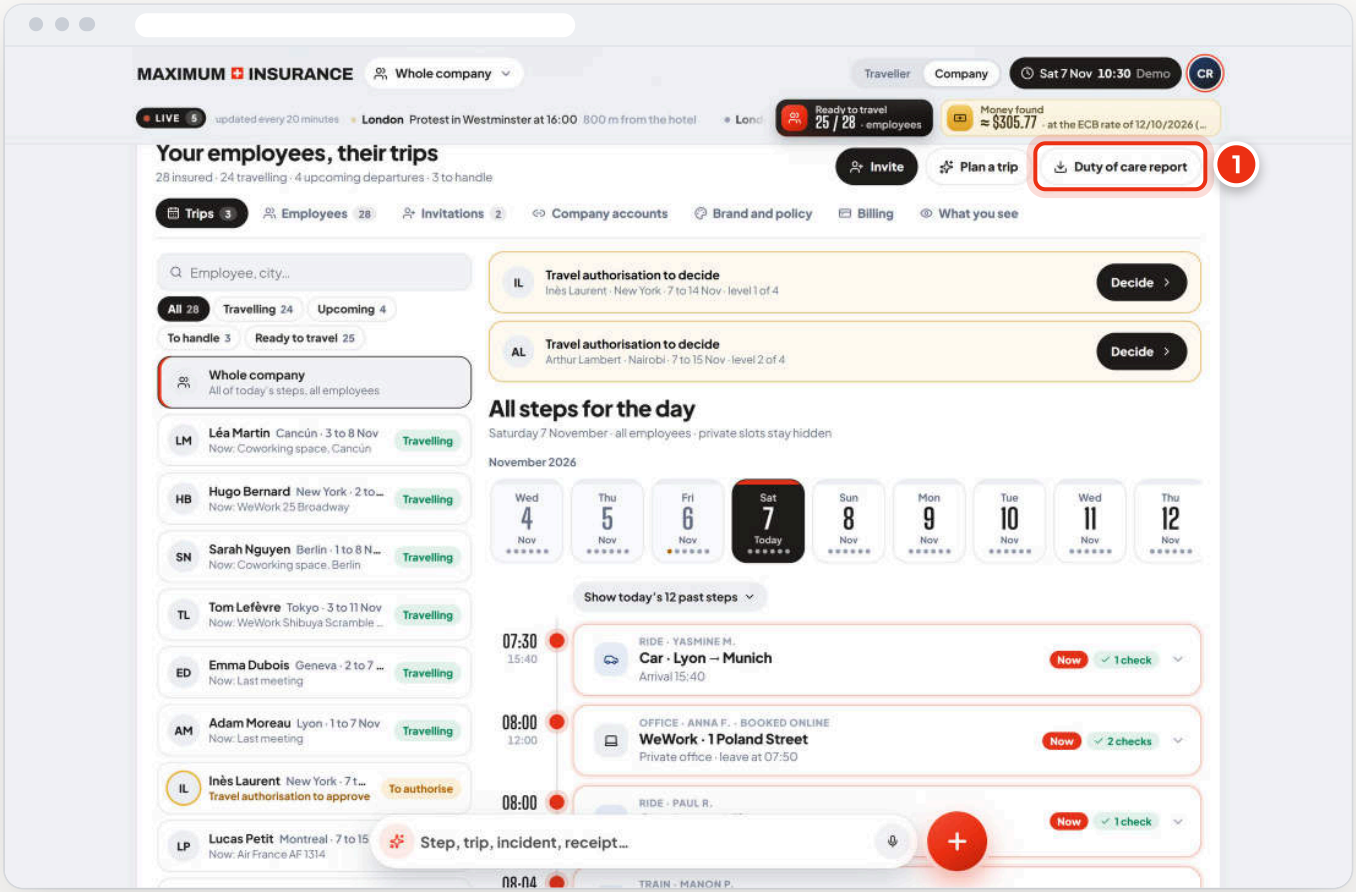
3 The itinerary confirmed by Anna, dated

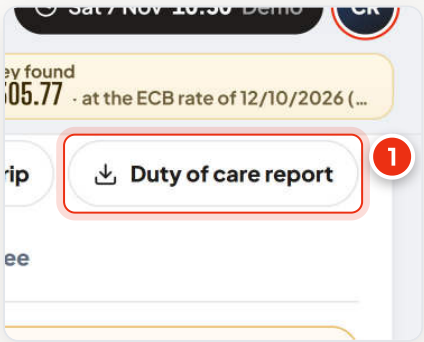
Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

03 / 05

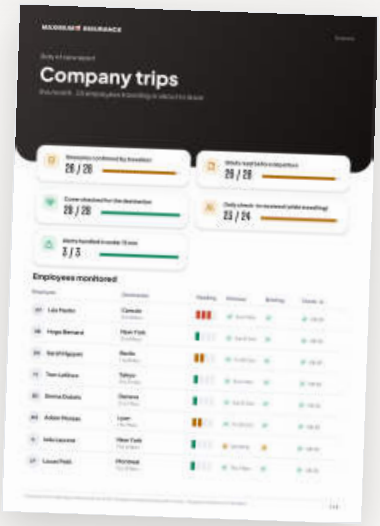
The duty of care report, in one click

One click on Duty of care report and the console produces the report for the whole team: each traveller, their trip, what was done.





