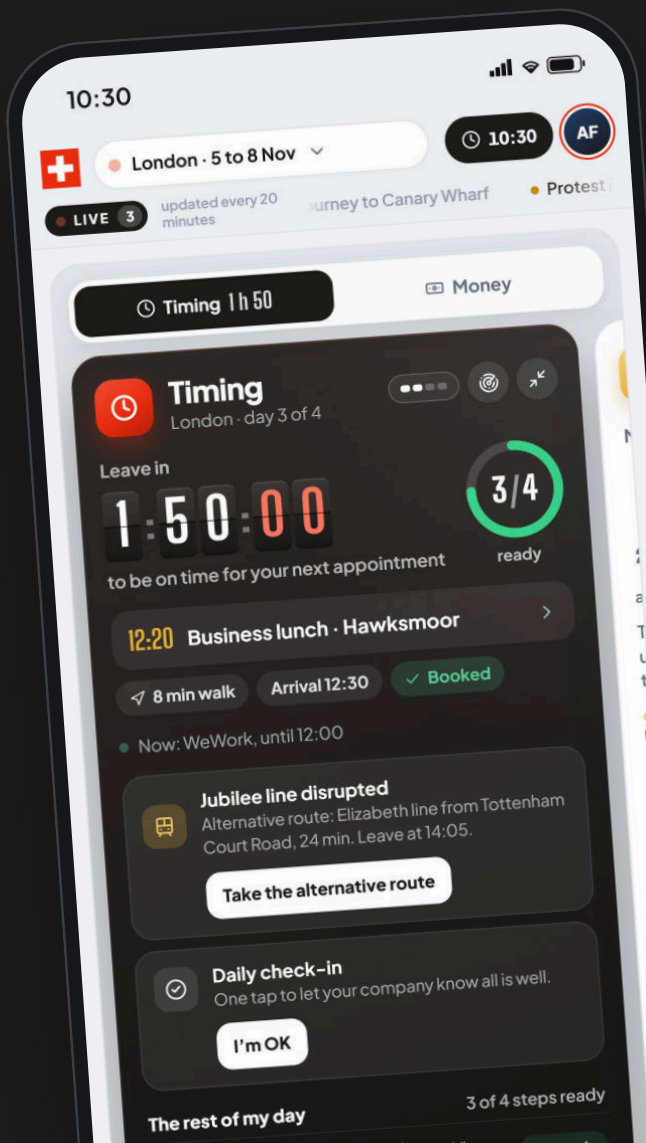
MAXIMUM INSURANCE

EDITION OF 13 NOVEMBER 2026

GUIDE · BUSINESS TRAVELLER

The business traveller's guide

Leave ready, travel protected: the app prepares every step within your company's travel policy, and the last move is always yours.



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

Contents

01 **First steps** 3
Your company's app: two boxes, one bar, and everything that matters right now.

02 **Before you leave** 9
Your brief prepared, three questions, your part confirmed, your preferences applied; the company decides on departure.

03 **During the trip** 17
Every step prepared within company policy, every booking followed, every delay flagged.

04 **Your safety, with the company informed** 26
Alerts, the trip analysis and assistance; help (SOS) in one tap, and the company never sees where you are.

05 **Money and expenses** 34
What is owed on the trip, receipts and VAT, and where each payment goes under the policy.

06 **The essentials on one page** 41



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.

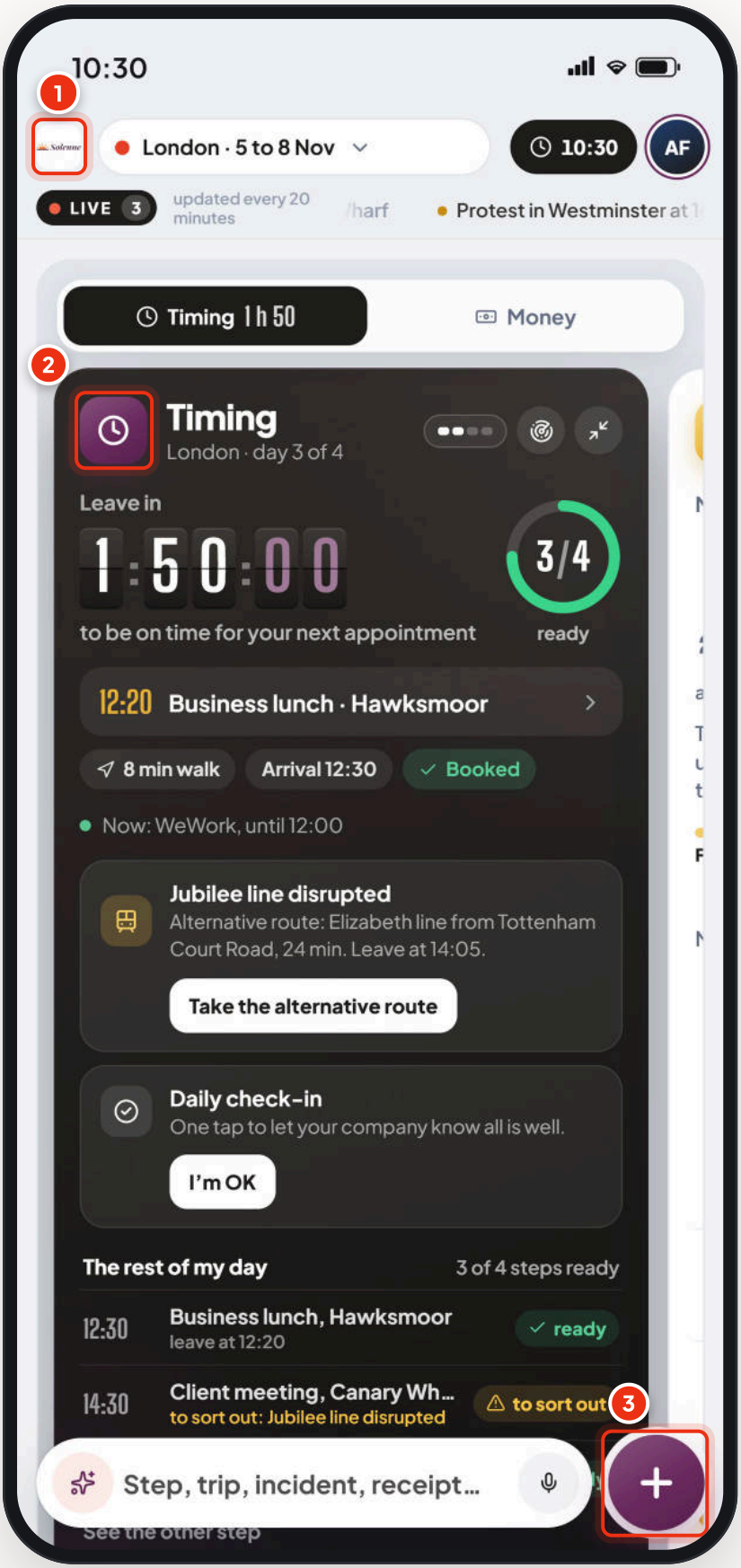
01

CHAPTER 1

First steps

Your company's app: two boxes, one bar, and everything that matters right now.

01	The employee's app, in the company's colours	4
02	Two boxes, one job each	5
03	One tap on the disc, everything is there	6
04	Now: act on the next step	7
05	The rest of my day, ready step by step	8



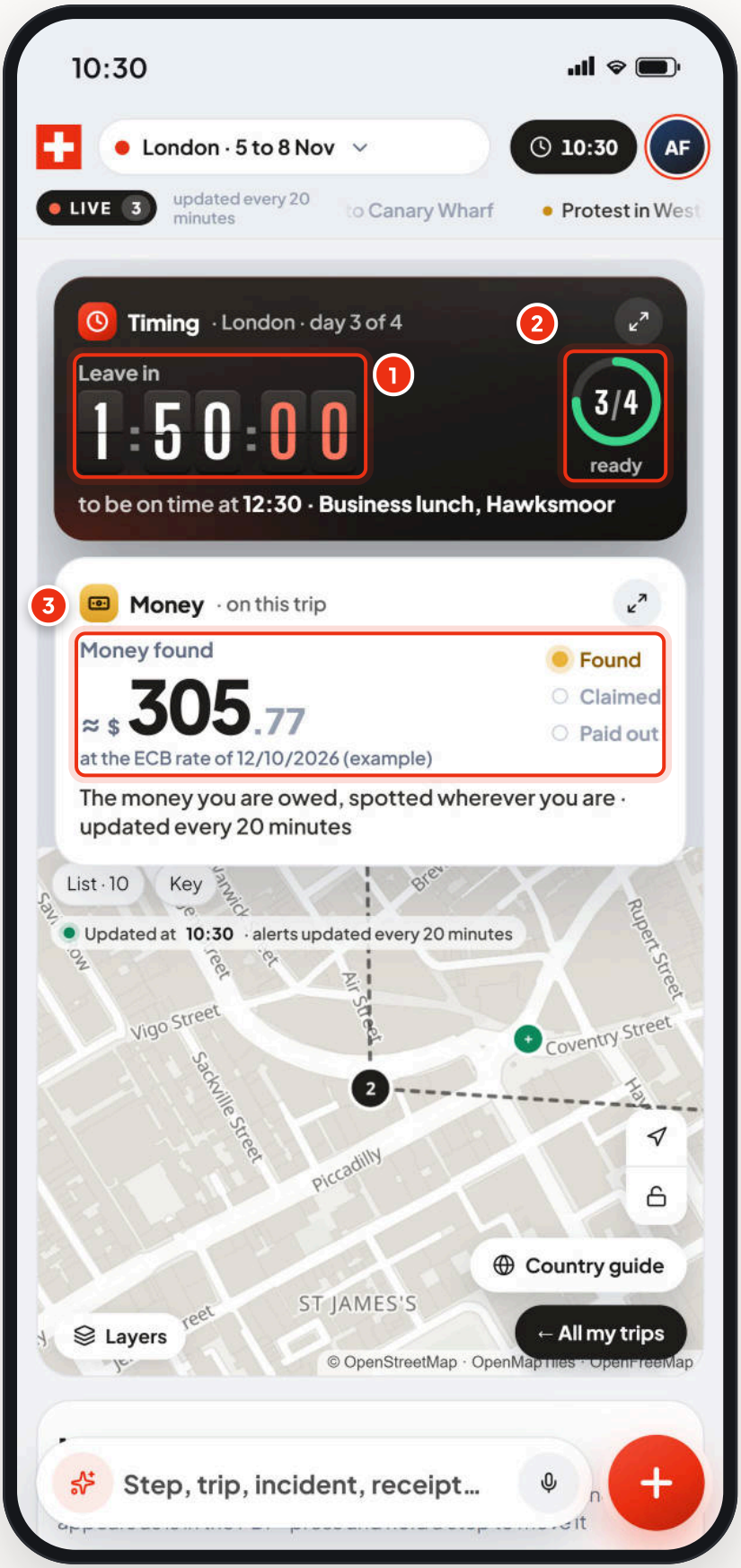
01 / 05

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.



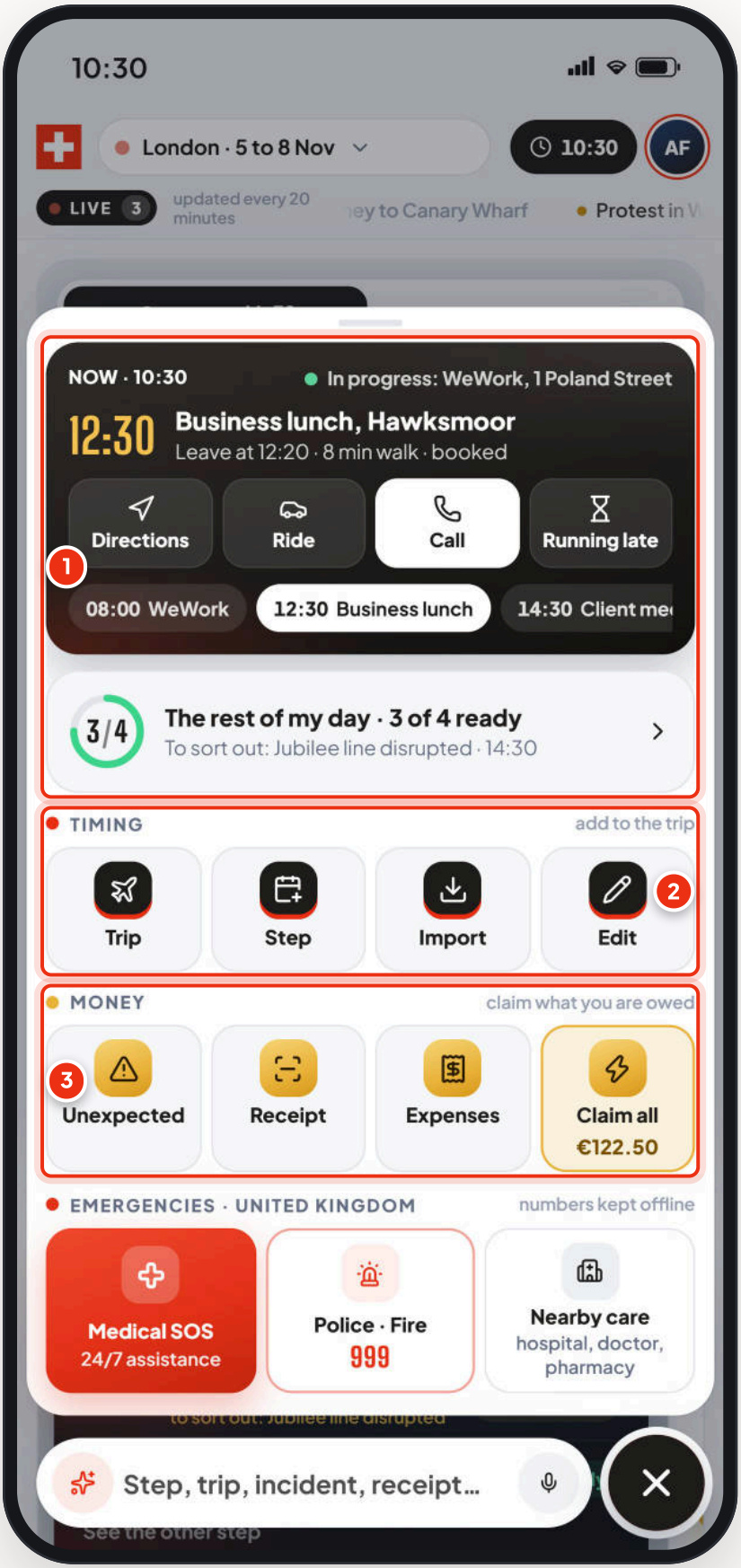
02 / 05

Two boxes, one job each

Collapsed, the boxes read at a glance: Timing counts down to when you leave, Money shows what you are owed, found, claimed, then paid out.

1. Leave in: the countdown
2. Today's steps that are ready
3. Found, claimed, paid out: where the money stands

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



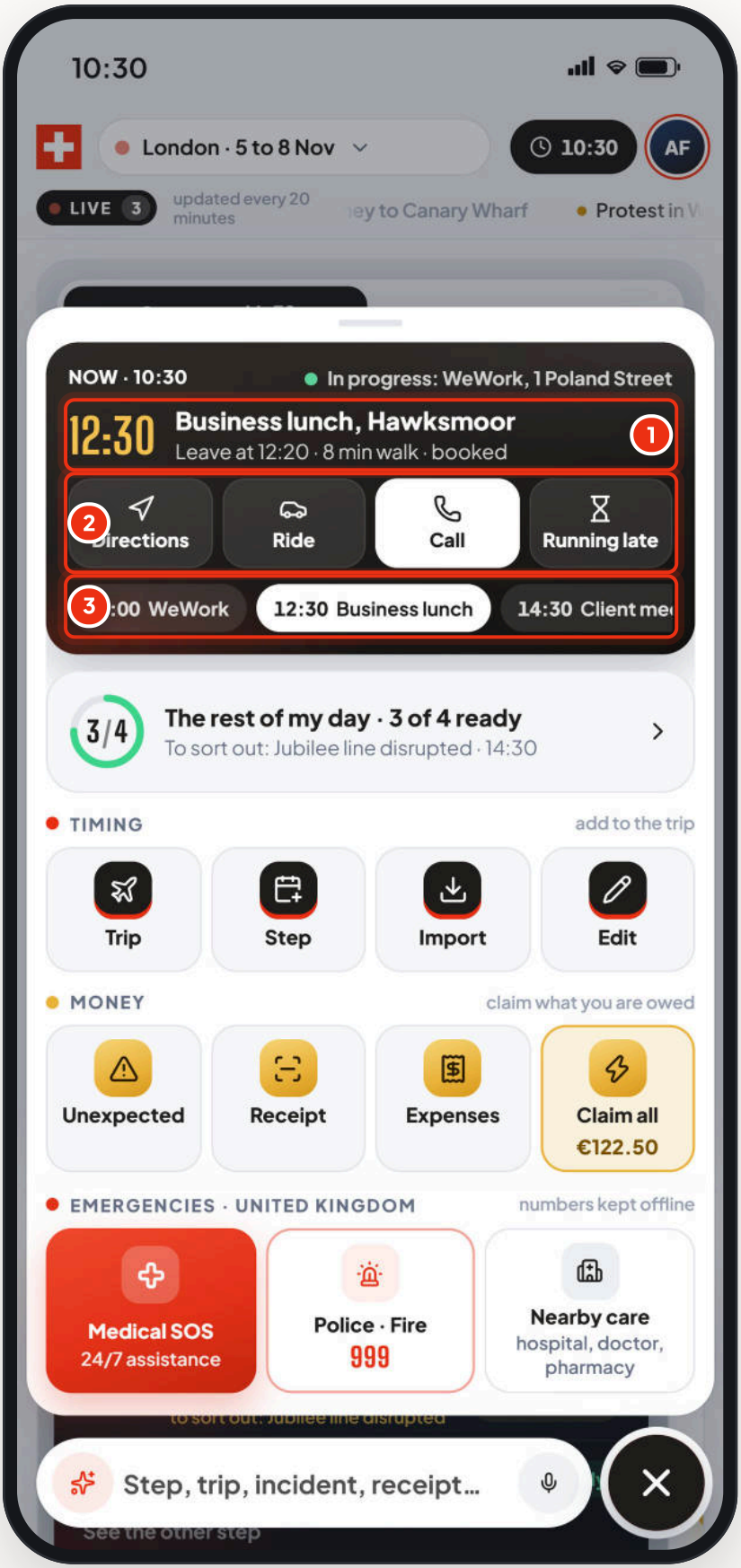
03 / 05

One tap on the disc, everything is there

The disc in the bar opens everything: what matters now at the top, then four Timing actions and four Money actions, always in the same place.

