BUILDING A TRAVEL POLICY

A corporate travel policy should be a clear picture, start to finish, of what booking a business trip encompasses. Starting with where to book travel and ending with the paperwork required upon return, here are a few tips:

OVERVIEW

- There should be clear instructions and policy parameters- vague guidelines leave the policy open for interpretation and can lead to policy violations

BUDGET

- Include specific price limits on flights, car rentals and hotel stays

BOOKING PROCESSES

- Include how/where to book (full service? online booking tool?) and in what time frame
- Include required approval processes

PAYMENT PROCEDURES

- What is paid for by the company directly (airfare paid on a ghost card)?
- What is reimbursable if there are not company credit cards issued for travelers?
- What is considered a personal expense and non-reimbursable by the company?

RECONCILIATION GUIDELINES

- What documentation is required for reimbursement?
- What happens if over budget or required documentation isn't supplied?

EXTERNAL CONSIDERATIONS

New technology or trends

- Ride-sharing apps: Uber, Lyft, etc.
- Unconventional lodging: Air BnB

Ancillary items

- Do you want to provide a cushion on your travel budget for these items?
    - Extra baggage fees
    - Discounted room/seat upgrades based on status

INTERNAL CONSIDERATIONS

Your company culture should drive your policy. Ultimately the themes that are most important to your company should be the underlying theme of your policy.

QUESTIONS? CALL YOUR DEDICATED ACCOUNT CONTACT:

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