1 The whole team's report

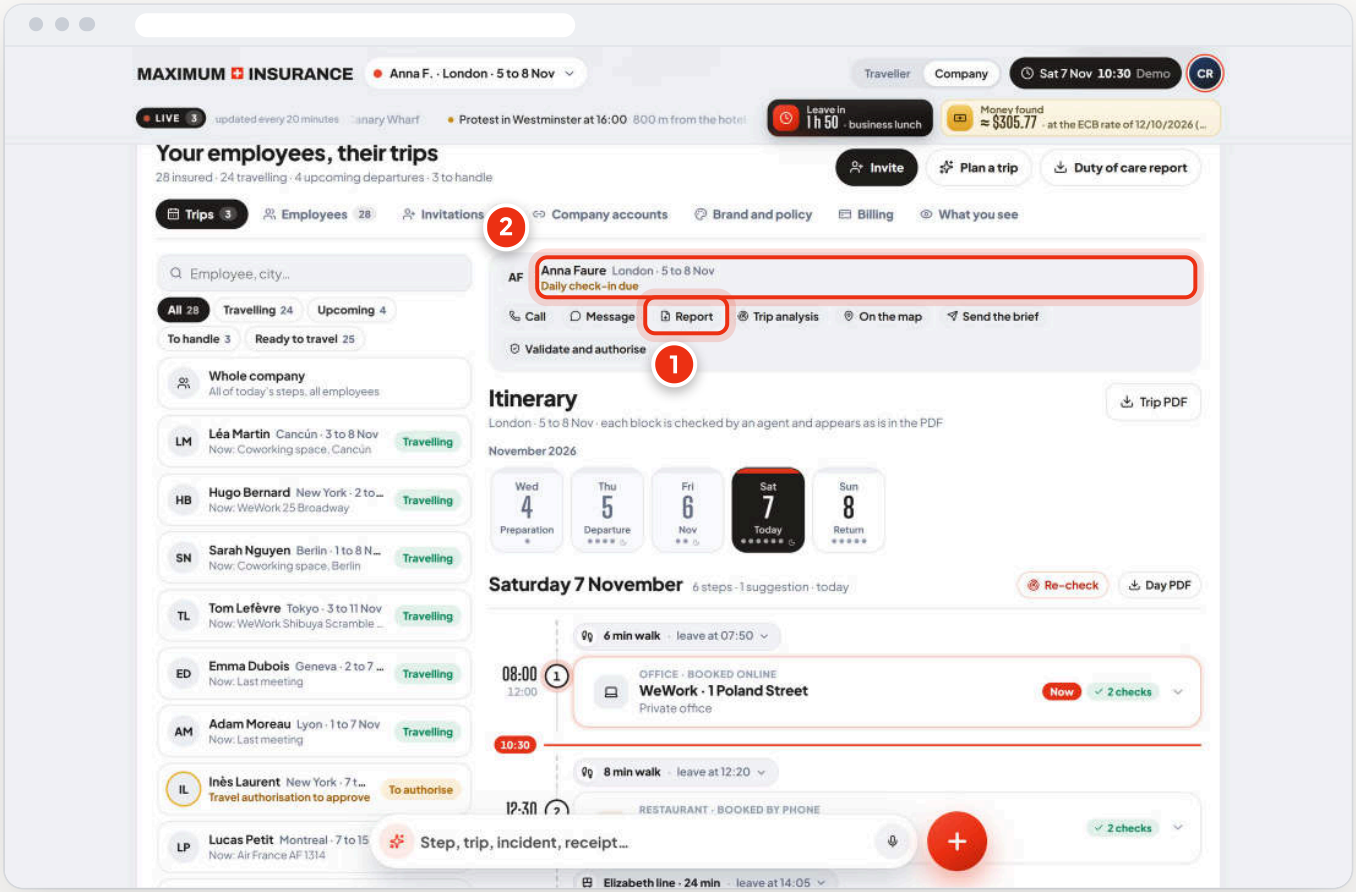


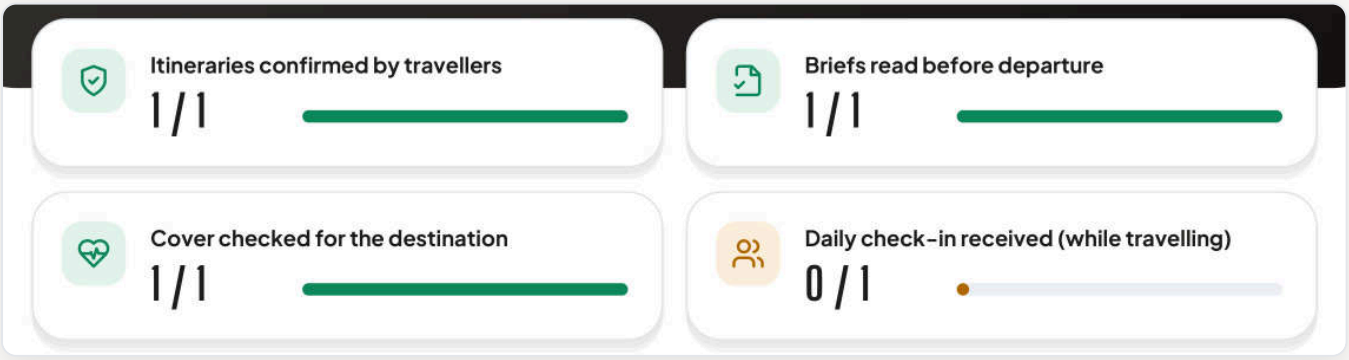
Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

04 / 05

The evidence file, trip by trip

For each trip, the report keeps the evidence: confirmed itinerary, brief read, cover checked, steps re-checked, and the method followed.





1 Anna's trip report, in one move

2 Anna, her trip and today's status

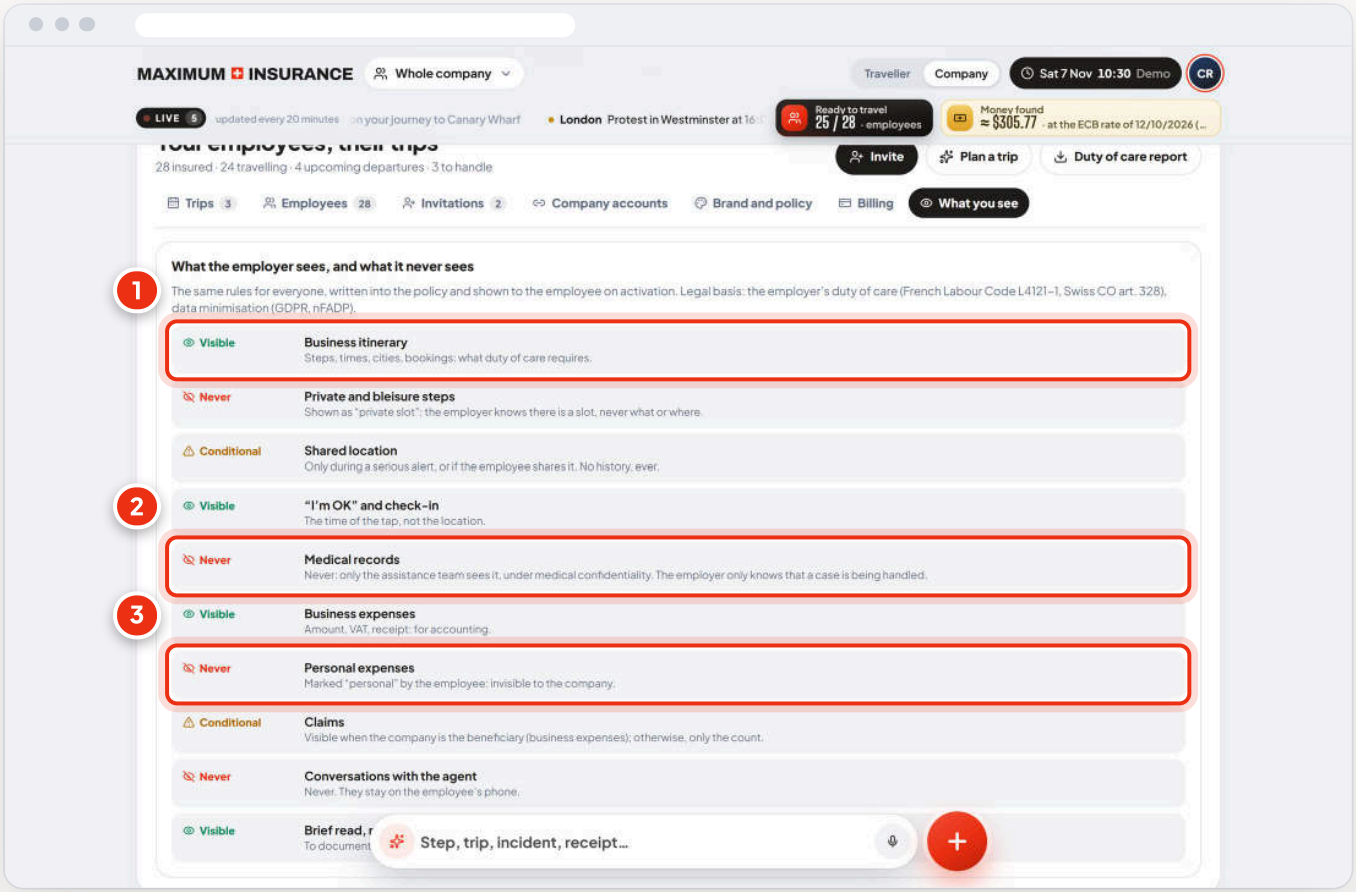
Page 1 of Anna Faure's trip report, as the app produces it: itinerary confirmed, brief read, cover checked; the method followed is written further down the page.

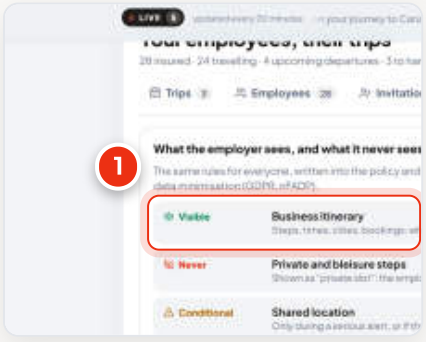
Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

05 / 05

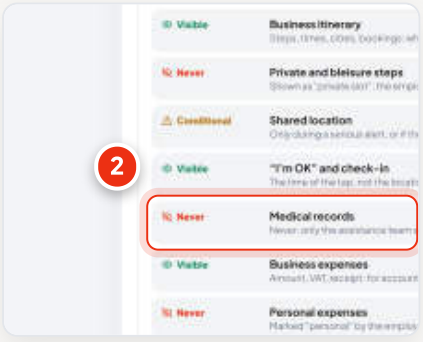
What the employer sees, and nothing more

What the employer sees and what it never sees: the business itinerary yes, the medical records and personal expenses never.