1. Now, then the rest of the day
2. Trip, step, import, edit
3. Unexpected, receipt, expenses, claim all

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



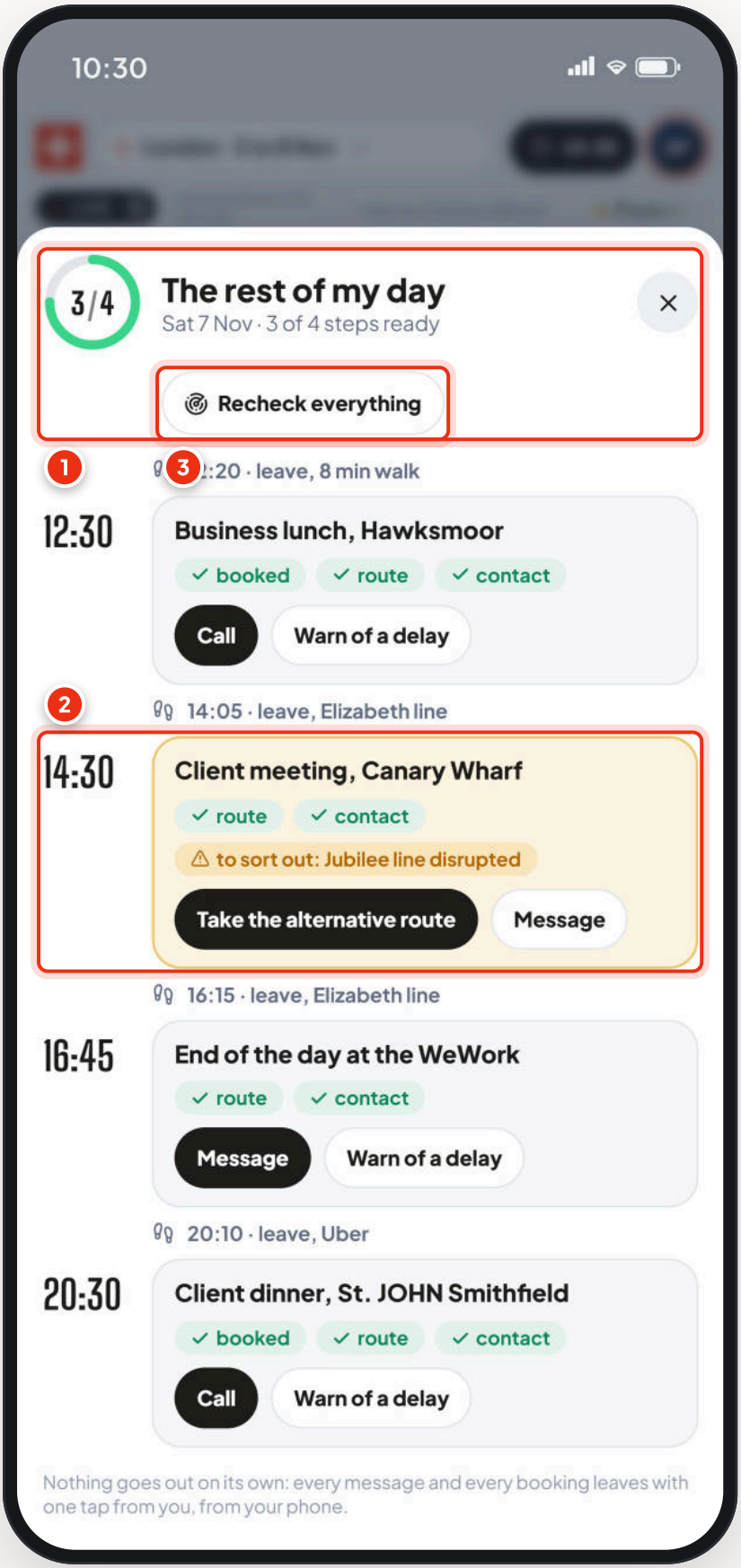
04 / 05

Now: act on the next step

The Now card shows the current step and the next one, with four actions: get directions, order a ride, call the venue, say you are running late.

1. The next step and when to leave
2. Directions, ride, call, running late
3. Act on another step today

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



05 / 05

The rest of my day, ready step by step

The rest of my day checks every remaining step: booking, route, contact; a step that needs sorting carries its own action, such as the alternative route.

1. Three steps out of four, ready
2. The step to sort out, and its action
3. Re-check everything in one tap

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

02

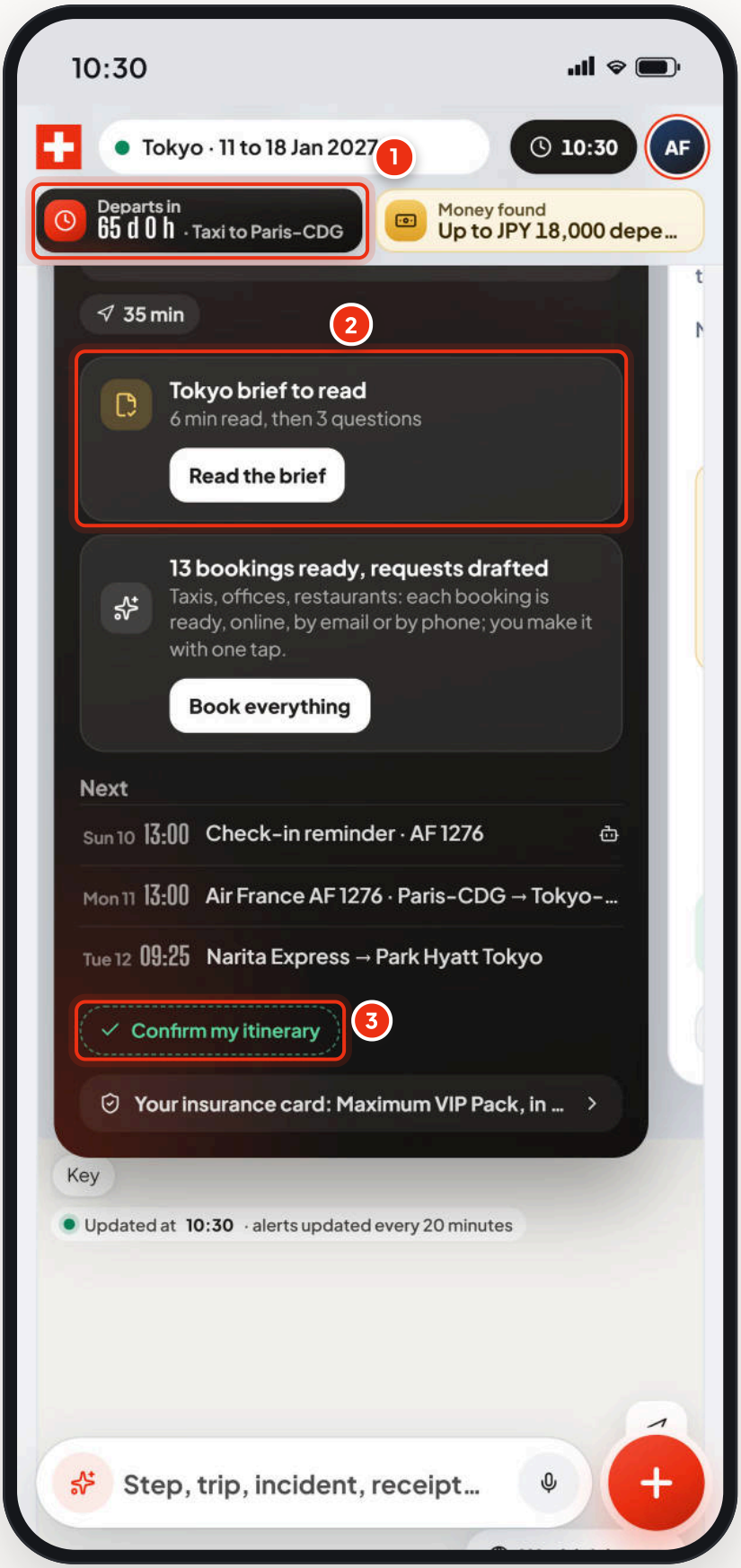
CHAPTER 2

Before you leave

Your brief prepared, three questions, your part confirmed, your preferences applied; the company decides on departure.

01	The next departure, prepared in advance	10
02	The essentials of the trip, read to the end	11
03	Three questions to be sure of the essentials	12
04	My part is done, the company decides	13
05	Your travel preferences, set once	14
06	Hotels suggested, within the policy	15
07	Forward an email, and the trip is added	16

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



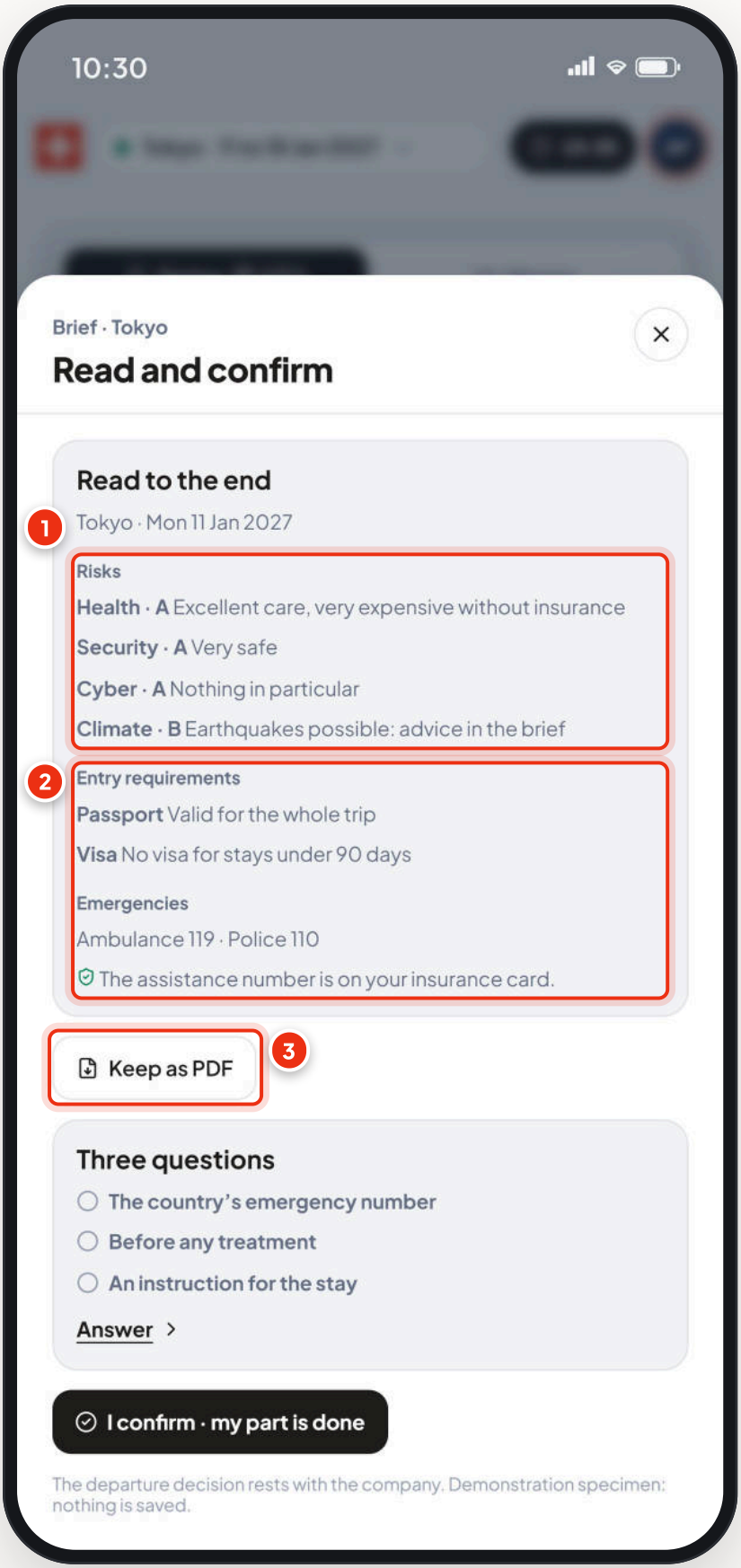
01 / 07

The next departure, prepared in advance

The Tokyo trip is coming up: Timing says how long until Anna leaves, the travel brief to read and the bookings ready.

1. The departure for Tokyo, counted down
2. The Tokyo brief, to read
3. Confirm the itinerary in one tap

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



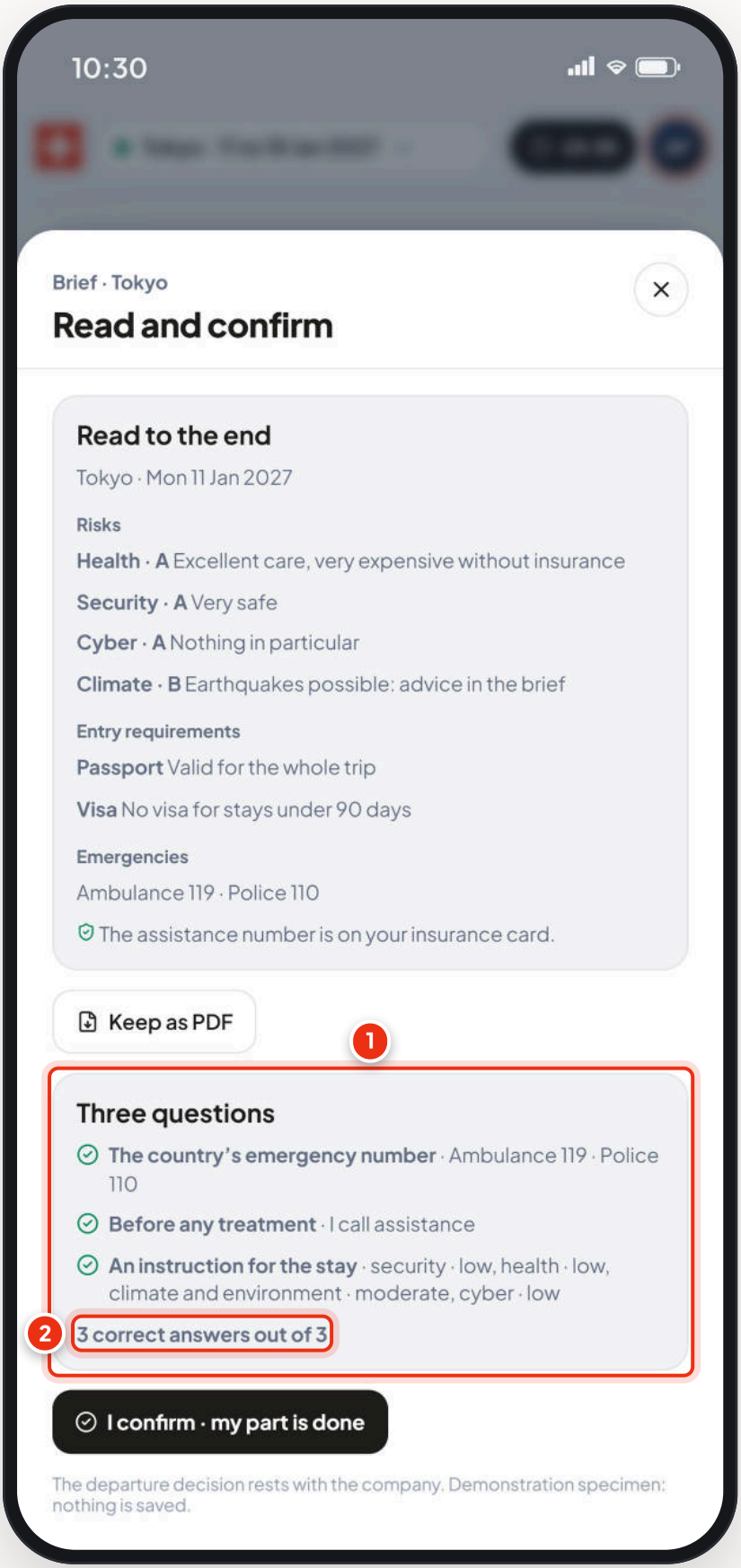
02 / 07

The essentials of the trip, read to the end

The brief rates the risks from A to E and recalls the entry requirements and the country's emergency numbers; Anna can also keep it as a PDF.

