

# Business Travel Program Health Check

## Does your travel program save you time and money?

Is your business travel program giving you the most bang for your buck? Regular check-ups are the key to keeping things running smoothly. Our business travel health check spots opportunities for improvement, ensuring you're maximising every cent. Trust us to boost your travel program with all heart and no hassle.



Answer the questions below to find out how your travel program is performing.



**START SAVING**

People	YES (1) / NO (0)
Are your travel profiles and preferences including emergency contact details up to date?	
Do your travellers know the process for booking travel?	
Have you considered employee wellness during business trips?	
Do you have access to 24/7 emergency information and assistance?	
Do you have a current Corporate Travel Insurance policy?	
Does your business receive live travel alerts based on global events?	
Would you know where your travellers are in a crisis?	
Technology	
Do you use an OBT (Online Booking Tool)?	
Do your travellers use a mobile app to manage/view their travel?	
Does your company have an efficient travel approval system?	
Has your company implemented an automated expense and reconciliation process?	
Do you have access to an online reporting system?	
Can you track your costs by category?	
Are all your rural hotels/motels loaded on your online booking tool?	
Is your data secure?	

Travel Policy	YES (1) / NO (0)
Do you have an up-to-date travel policy in place?	
Is your travel policy easily accessible to all travellers?	
Are you confident that your employees have read and understood your travel policy?	
Does your policy state what travel is permitted and who is authorised to book and approve travel?	
Does your travel policy include a clear process if things go wrong?	
Travel Partners	
Have you reviewed your supplier (air, car and hotel) agreements to ensure they meet your current needs?	
Do you have a clear directive on utilising safe ground transport such as Uber or other ride-share companies vs. taxi?	
Do you make use of corporate rates?	
Are you maximising the benefits of loyalty programs?	
Program Optimisation	
Do you have access to reporting for measuring consolidation, spend, travel trends and other metrics?	
Do you have visibility of your credits on hold via an OBT or reporting?	
Do you receive accredited carbon emission tracking?	
Can you track booking behaviour, fare types and advanced purchases?	
<b>Total:</b>	

## How travel smart is your business?

Add up your scores to see how you measure up.

**0 - 10 - Low - Great start** - Recommend a review of your travel program and policy

**10 - 15 - Medium** - Opportunity to review and improve areas of your travel program and policy

**15 - 20 - Good** - It's looking good, what areas do you need to focus on to move into the next category?

**20 - 28 - Excellent** - Great work, your program is very healthy!



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