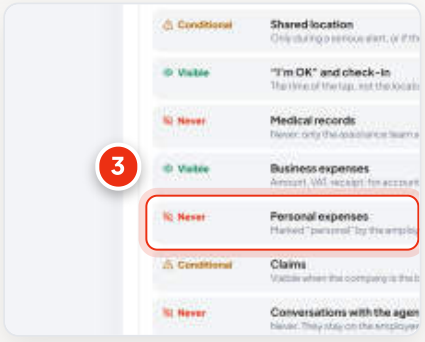




1 Visible: the business itinerary



2 Never: the medical records



3 Never: personal expenses

Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

07

CHAPTER 7

Money, Full Corporate and claims

The money the company can get back, and the compensation your employees are owed, claimed in their name.

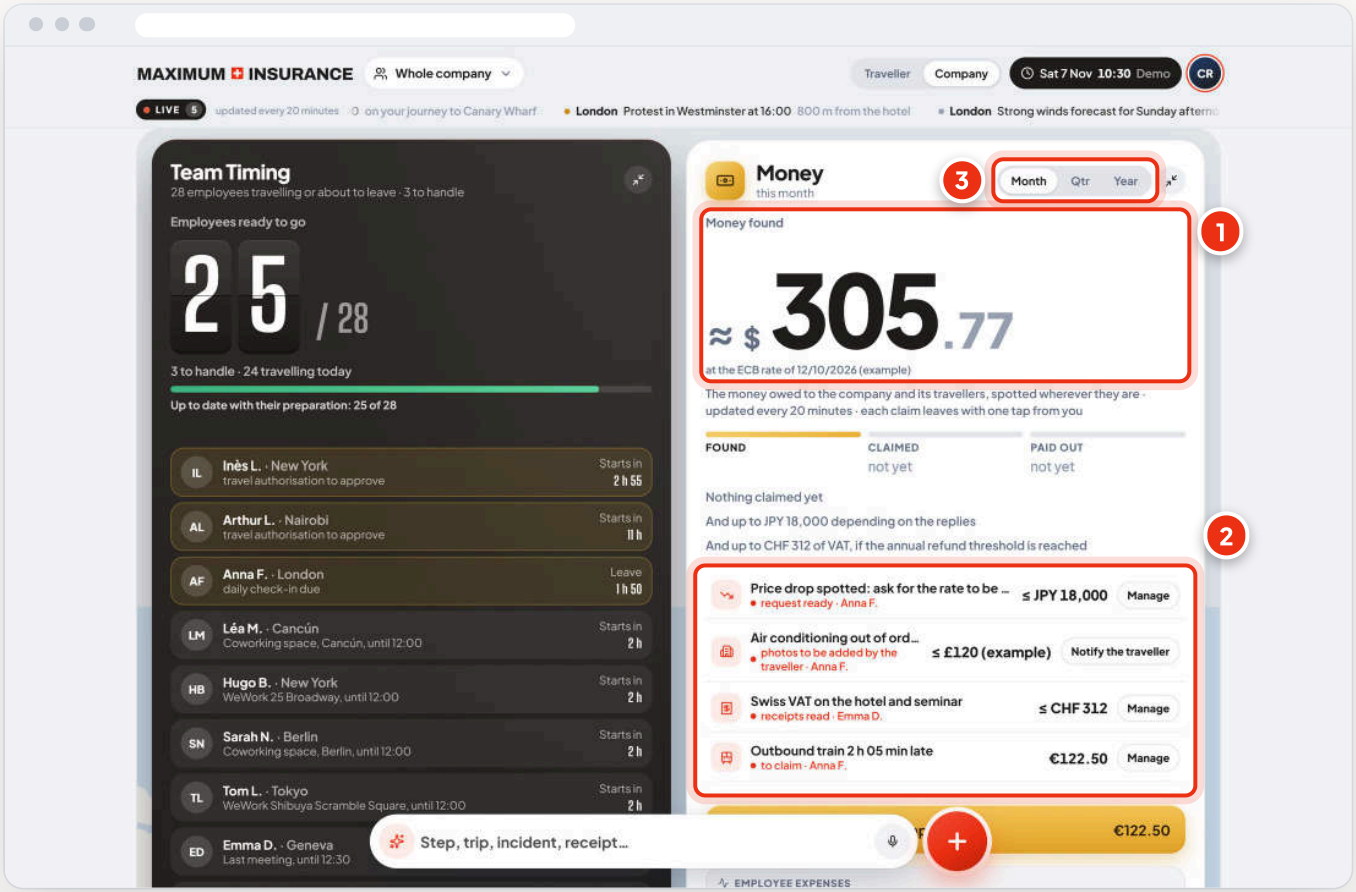
01	The money the company can get back	37
02	What only the traveller can provide, requested	38
03	Passenger compensation, paid to the company	39
04	VIP Extreme: Maximum claims like HR does	40
05	Anna's claim, sent in her name	41
06	Maximum's access, visible and removable	42

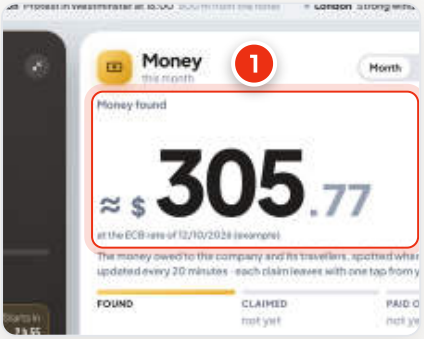
Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

01 / 06

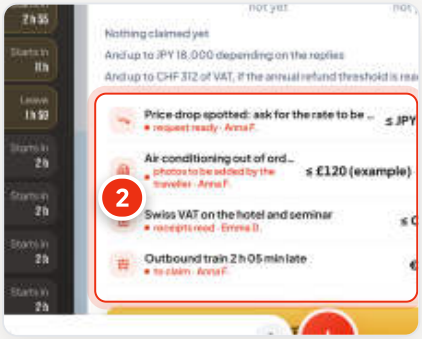
The money the company can get back

This month, money found and more depending on the answers: a hotel price drop, Swiss VAT, a late train, each claim with its action.