1. Risks, rated from A to E
2. Entry requirements and emergency numbers
3. Keep it as a PDF

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



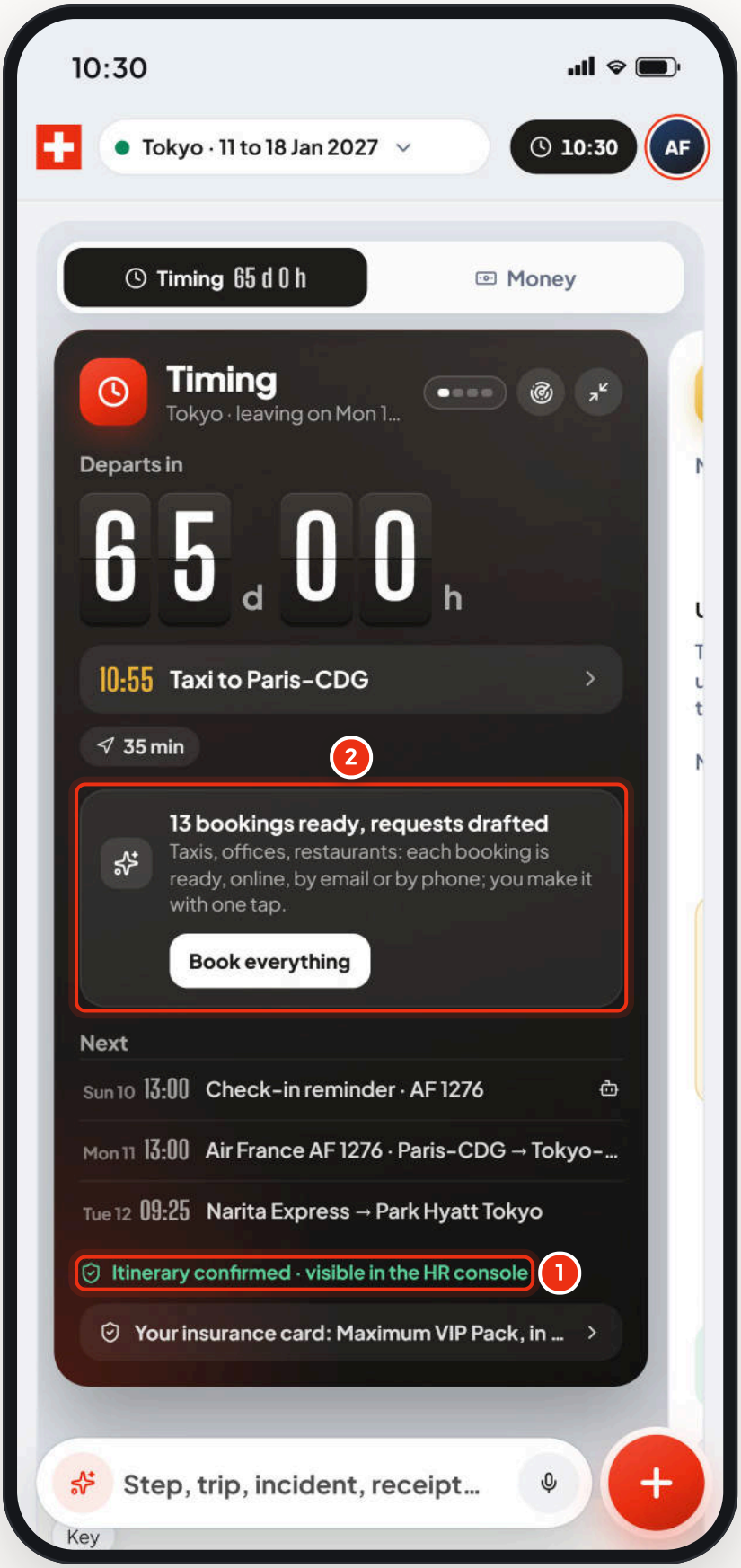
03 / 07

Three questions to be sure of the essentials

Three questions drawn from the trip: the country's emergency number, the reflex before any treatment, a trip instruction.

1. Three questions drawn from the trip
2. Three correct answers out of three

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



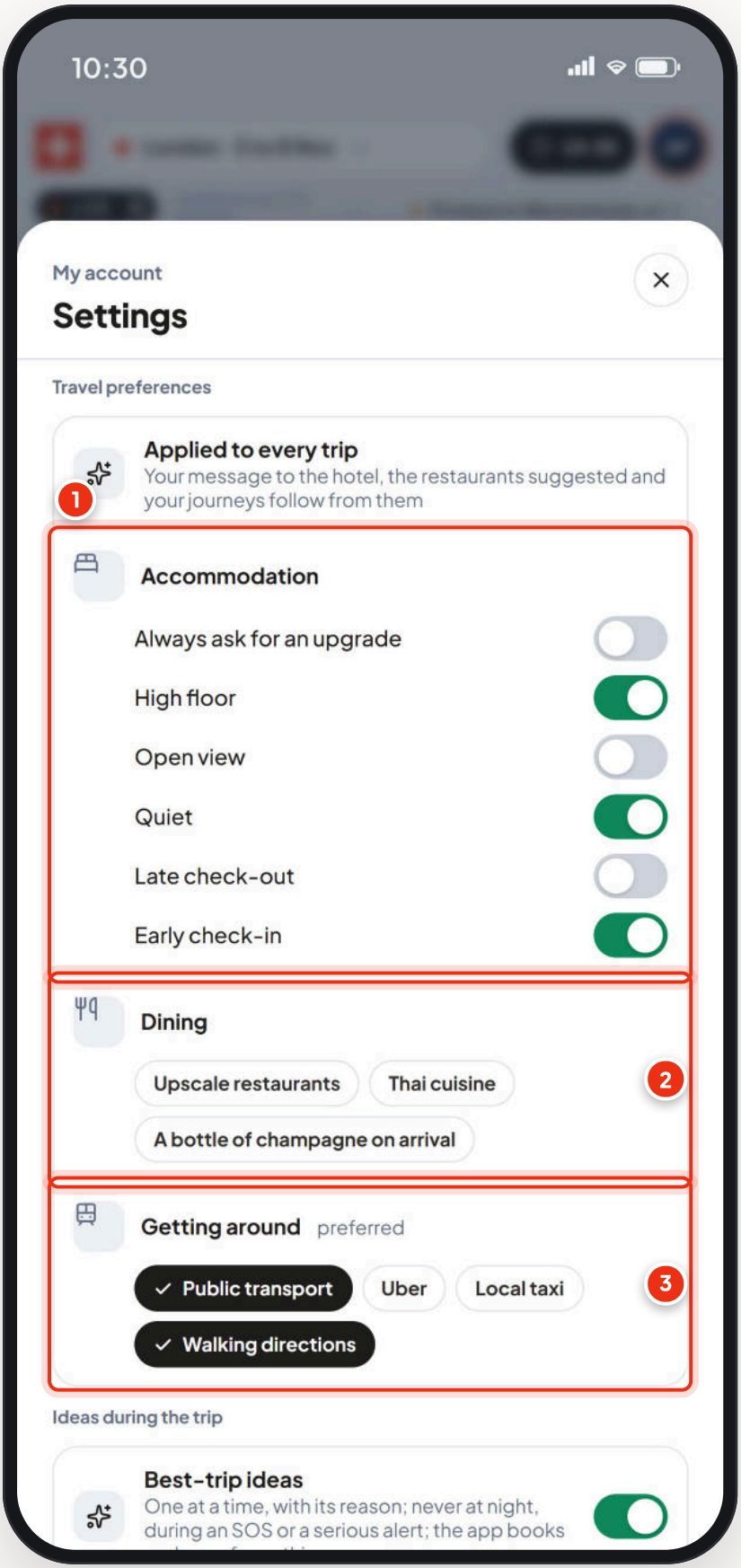
04 / 07

My part is done, the company decides

Anna confirms her part: her itinerary moves to confirmed, visible in the company console, which decides on departure.

1. Confirmed, and visible in the HR console
2. Bookings ready, made in one tap

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



05 / 07

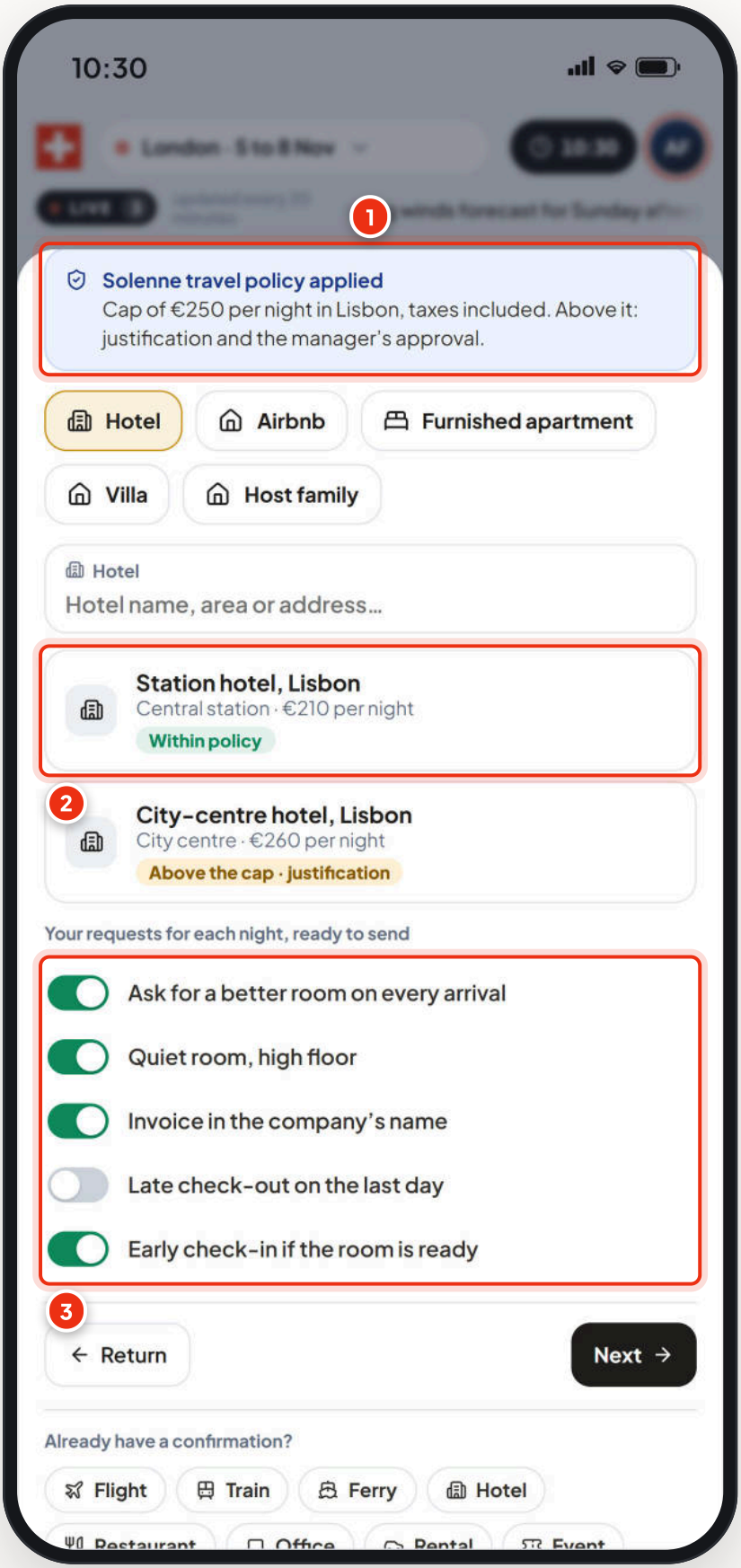
Your travel preferences, set once

In My account, Anna sets her travel preferences once: hotel requests, restaurant tastes, ways of getting around; every trip applies them, from the message to the hotel to the routes suggested.

1. **Hotel requests, once and for all**
2. **Your tastes for suggested restaurants**
3. **How you prefer to get around**

Demo: preference kept for the visit.

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



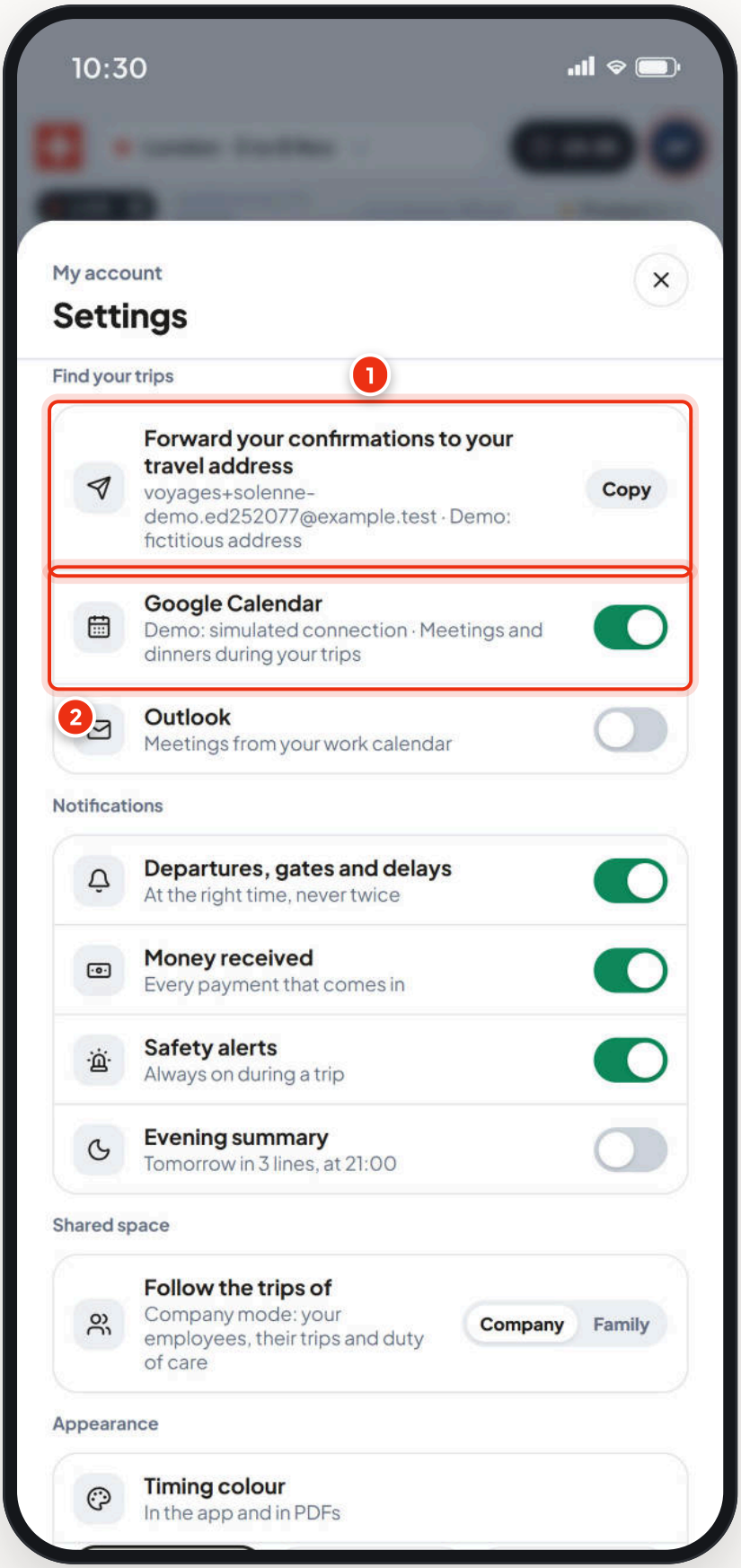
06 / 07

Hotels suggested, within the policy

At the Accommodation step, the agent suggests hotels and says which ones fit Solenne's cap; the requests for each night are ready to send.

1. Company policy, applied
2. A hotel within the policy
3. Each night's requests, ready

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



07 / 07

Forward an email, and the trip is added

Each traveller has a travel address: forward flight, train or hotel confirmations to it and each one is added to the trip; only forwarded messages are read.