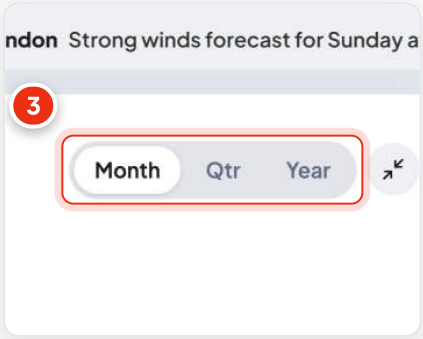




1 Money found this month



2 Each claim, with its action



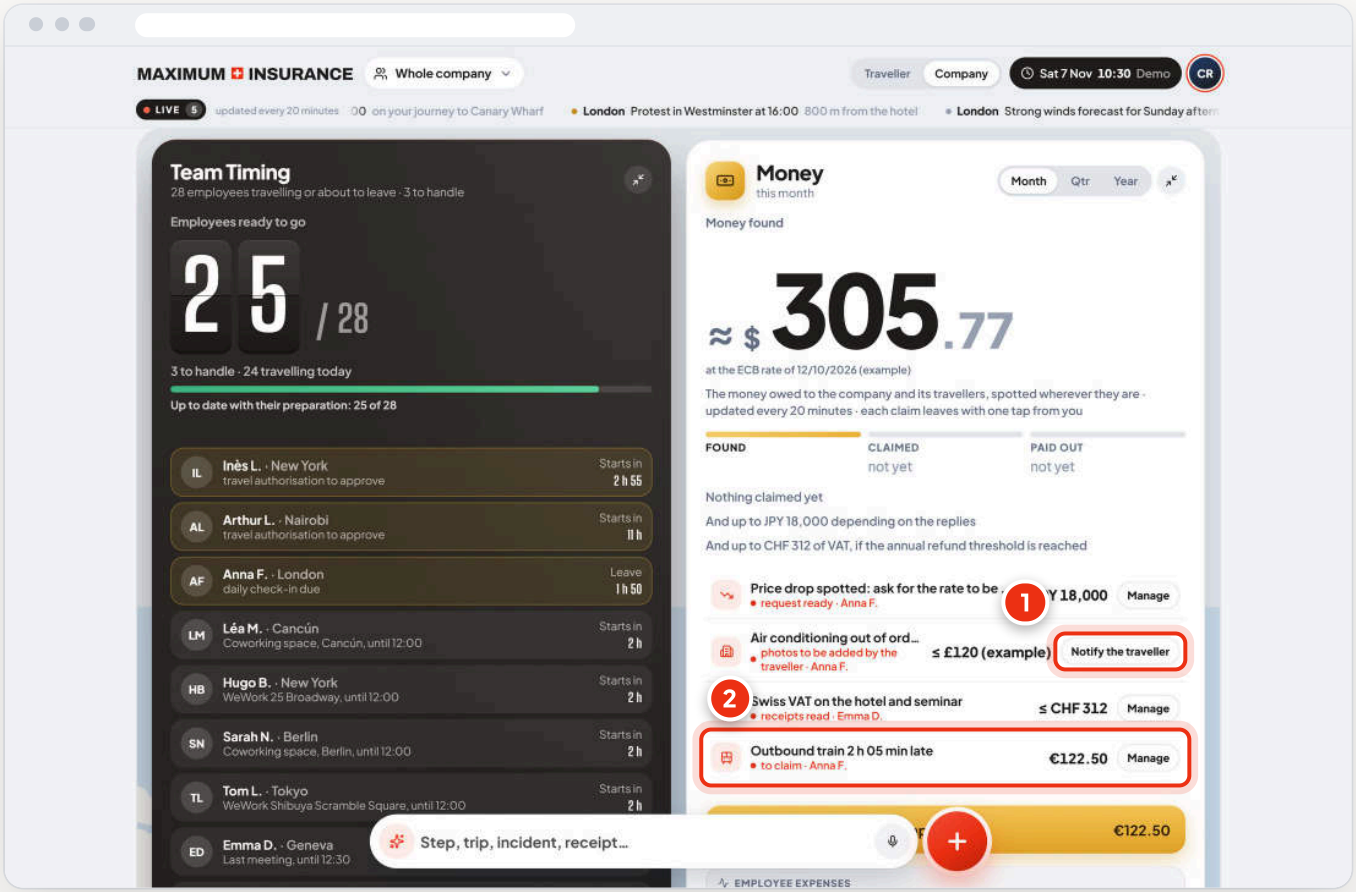
3 Month, quarter or year

Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

02 / 06

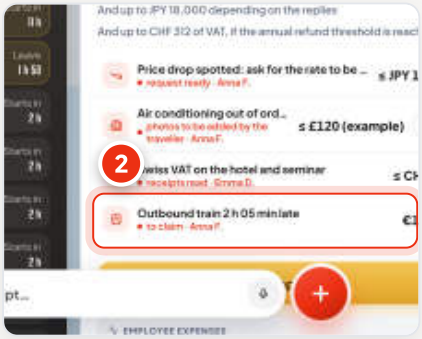
What only the traveller can provide, requested

For Anna's room, only her photos are missing: Camille notifies her in one move; for the late train, HR claims it for her, in her name.





1 Notify Anna: photos to add



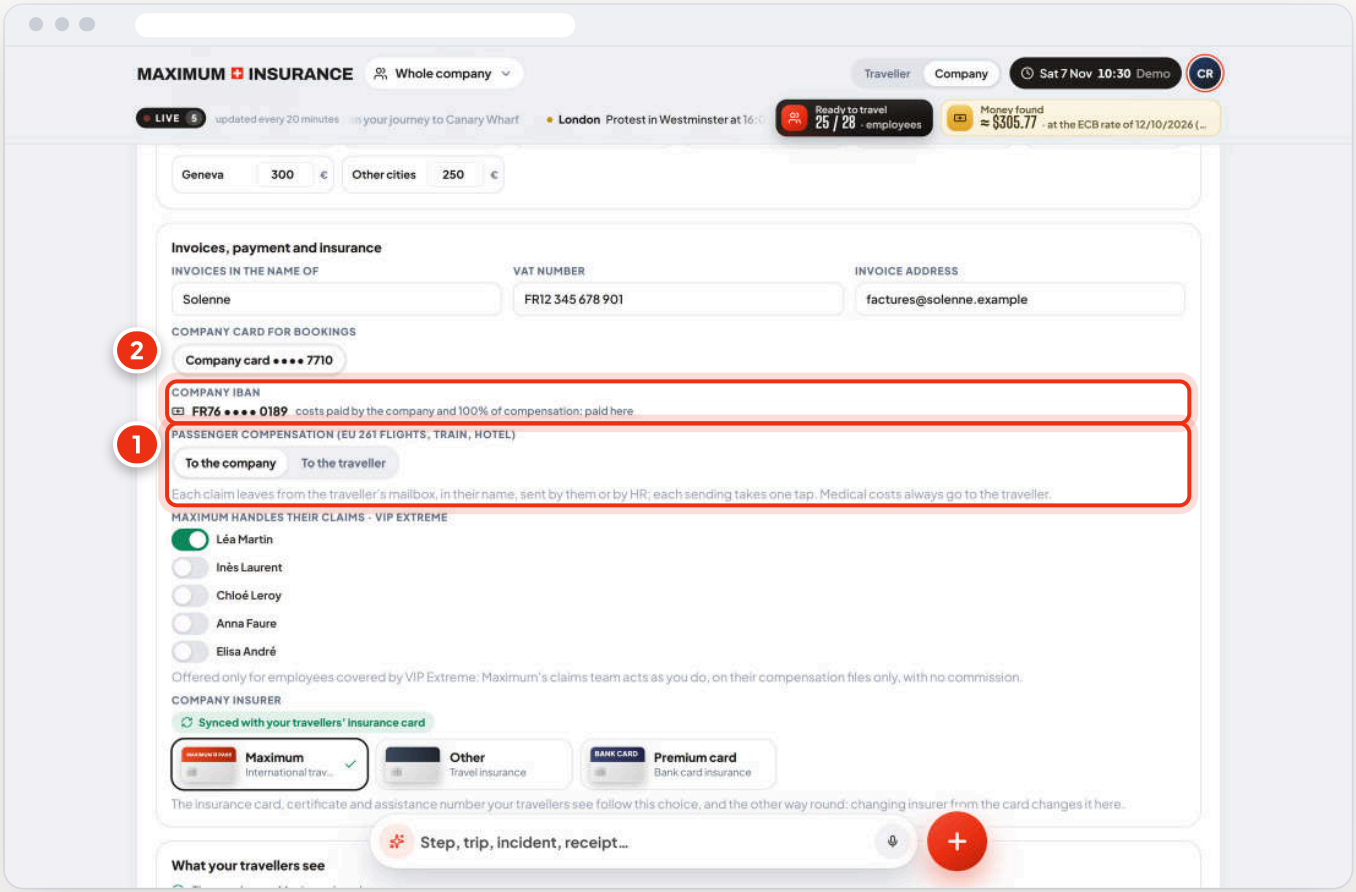
2 Anna's train: HR claims it

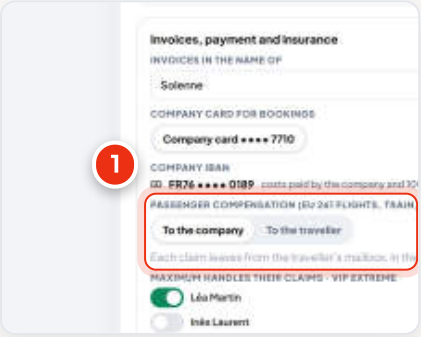
Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

03 / 06

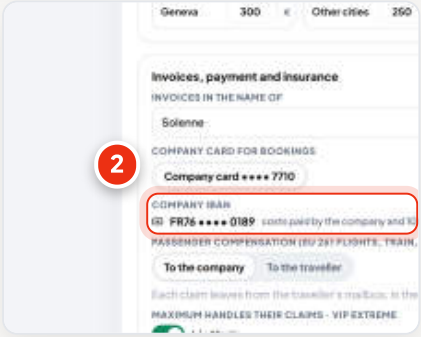
Passenger compensation, paid to the company

Under Solenne's policy, passenger compensation (flight, train, hotel) goes to the company, to its account; medical costs always go to the traveller.





1 To the company, or to the traveller



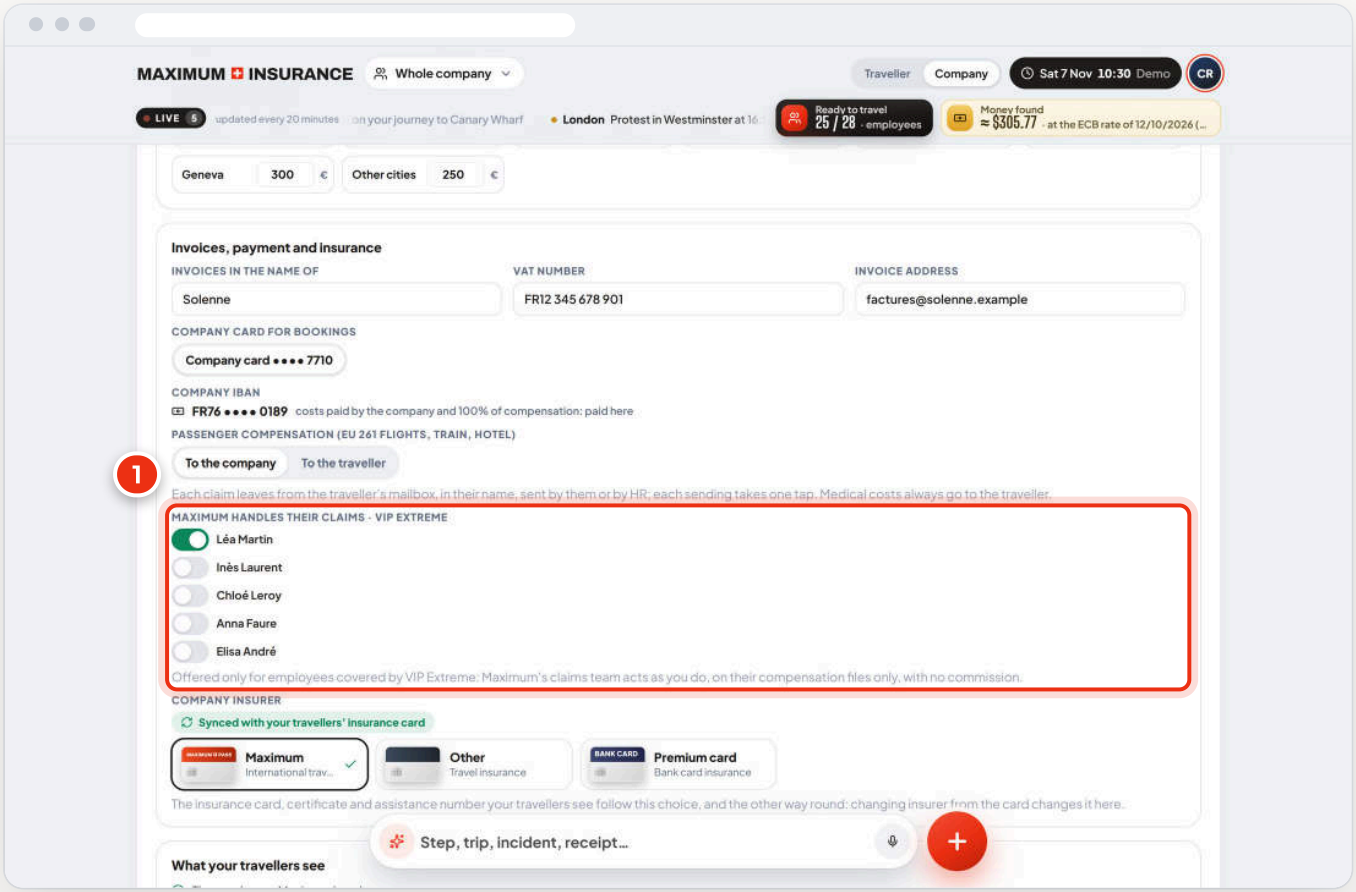
2 The company account, masked

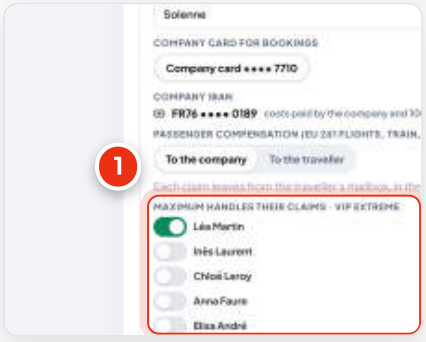
Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

04 / 06

VIP Extreme: Maximum claims like HR does

For an employee covered by VIP Extreme, Maximum's claims team can act as HR does, on their compensation files only, with no commission.





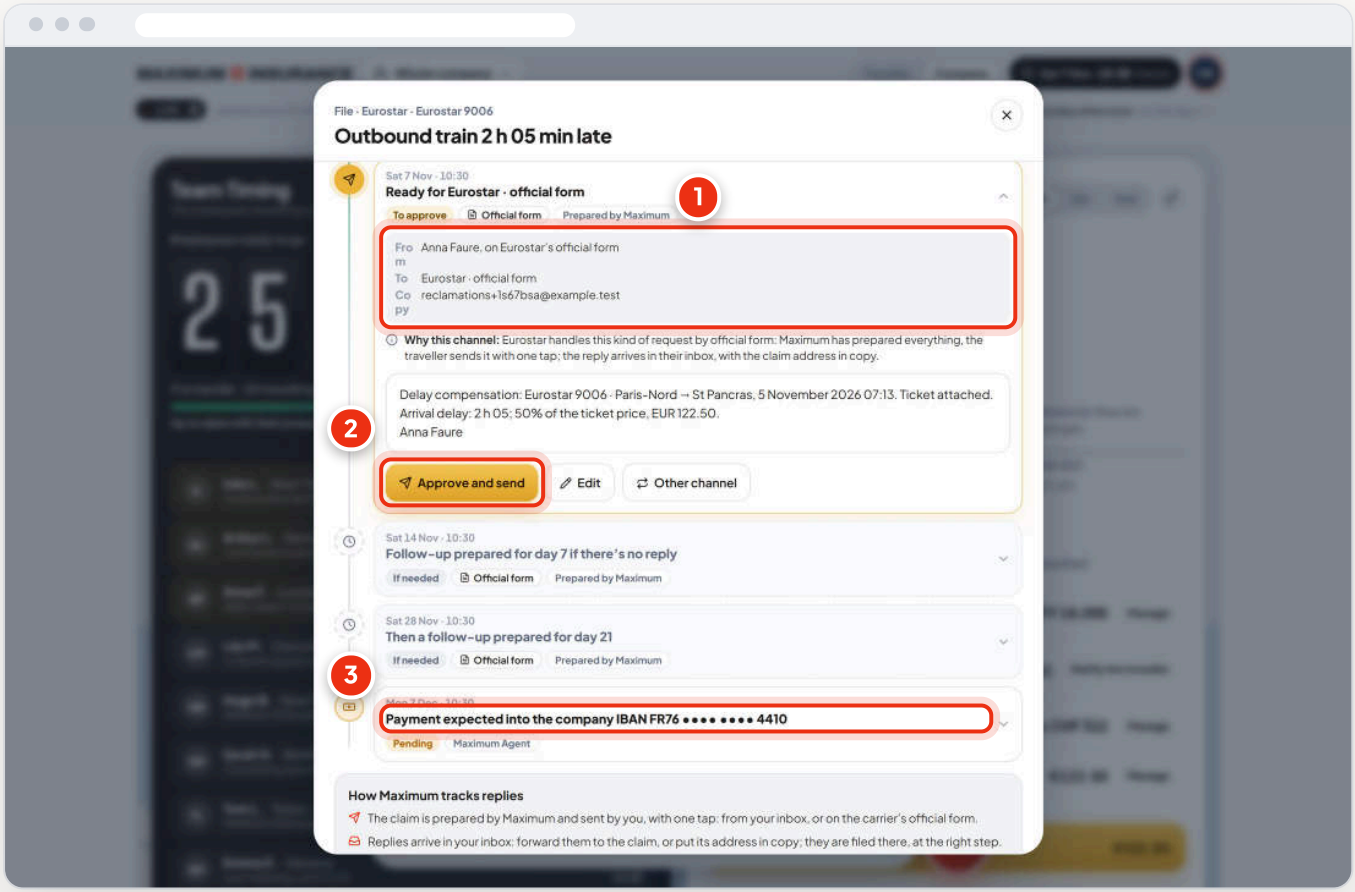
1 One switch per employee

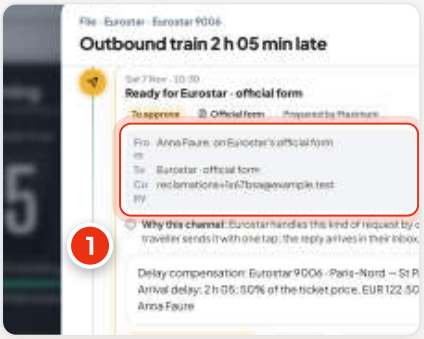
Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