1. The travel address, to copy
2. Your calendar connected, if you wish

Demo: the address shown is fictitious.

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

03

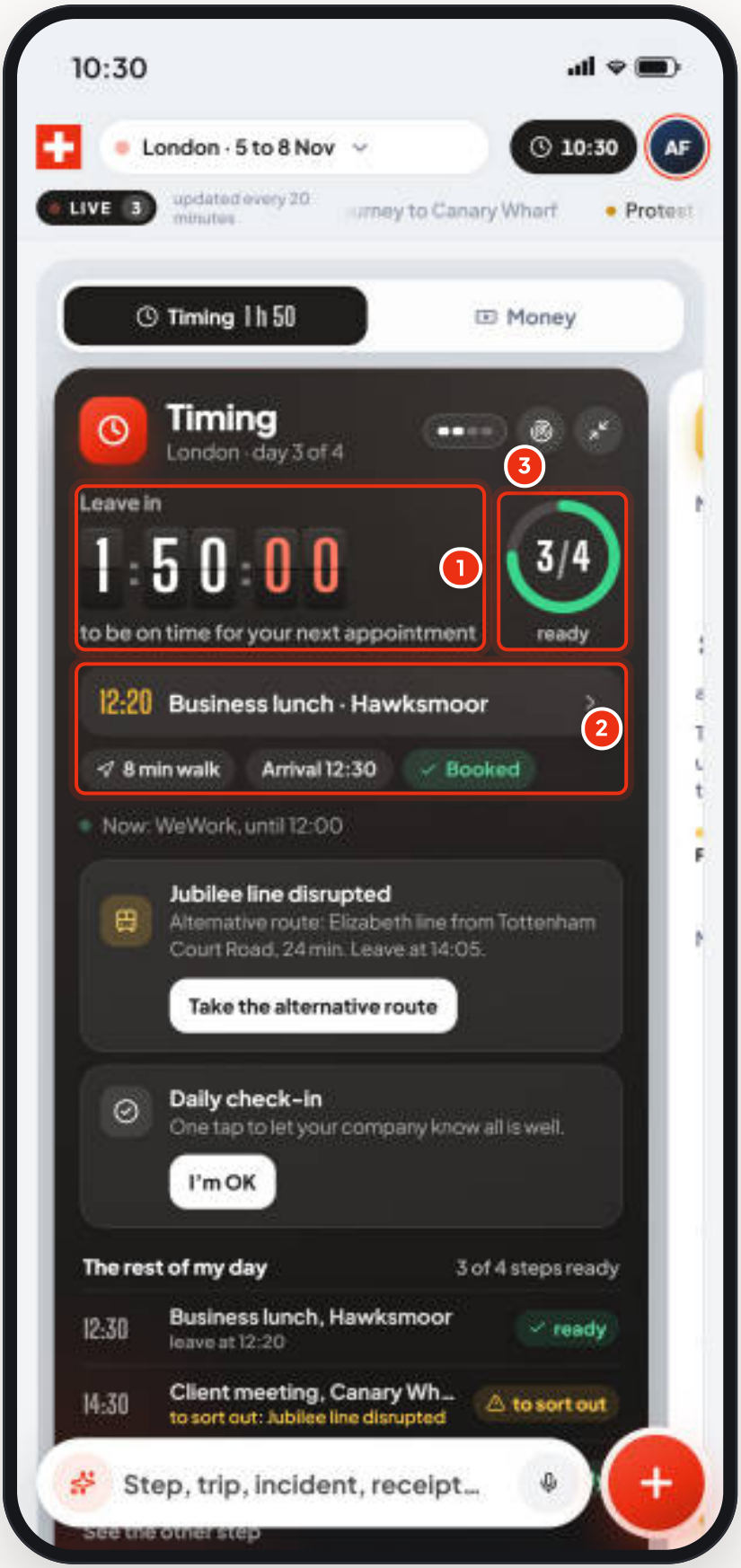
CHAPTER 3

During the trip

Every step prepared within company policy, every booking followed, every delay flagged.

01	Leave on time without thinking about it	18
02	Disrupted route: the alternative in one tap	19
03	The ride to the station, already prepared	20
04	What the agent checked, source by source	21
05	The booking followed through to confirmation	22
06	Passport, ETA, brief: documents checked	23
07	Running late? The message is ready	24
08	The last move is always yours	25

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



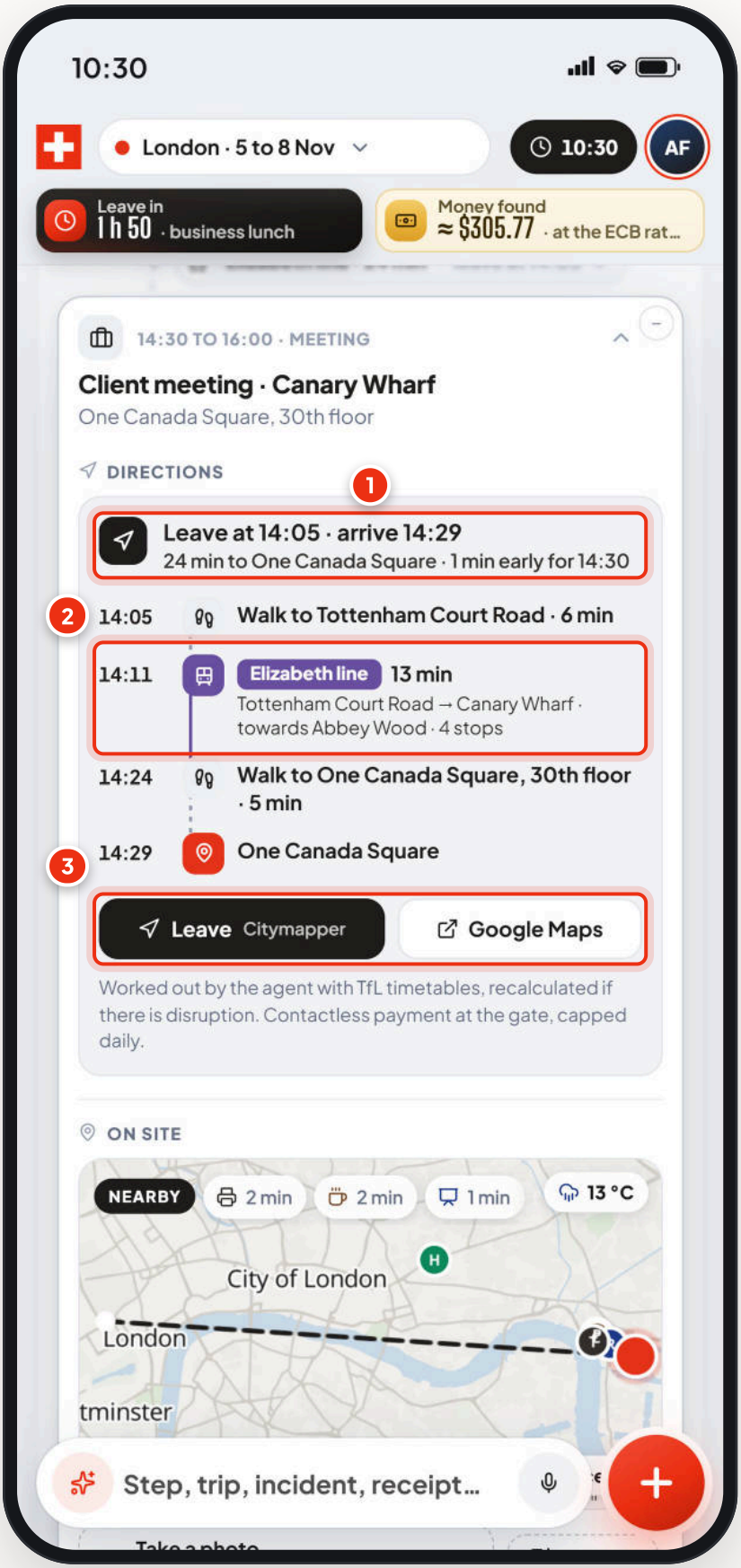
01 / 08

Leave on time without thinking about it

Anna opens the app in London: Timing counts down to the moment she needs to leave to be on time for her next meeting, with the route and the confirmed booking.

1. Leave in: the countdown
2. The next step, route and booking
3. Today's steps already ready

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



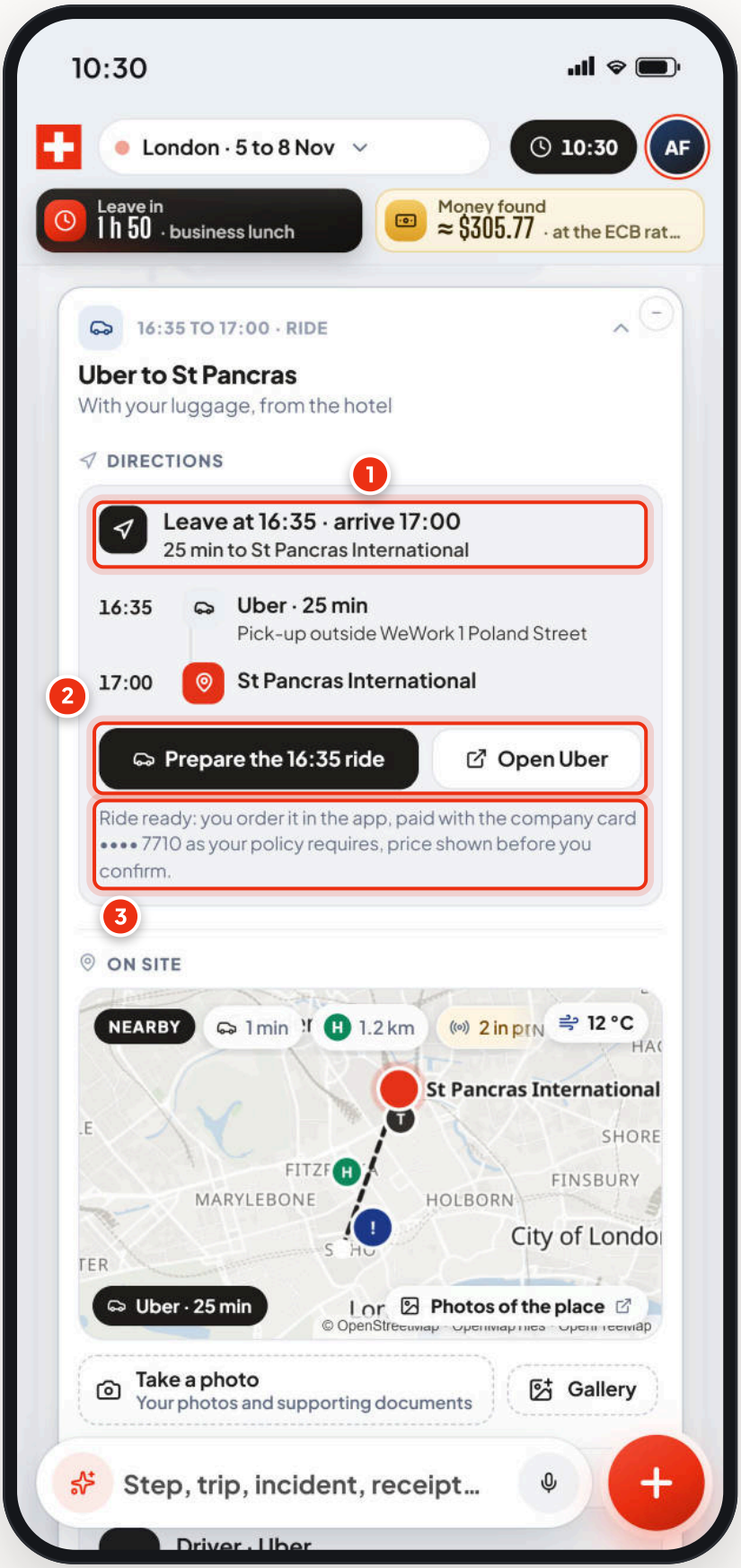
02 / 08

Disrupted route: the alternative in one tap

The Jubilee line is disrupted: Anna takes the alternative route offered in Timing, and her meeting is reset with the new route and arrival time.

1. Departure and arrival, recalculated
2. The Elizabeth line instead of the Jubilee
3. Go with Citymapper or Google Maps

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



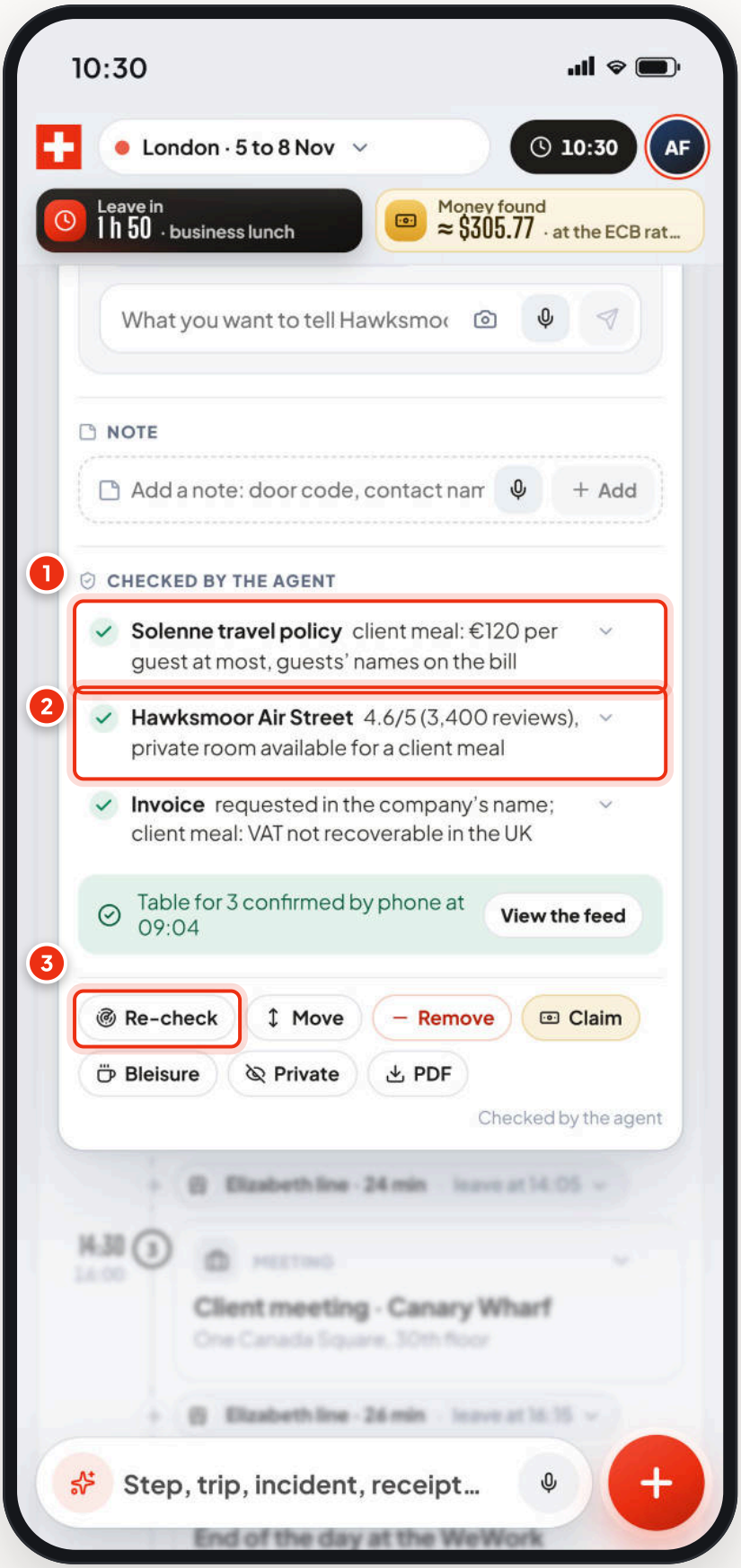
03 / 08

The ride to the station, already prepared

Sunday, for the Eurostar home: the Uber ride is ready at the suggested time, on the company card as the policy requires; Anna orders it in the app, price shown before she confirms.