05 / 06

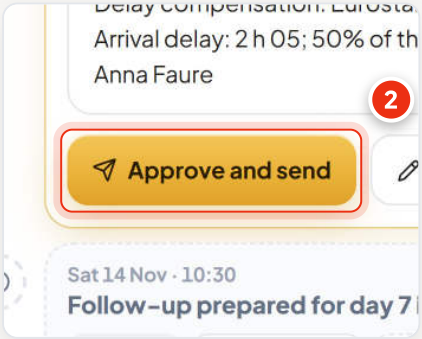
Anna's claim, sent in her name

Camille opens Anna's late-train claim: the request is ready in Anna's name, on Eurostar's form, and the payment is expected on the company account.

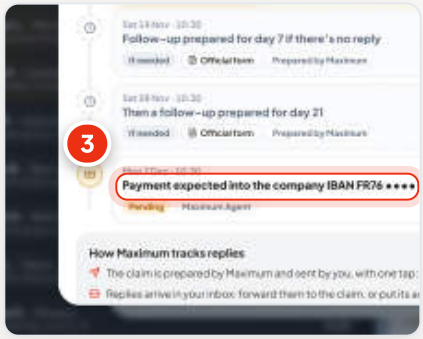




1 In Anna's name, on the form



2 Approve and send, in one move



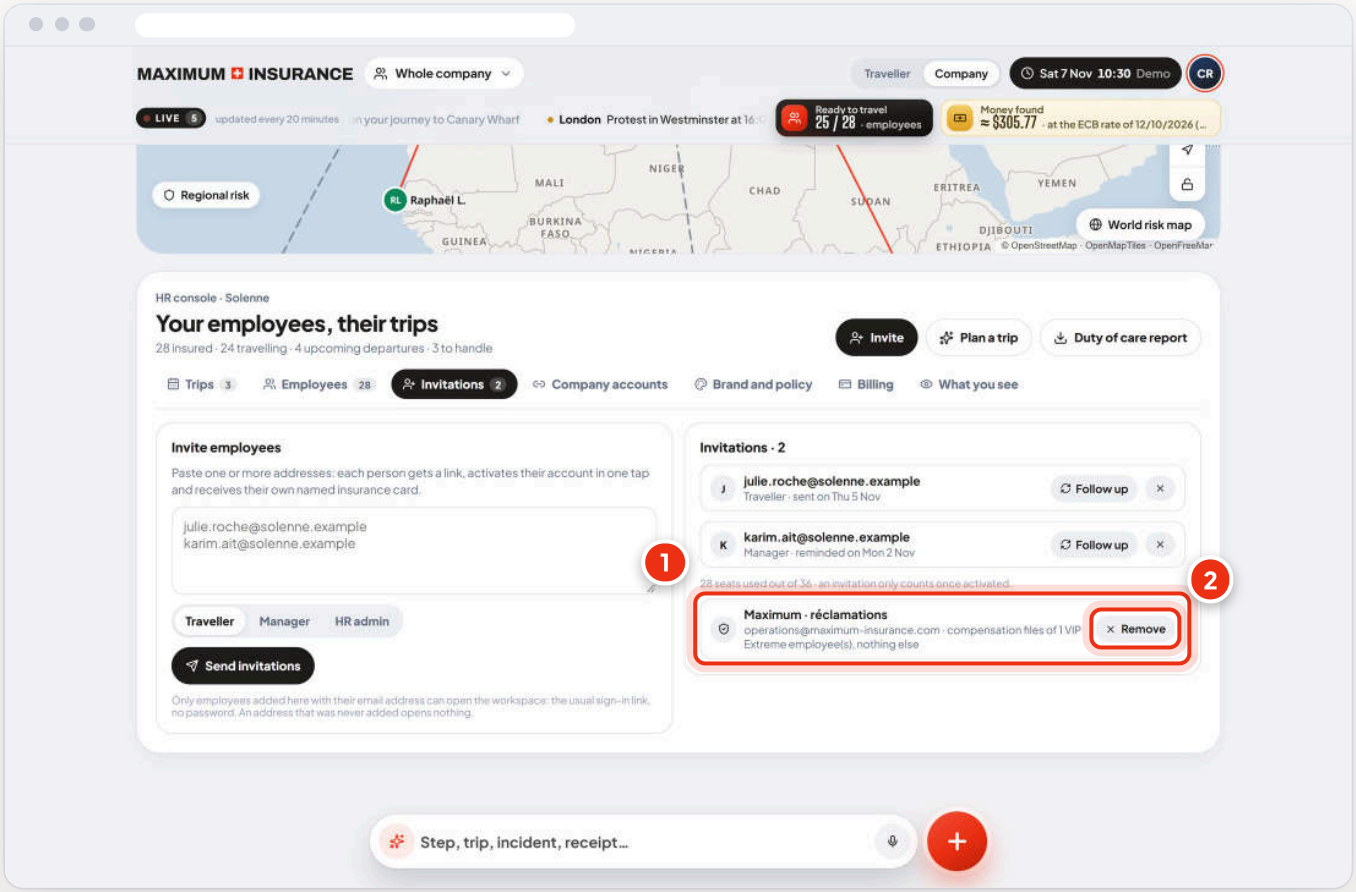
3 The payment, expected by the company

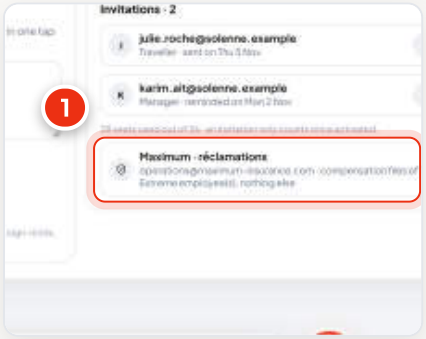
Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

06 / 06

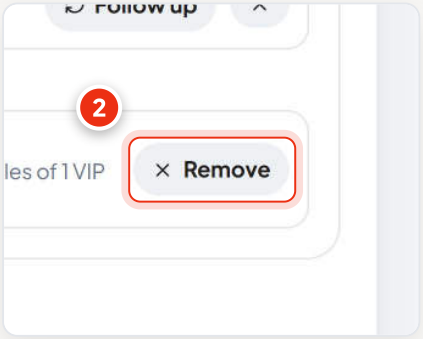
Maximum's access, visible and removable

In the team list, the Maximum · claims access says what it reads, compensation files and nothing else; the account holder can remove it.





1 Maximum · claims, and what it reads



2 Remove access, in one move

Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

08

CHAPTER 8

White label

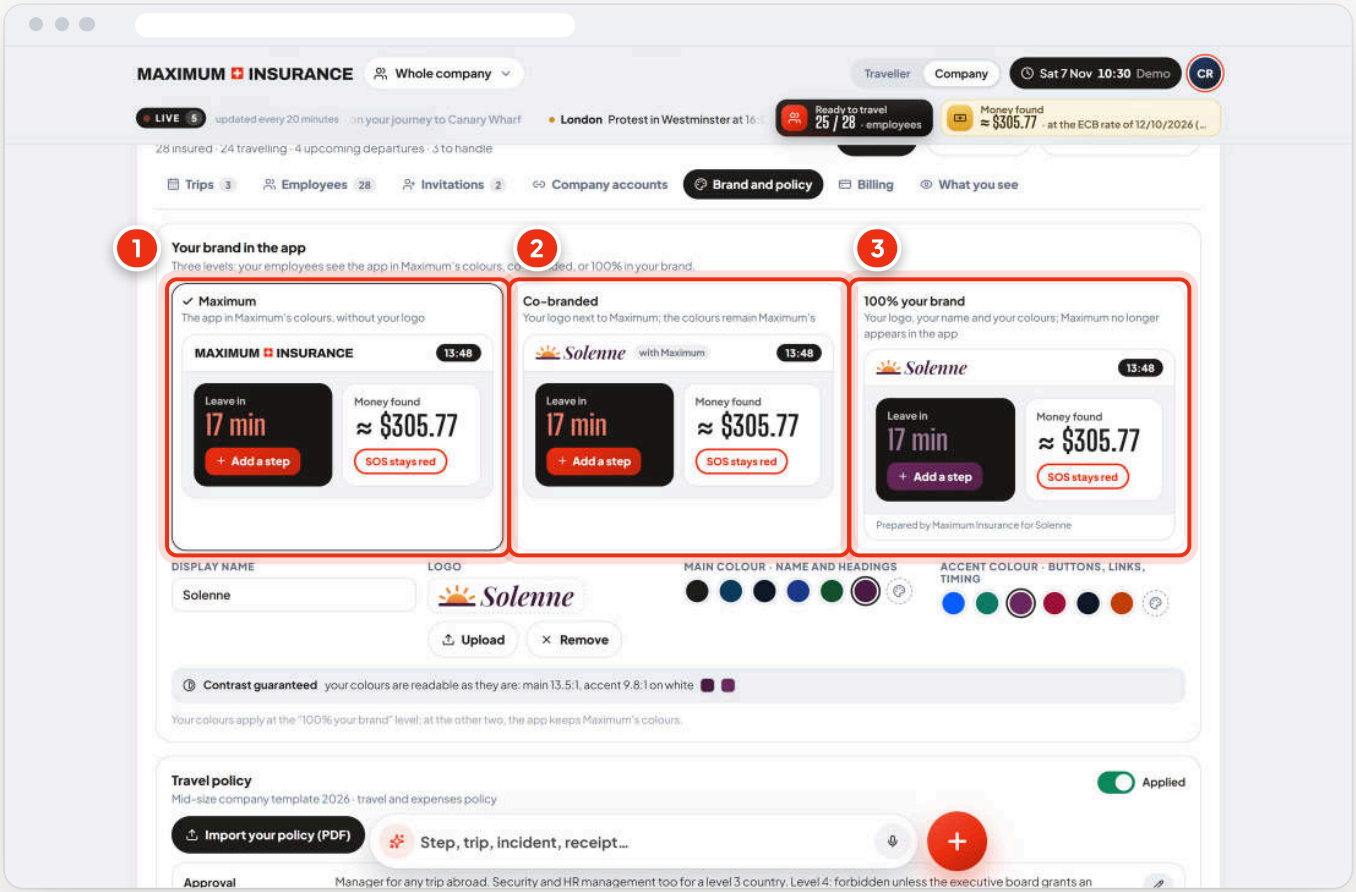
The app in Maximum's colours, co-branded or 100% your brand.

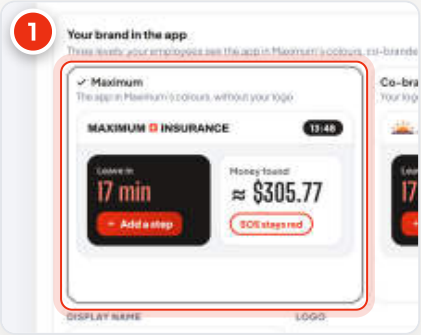
01	Three brand levels, chosen by HR	44
02	Everything in your brand, except the policy	45
03	The employee's app, in the company's colours	46

01 / 03

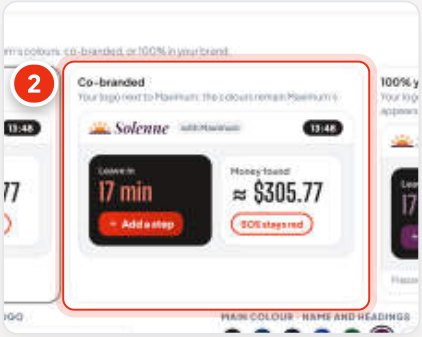
Three brand levels, chosen by HR

Maximum, co-branded or 100% your brand: each level has its preview, with Timing, money found and the SOS that stays red.

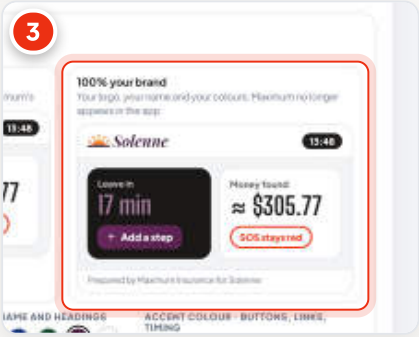




1 In Maximum's colours



2 Your logo, next to Maximum



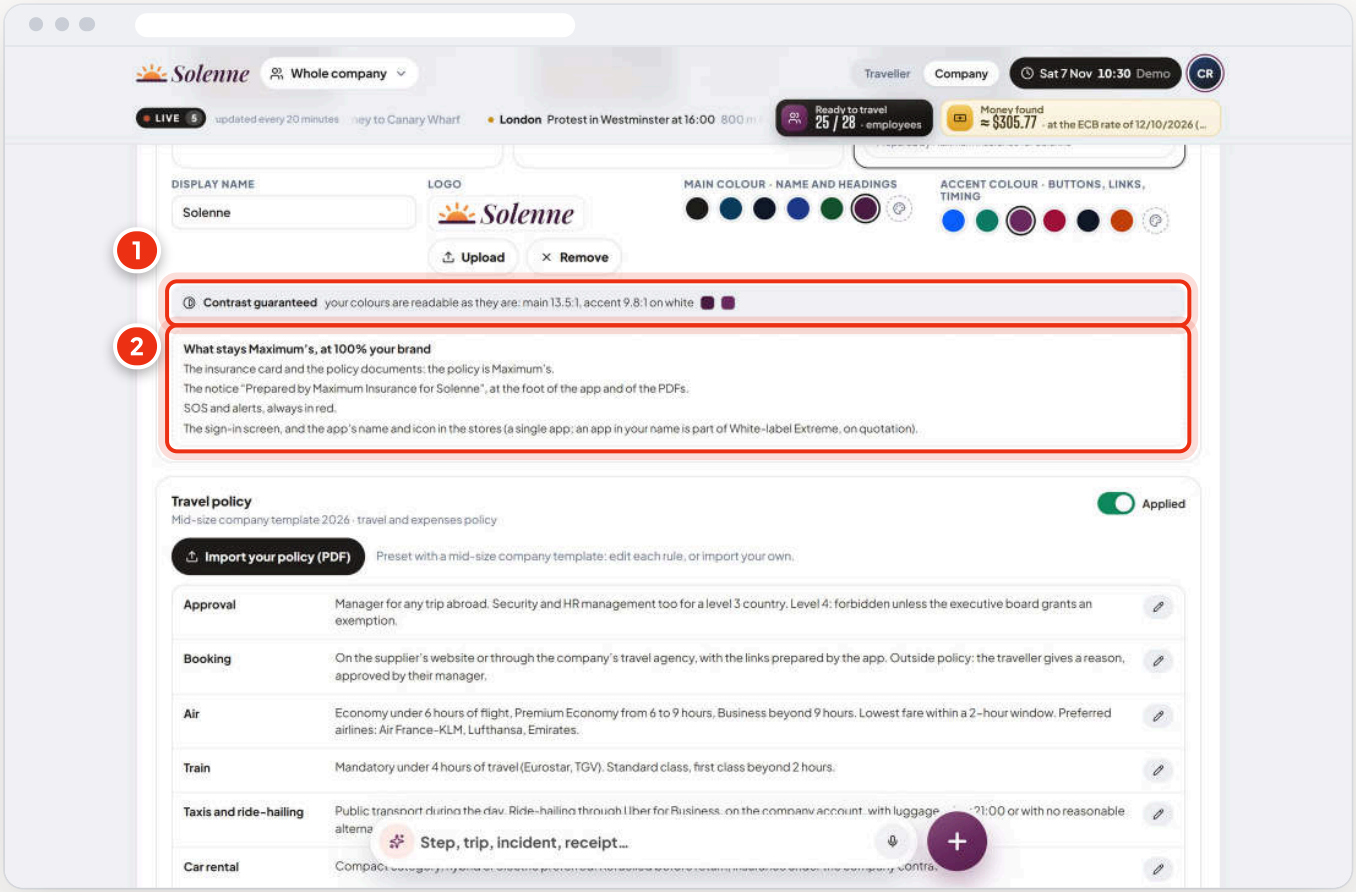
3 100% your brand

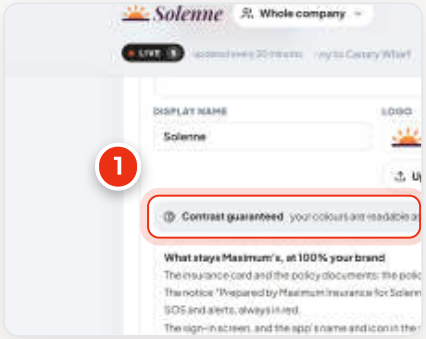
Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