1. Leave at 16:35, arrive at 17:00
2. Prepare the ride, then open Uber
3. Paid under company policy

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



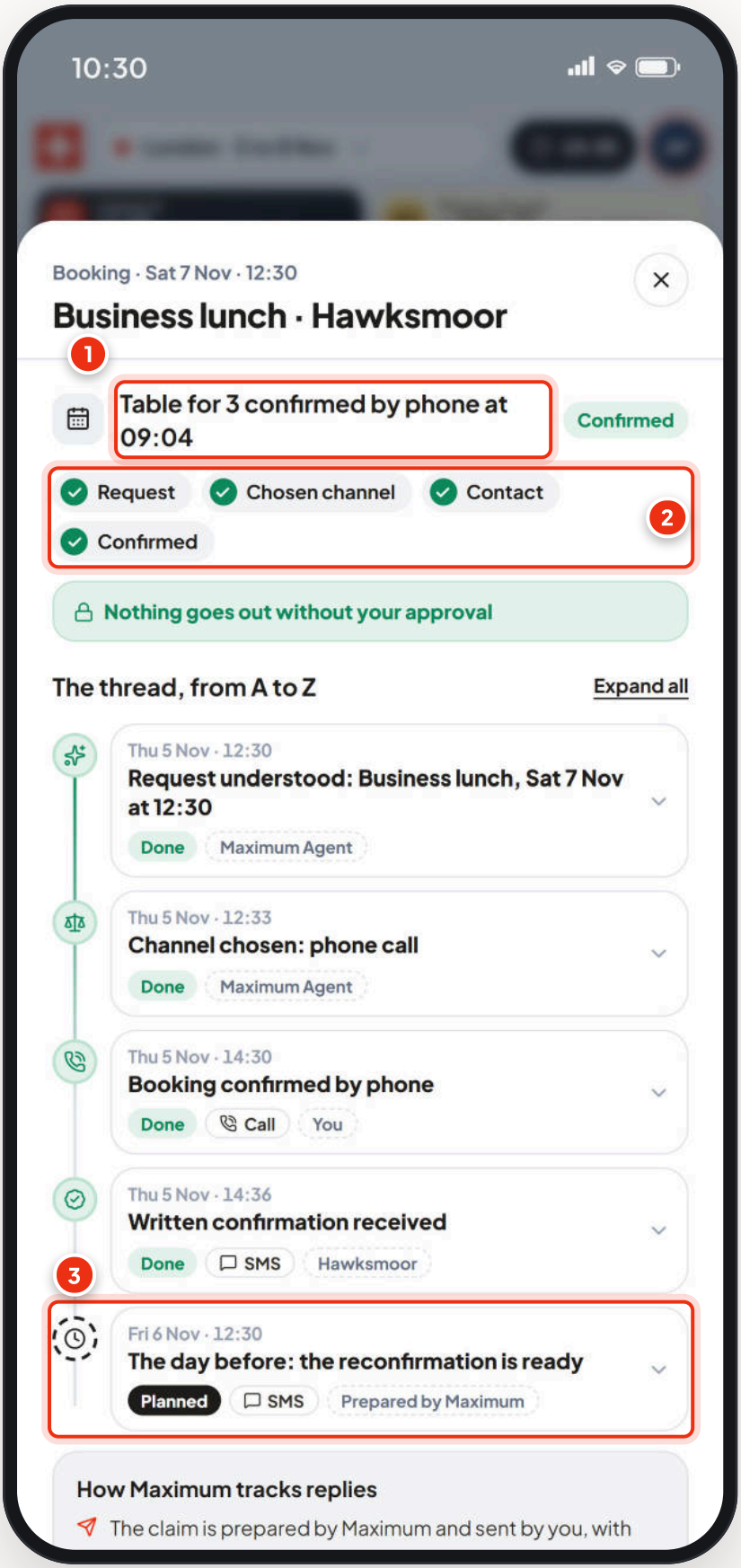
04 / 08

What the agent checked, source by source

Under the step, the agent shows what it checked and where it read it: Solenne's policy for a client meal, the restaurant's rating, the invoice in the company's name.

1. Travel policy, applied to the meal
2. The restaurant: reviews and private room
3. Re-check whenever you like

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



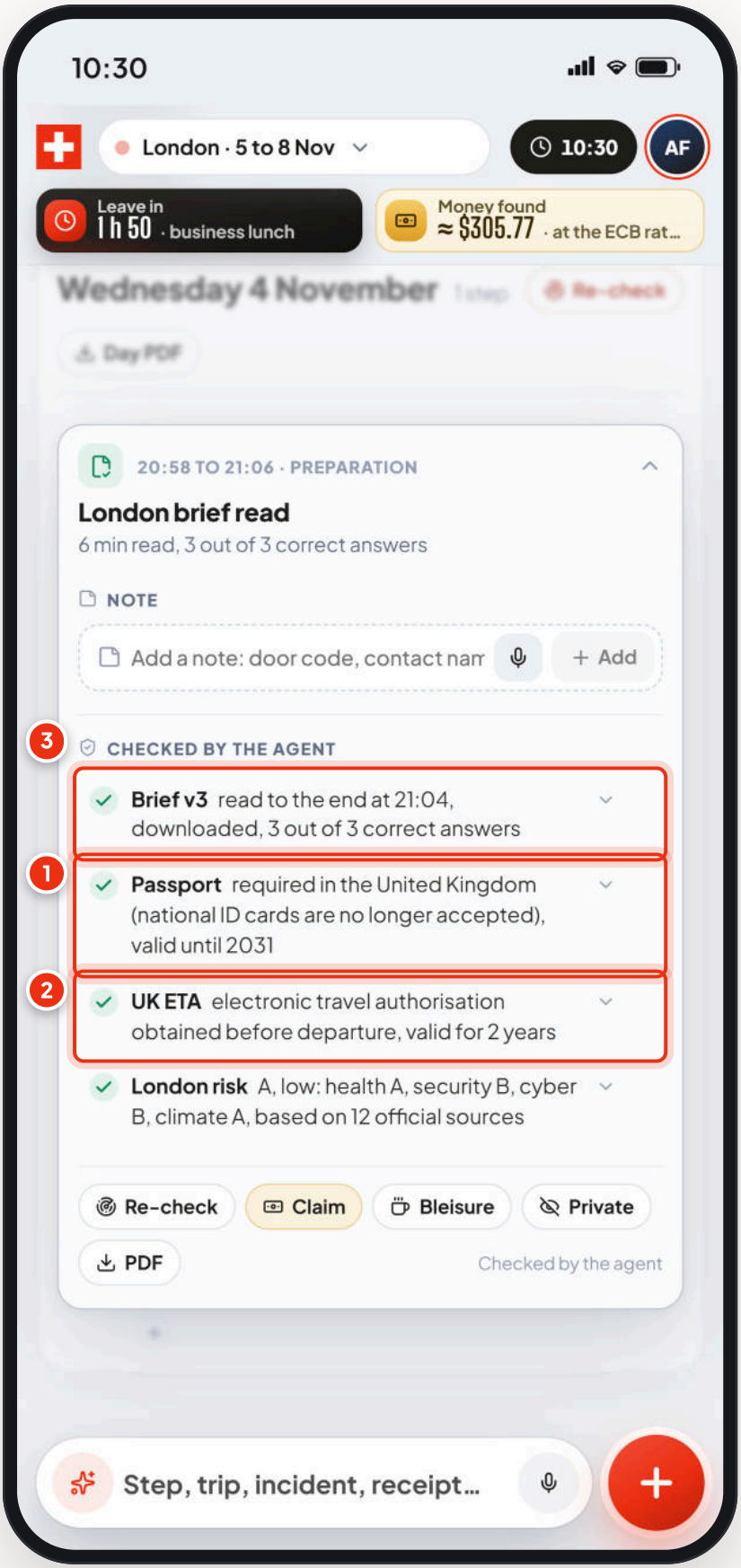
05 / 08

The booking followed through to confirmation

"Table for 3 confirmed by phone at 09:04": the thread shows each stage of the booking and the reconfirmation for the day before, prepared; nothing goes out without Anna's approval.

1. Confirmed by phone at 09:04
2. Request, channel, contact, confirmed
3. The day-before reconfirmation, prepared

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



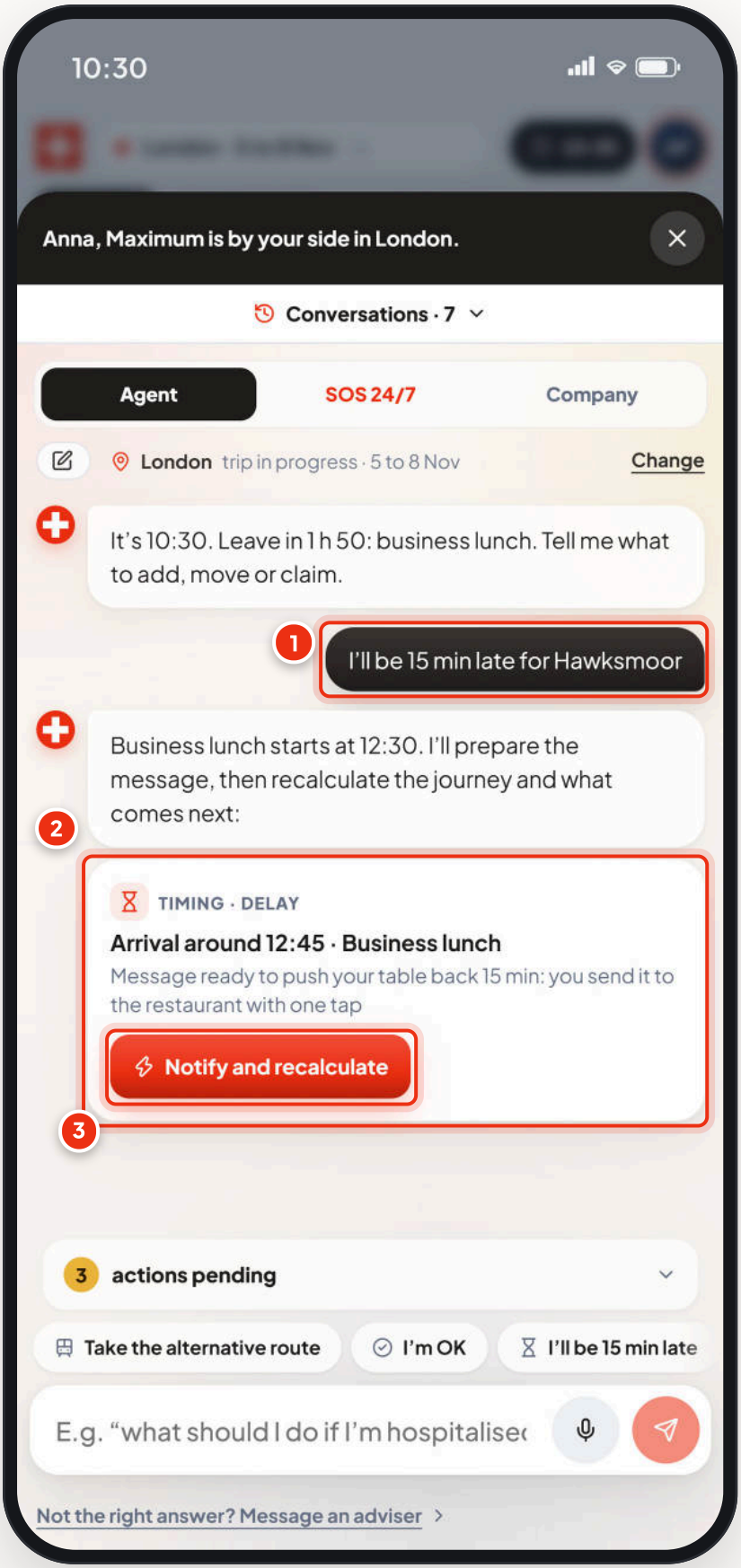
06 / 08

Passport, ETA, brief: documents checked

Before departure, the agent checked the trip's documents: the passport required in the United Kingdom, the ETA obtained, the brief read to the end.

1. The passport required in the UK
2. The UK ETA, obtained before leaving
3. The brief read, three correct answers

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



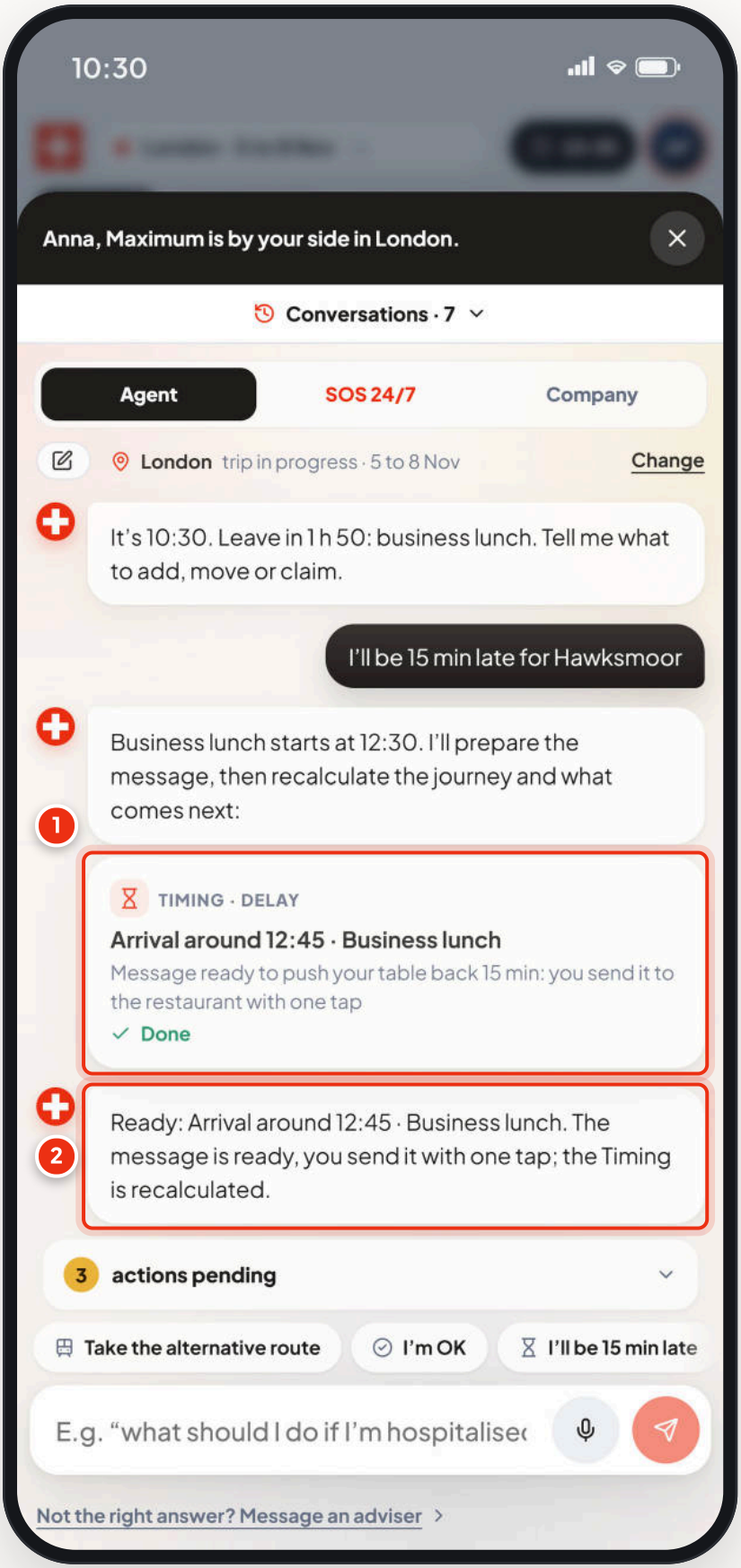
07 / 08

Running late? The message is ready

Anna will be late: the agent prepares the message to move the table by 15 minutes and recalculates the rest of the day; it does not send it for her.

1. Anna's question, in one sentence
2. The message ready for the restaurant
3. Notify and recalculate in one tap

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



08 / 08

The last move is always yours

Anna taps Notify and recalculate: Timing is recalculated, the message is ready, and she is the one who sends it to the restaurant, in one tap.