02 / 03

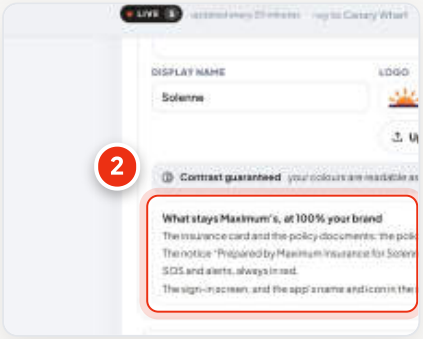
Everything in your brand, except the policy

Your colours apply, their contrast checked; the insurance card, the policy documents, the legal notice and the red SOS stay with Maximum.





1 Contrast, checked for your colours



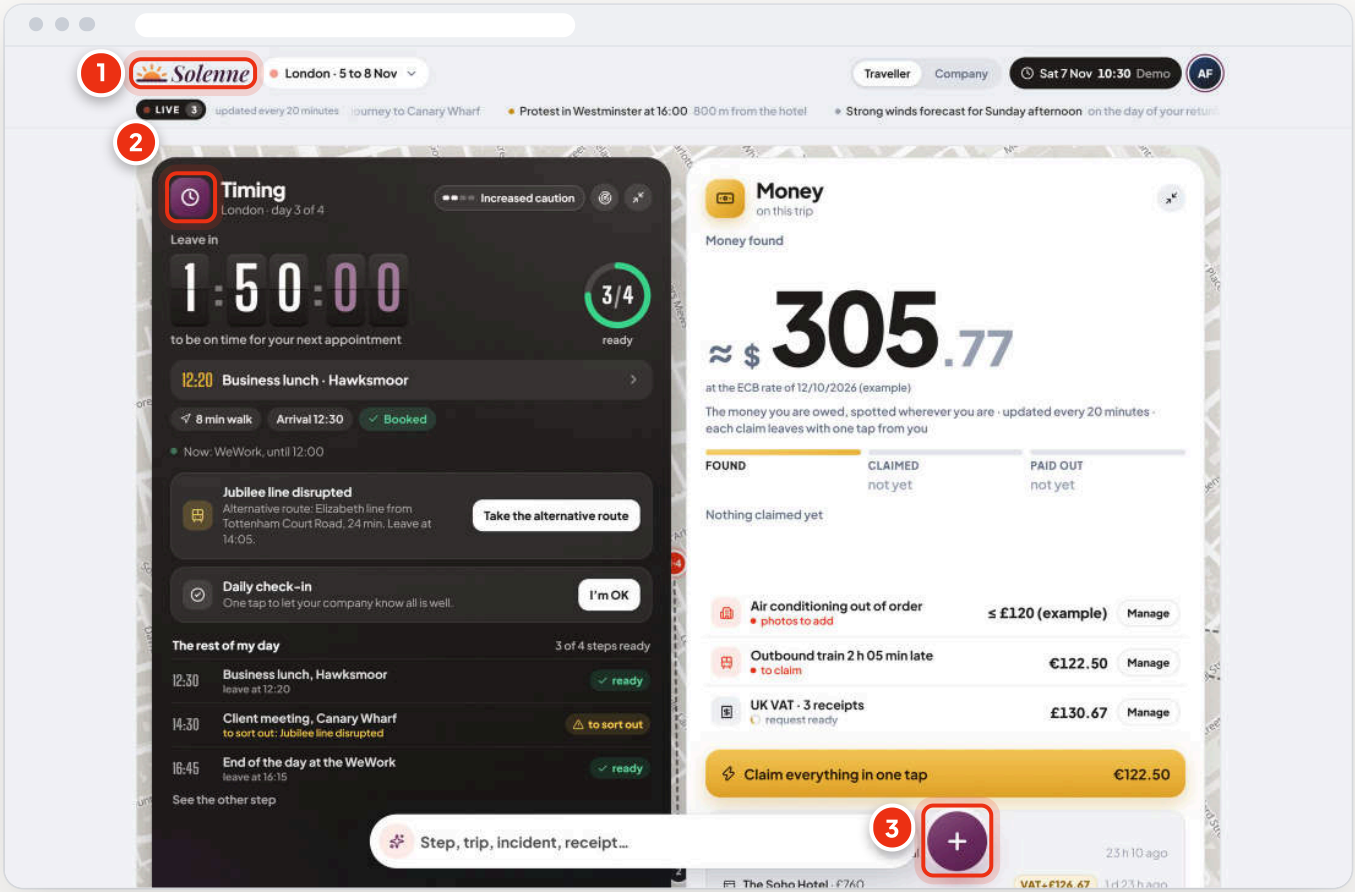
2 What stays with Maximum

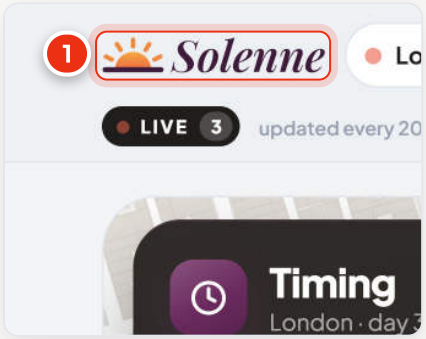
Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

03 / 03

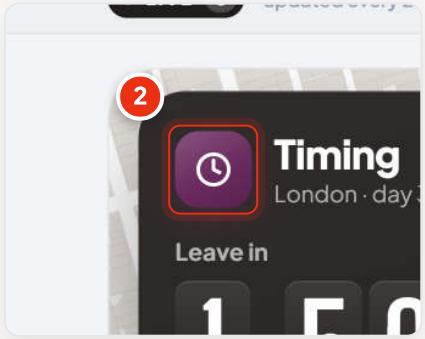
The employee's app, in the company's colours

Anna sees the app with Solenne's name and colours, from the header to the bar; the SOS and alerts stay red.

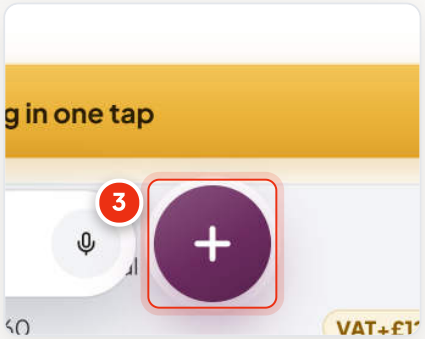




1 The company's name and logo



2 Timing, in its colours



3 The bar, in its colours too

Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

The essentials on one page

What to remember, move by move.

01 The console
shows who is ready to go and puts what needs you at the top.

02 Adding an employee
creates their access; they get a link and their insurance card.

03 Travel policy
applies to every trip; an approval takes one move, dated.

04 The brief
is prepared by the agent; you send it, then follow reading and confirmation.

05 Travellers on the road
lists who is travelling today, with their alerts and SOS, never their continuous location.

06 Duty of care
is documented following the ISO 31030 approach: levels, sources, measures, dated record.

07 The duty of care report
comes out as a PDF for the whole team, ready to archive.

08 Full Corporate
HR claims the team's compensation under their names; medical costs stay with the traveller.

09 White label
three levels; the insurance card, the policy and the red SOS stay.

10 Privacy
never the employee's medical records or personal expenses.

Demonstration screens: Solenne, Anna Faure, the Martin family. Fictitious data.

MAXIMUM INSURANCE

The Maximum app, one guide per persona.

Edition of 13 November 2026 · Executives and HR