1. **Timing recalculated: done**
2. **The message ready, sent by Anna**

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

04

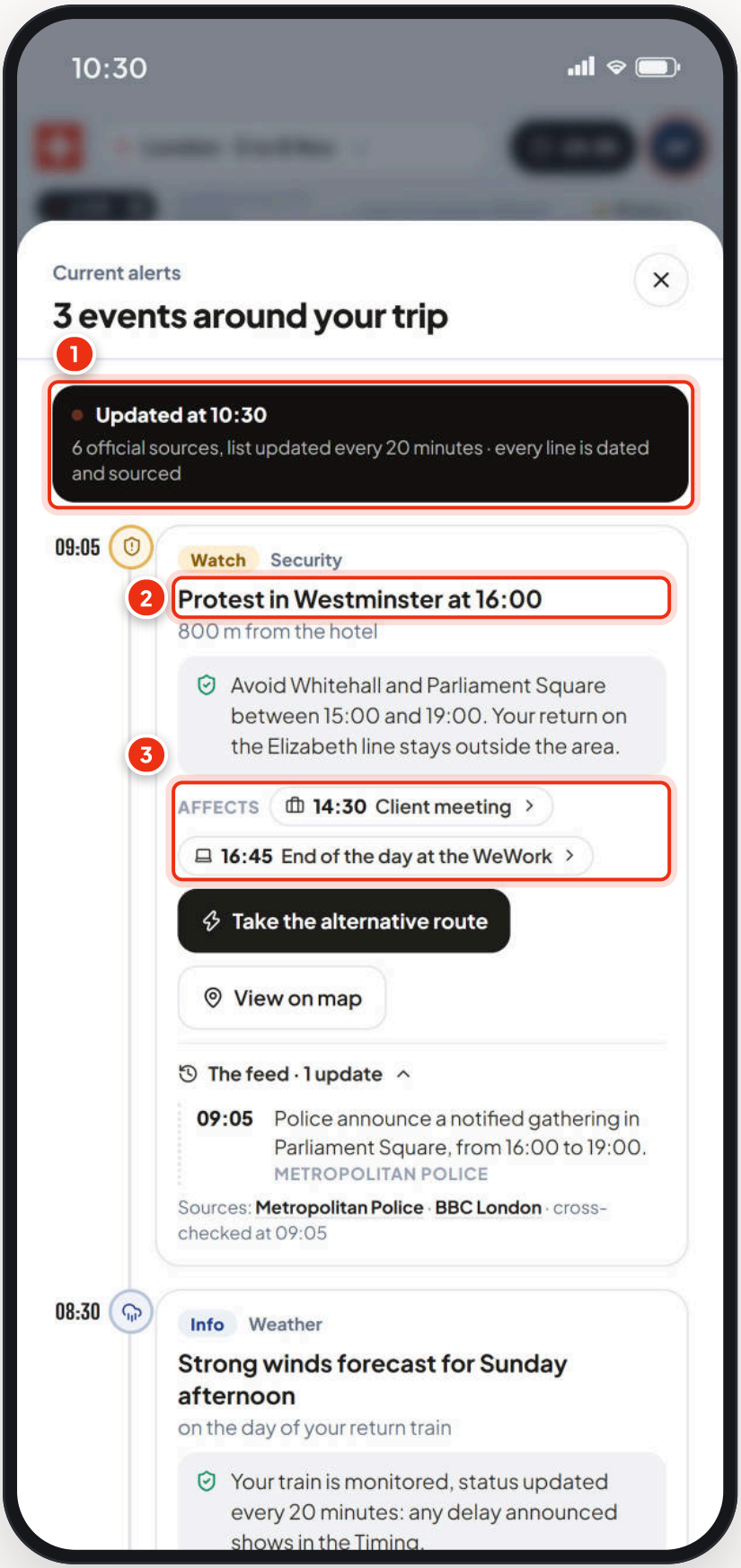
CHAPTER 4

Your safety, with the company informed

Alerts, the trip analysis and assistance; help (SOS) in one tap, and the company never sees where you are.

01	What is happening around you	27
02	An alert, and the right move suggested	28
03	The trip's level, and why	29
04	The country's emergency numbers, always in one place	30
05	Need help? Everything is one tap away	31
06	An adviser who already sees your file	32
07	Your insurance card, even offline	33

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



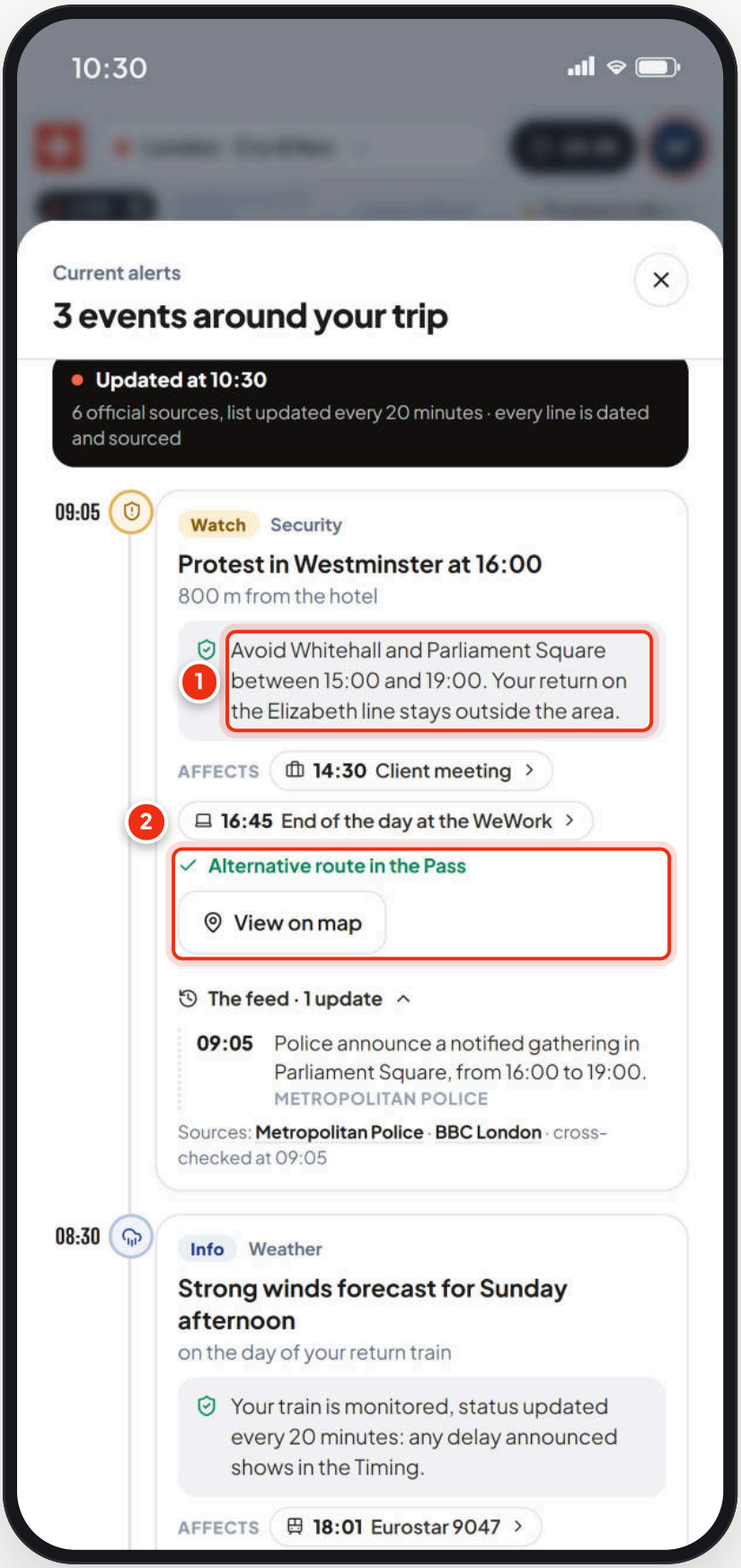
01 / 07

What is happening around you

The trip's alerts come from official sources, updated every 20 minutes; each one says where it is and which steps it affects.

1. Updated every 20 minutes
2. A protest near the hotel
3. The trip steps affected

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



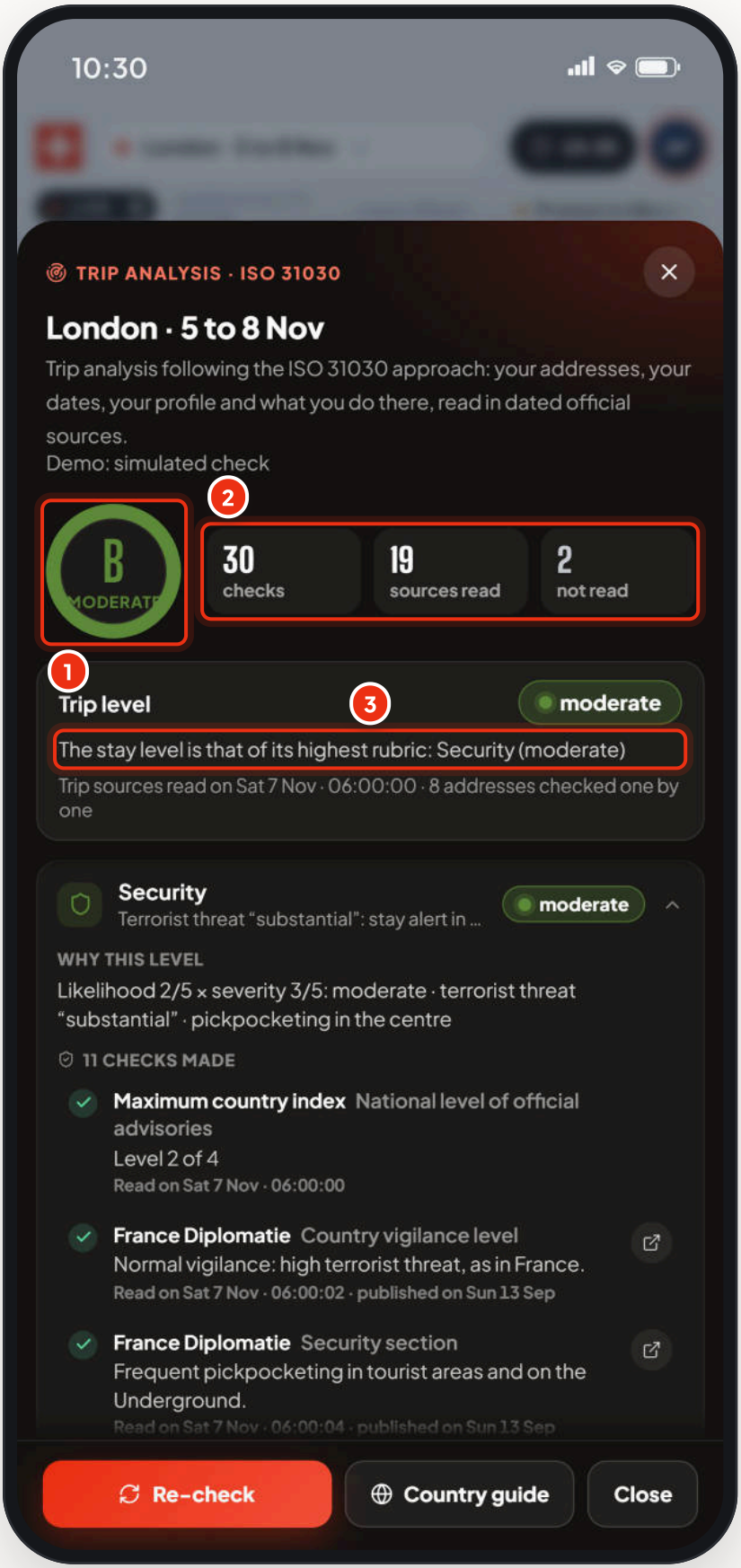
02 / 07

An alert, and the right move suggested

For the protest in Westminster, the app suggests an alternative route; Anna takes it in one tap, and it joins the affected steps.

1. The advice, to avoid the area
2. The alternative route, in one tap

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



03 / 07

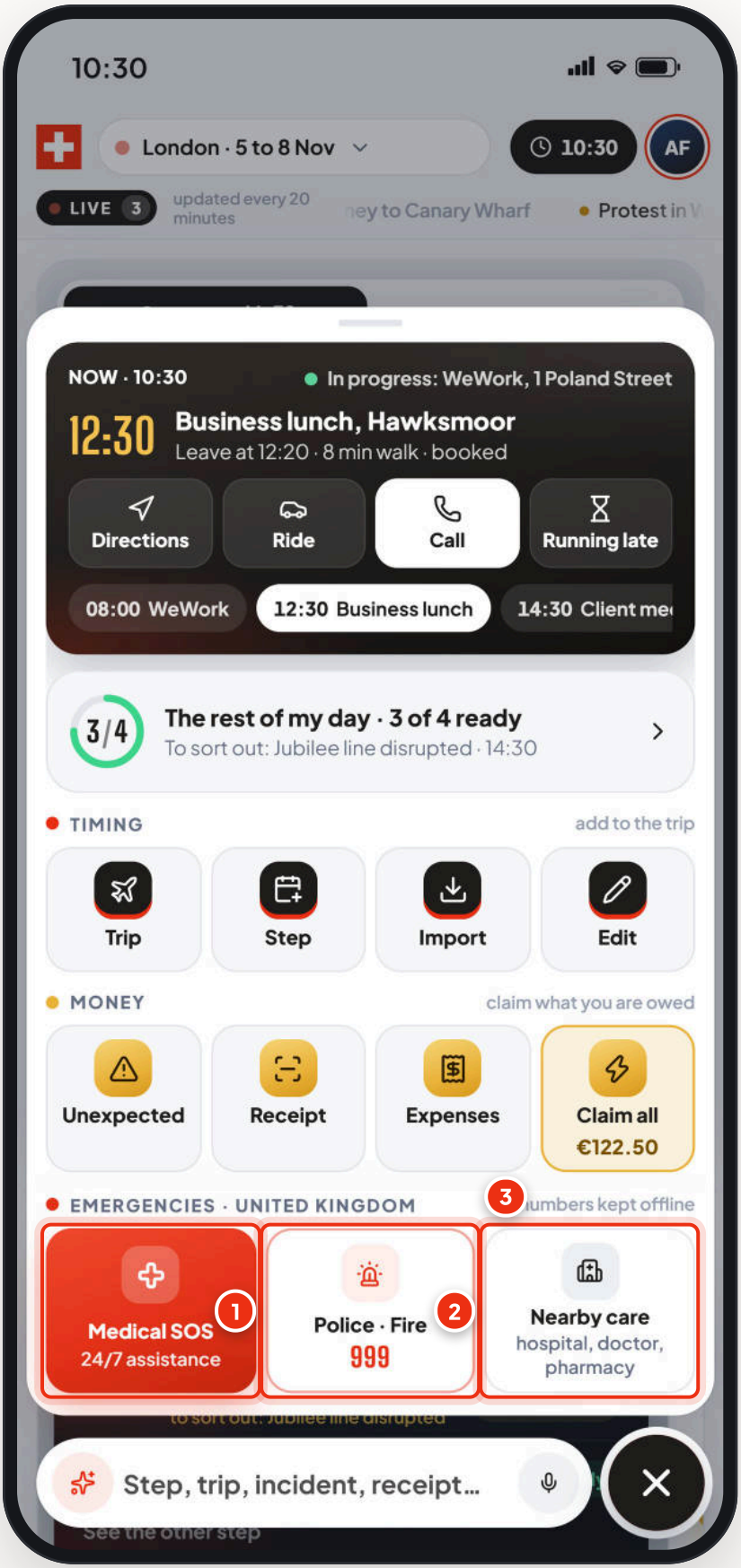
The trip's level, and why

The analysis of the London trip gives a level for each section and for the trip, the highest of the sections, with the checks made and the sources read.

1. The trip's level at a glance
2. Checks made, sources read or not
3. Why this level, in plain words

Demo: simulated check.

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



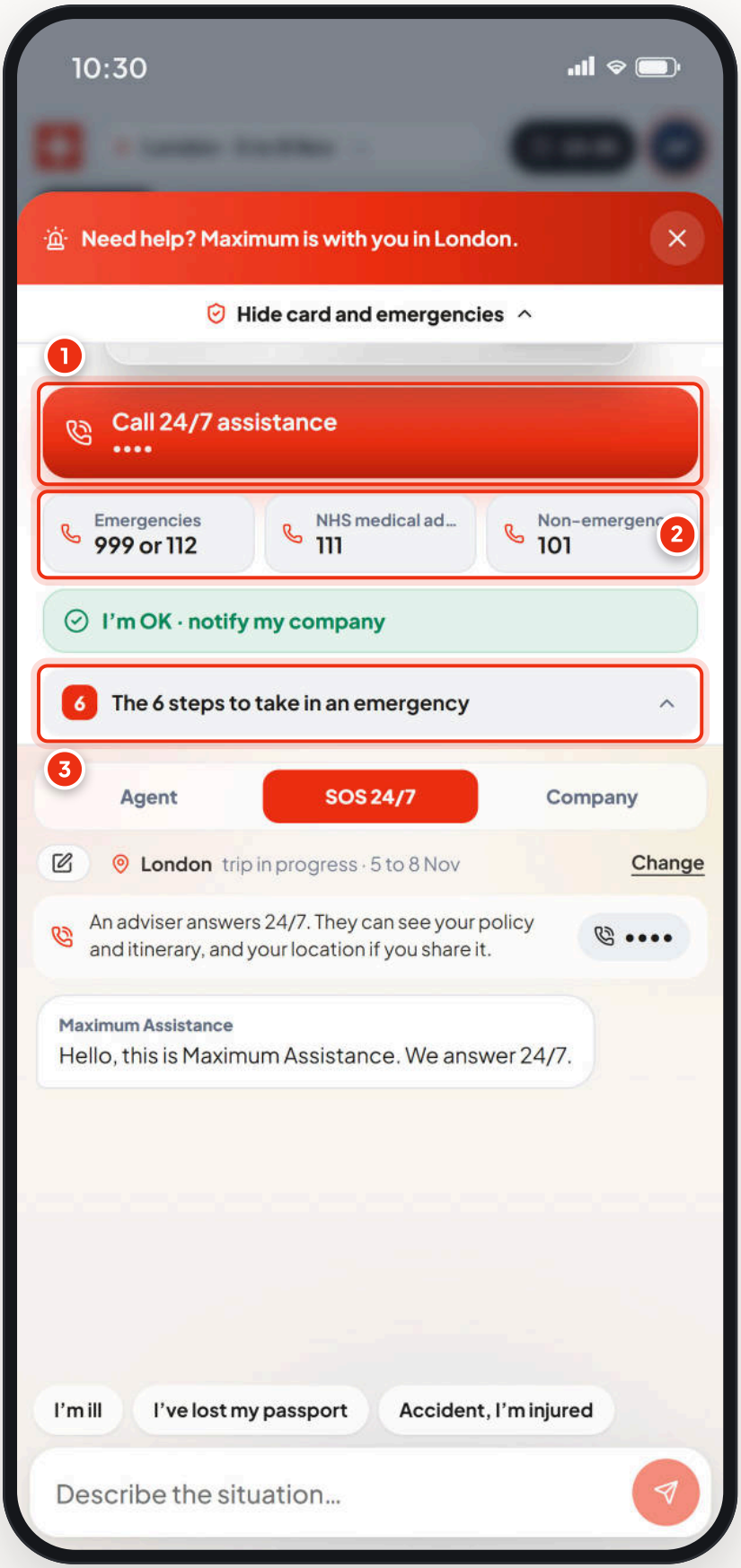
04 / 07

The country's emergency numbers, always in one place

At the bottom, the United Kingdom's emergency numbers, kept offline: Medical SOS to the policy's assistance, police and fire, and nearby care.

1. Medical SOS: the policy's assistance
2. Police and fire: one number
3. Nearest hospital, doctor and pharmacy

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



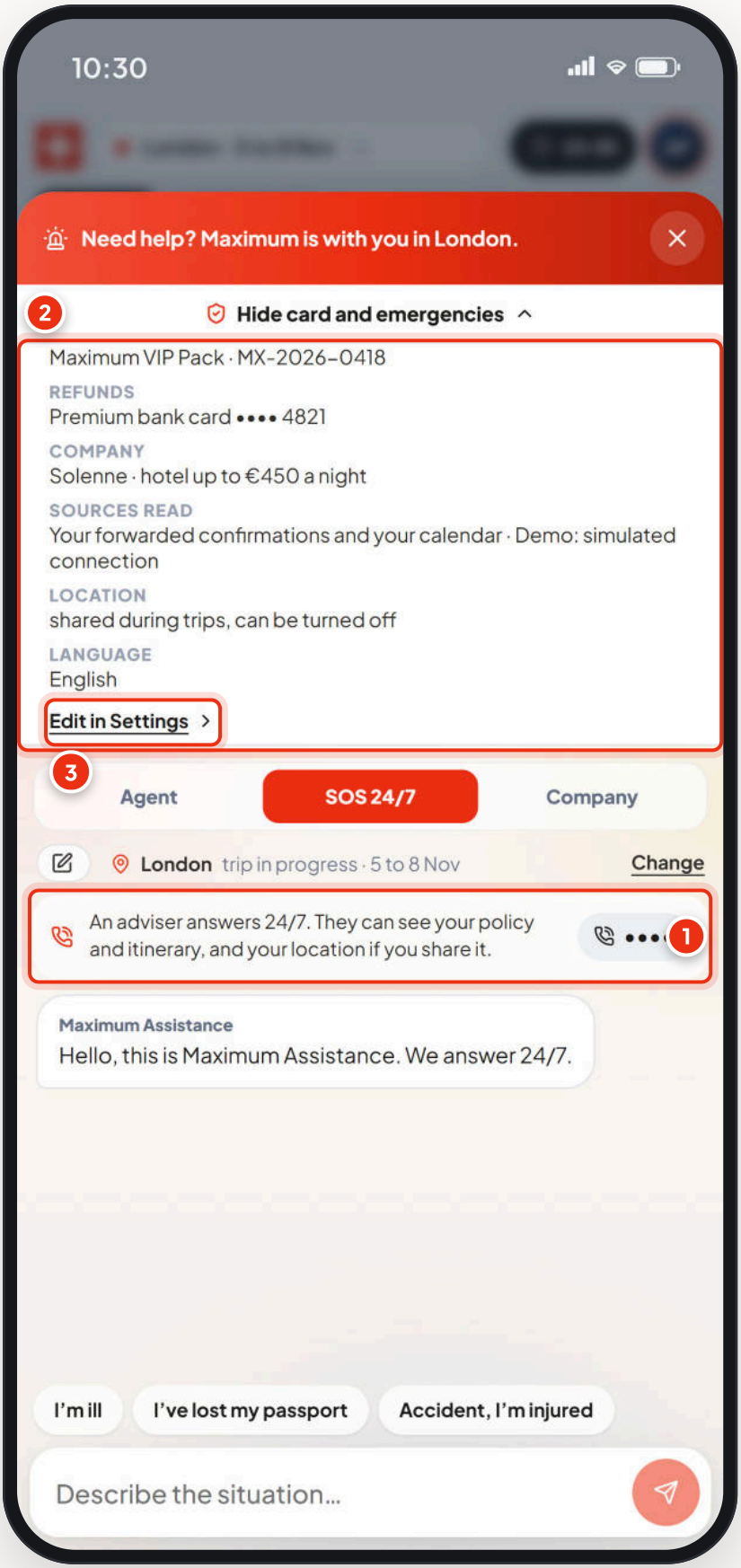
05 / 07

Need help? Everything is one tap away

Medical SOS, among the emergency numbers in the bar, opens the red part of the chat: the call to medical assistance 24/7, the country's emergency numbers and the steps to follow.

1. Call medical assistance, 24/7
2. The United Kingdom's emergency numbers
3. The six right steps, in order

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



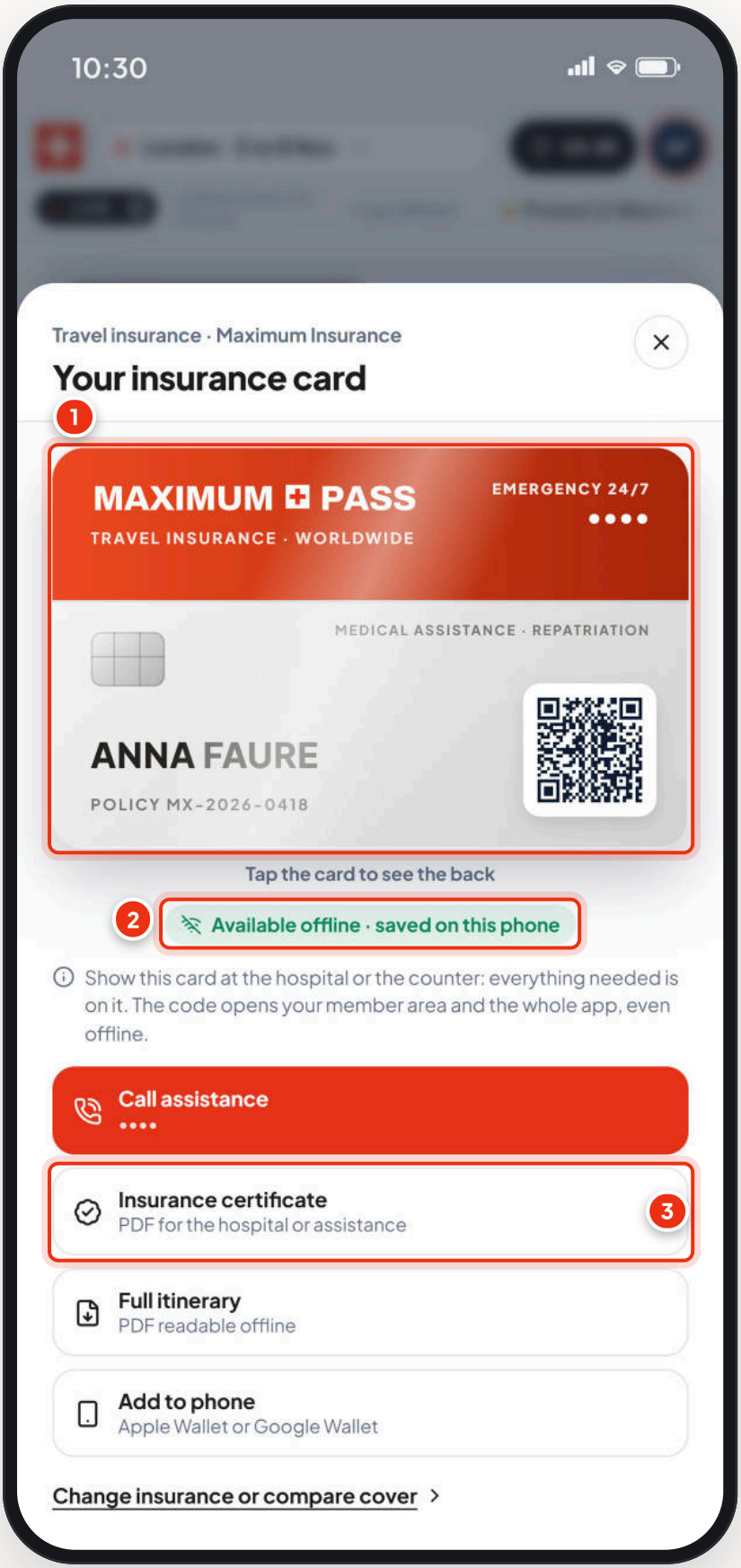
06 / 07

An adviser who already sees your file

Even before the call, the adviser sees the policy, the itinerary and, if Anna shares it, her location; what Maximum knows about the trip is listed, ready for the call.

1. What the adviser sees before the call
2. Trip, policy, language: already known
3. What it knows, editable in Settings

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



07 / 07

Your insurance card, even offline

The insurance card opens offline, to show at the hospital or the desk, with the insurance certificate and the itinerary as PDFs.

1. The card in Anna's name
2. Available offline
3. The insurance certificate as a PDF

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

05

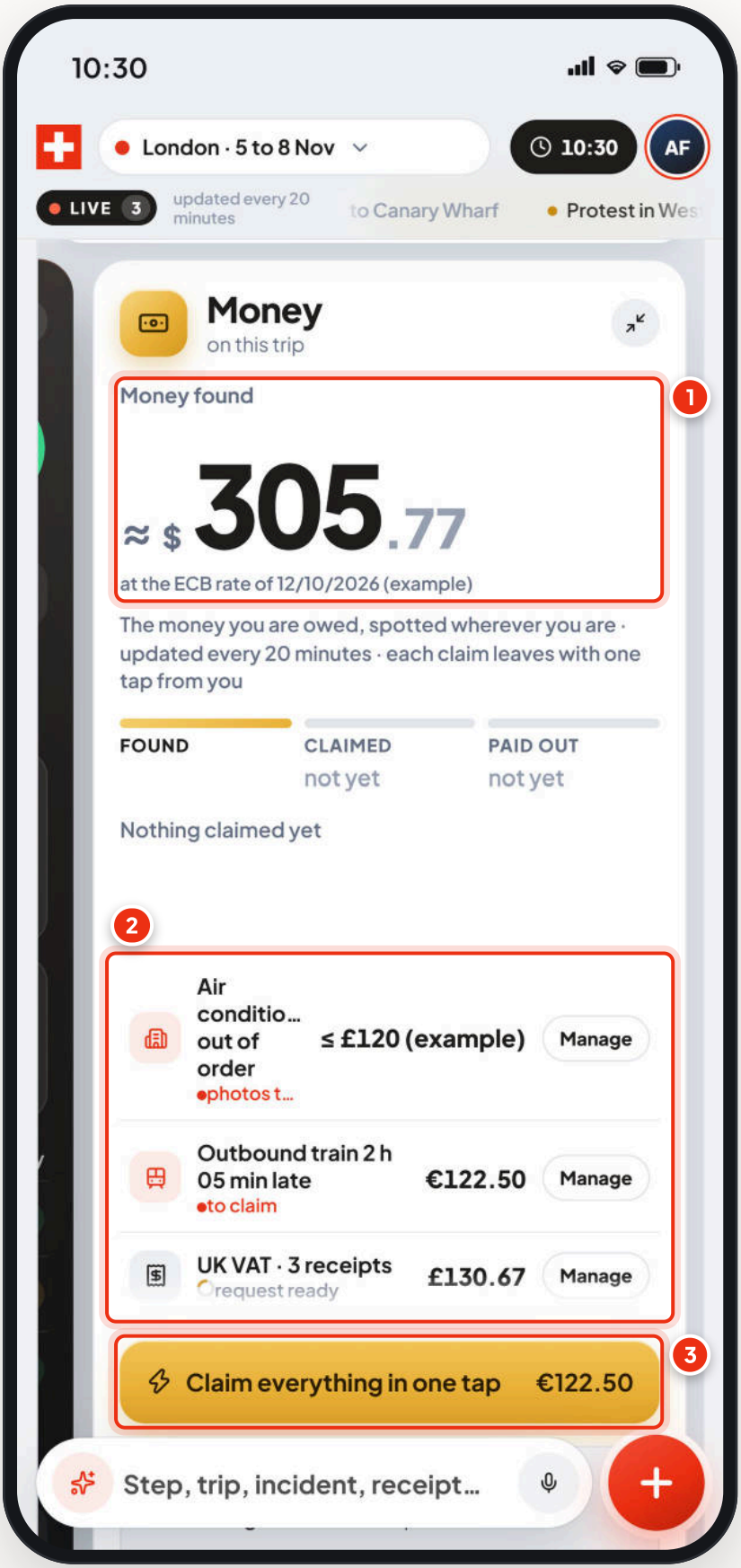
CHAPTER 5

Money and expenses

What is owed on the trip, receipts and VAT, and where each payment goes under the policy.

01	The money you are owed, found	35
02	The request written, to read before sending	36
03	Every expense sorted, VAT already read	37
04	A card payment, added to the trip	38
05	Where the money goes, in plain words	39
06	The employee knows where the money goes	40

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



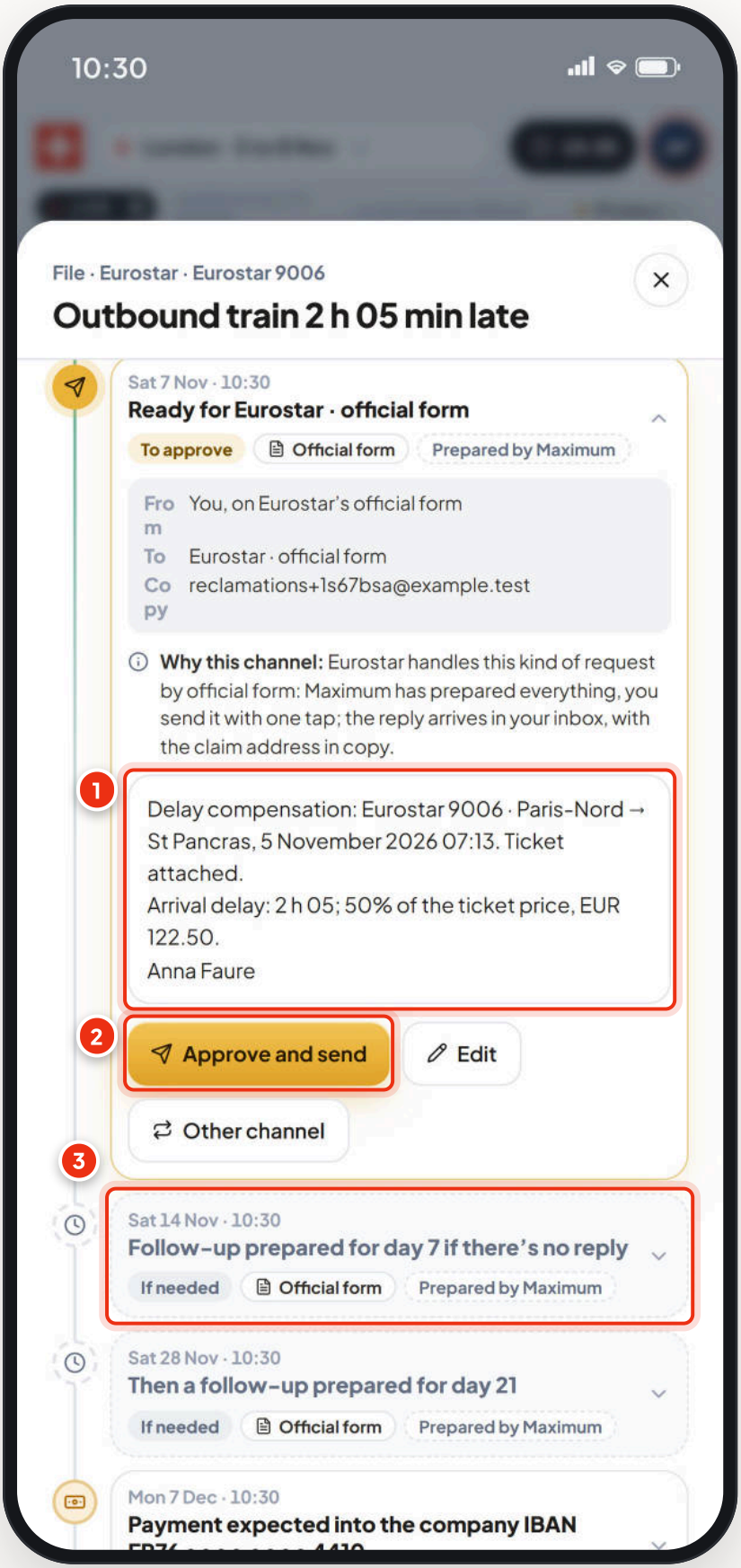
01 / 06

The money you are owed, found

The app finds what can be claimed on the trip: the outbound train that arrived 2 h 05 late, the broken air conditioning, the UK VAT.

1. Money found on the trip
2. Each claim, its amount, its status
3. Claim everything in one tap

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



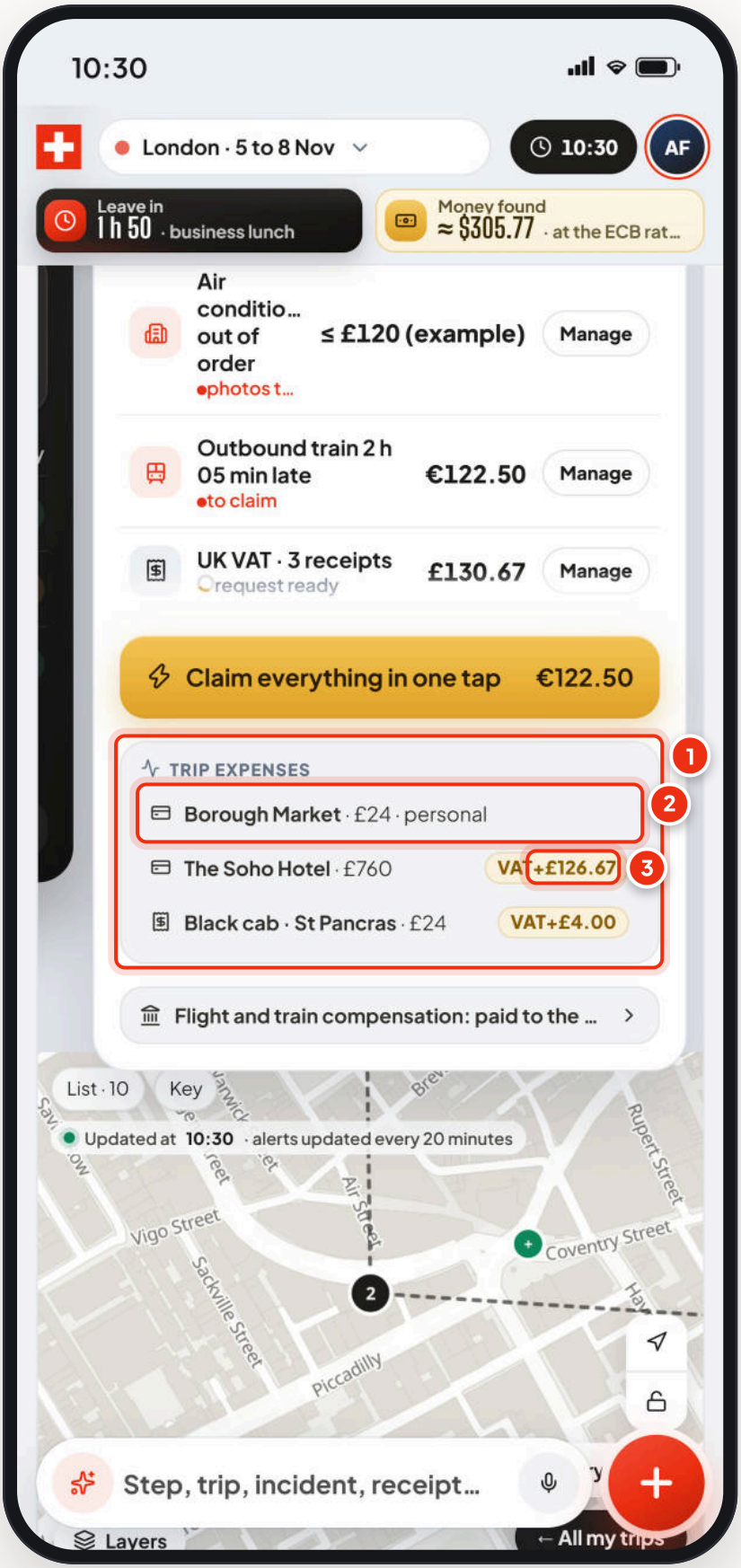
02 / 06

The request written, to read before sending

The request is ready for Eurostar, in English, and the follow-ups are already prepared: Anna reads it, then approves it.

1. The message ready, in her name
2. Approve and send, when it is ready
3. Follow-ups already prepared, if needed

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



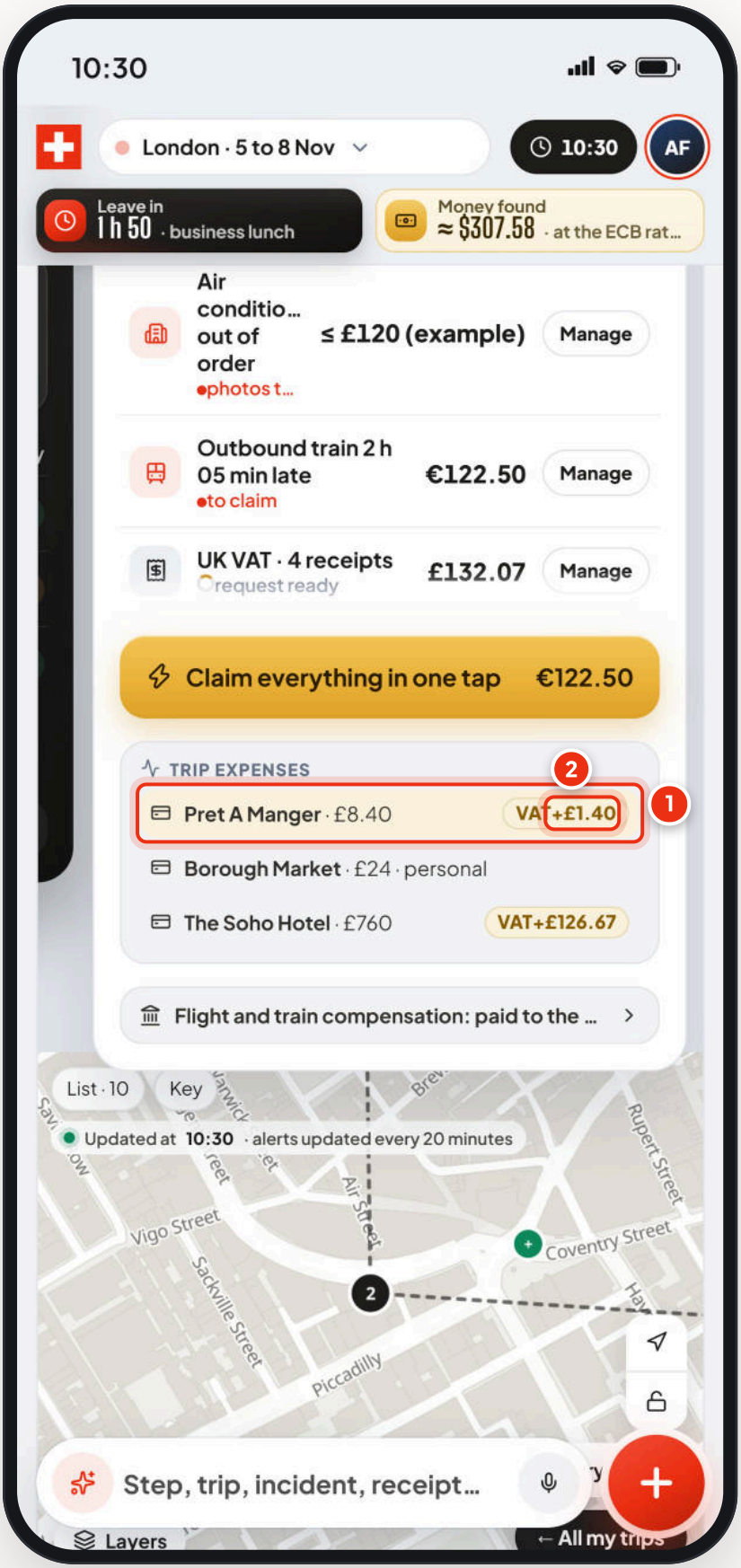
03 / 06

Every expense sorted, VAT already read

Trip payments arrive in the app, sorted as business or personal, with the VAT read from each receipt.

1. The trip's expenses, sorted
2. A personal expense, set apart
3. The VAT read from the receipt

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



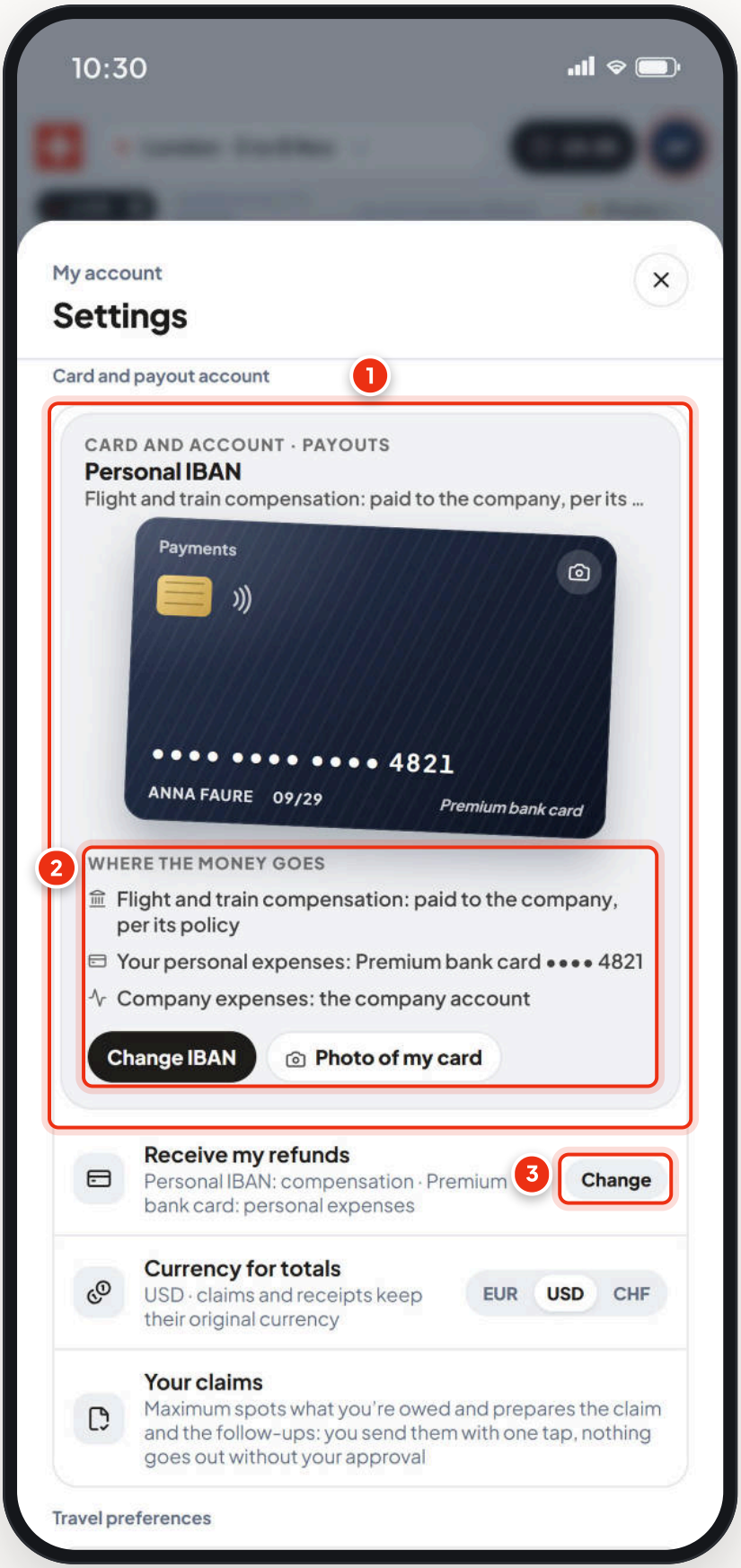
04 / 06

A card payment, added to the trip

Anna pays by card: the line is added to the trip's expenses and the VAT is extracted, with nothing to type.

1. The payment, added to the trip
2. The VAT extracted from the payment

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



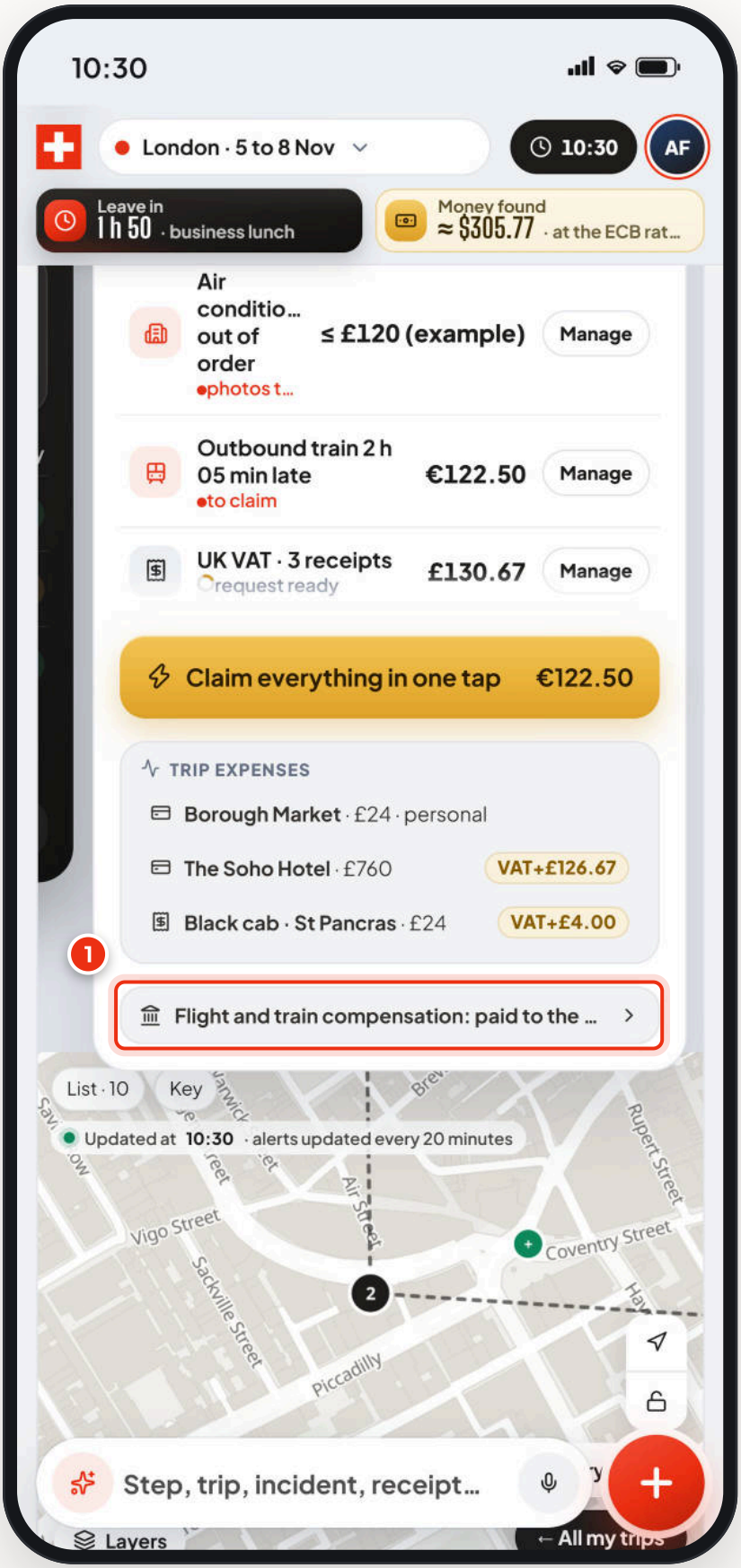
05 / 06

Where the money goes, in plain words

The payment card and the IBAN, always masked: for Anna, compensation goes to the company under its policy, her personal expenses to her card.

1. The card and the account, masked
2. Where each payment arrives
3. Change account in one tap

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



06 / 06

The employee knows where the money goes

In Anna's app, Money says it in one line: her flight and train compensation is paid to the company, under its policy.

1. Compensation, paid to the company

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

The essentials on one page

What to remember, move by move.

01 The brief
is read to the end, three questions, then you confirm your part.

02 Company policy
is applied to every hotel, ride and meal suggested.

03 Your travel preferences
are set once in My account; every trip applies them, from the message to the hotel to the routes suggested.

04 Timing
counts down to when you leave; the alternative route takes one tap.

05 An open step
shows what the agent checked, source by source, and the booking status.

06 Alerts
read against your itinerary, never your location; help (SOS) in one tap.

07 Medical SOS and Police · Fire
always at the bottom; the company is told about an SOS.

08 The agent
prepares the message or the file; you are the one who sends it.

09 Expenses
arrive sorted, with VAT read from each receipt.

10 Compensation
goes where company policy says, written in one line in Money.

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

MAXIMUM INSURANCE

The Maximum app, one guide per persona.

Edition of 13 November 2026 · Business traveller