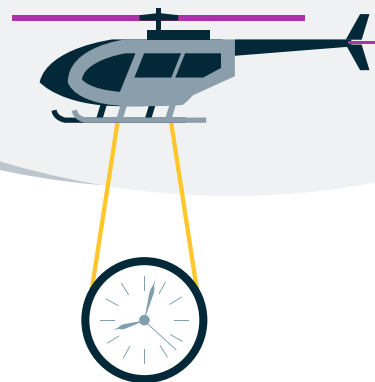


Business travel savings checklist

As you prepare to get your travelers back on the road post COVID-19, use this checklist to ensure you're getting the savings your business needs.



Supply

You need to deliver tangible cost savings to your organization, and a travel management company (TMC) can help. A TMC can save you — and your travelers — valuable time, and help everyone be more productive.

Does your TMC or supplier deliver:

- ☐ Relevant travel options at a lower rate than publicly available?
- ☐ An automatic refund or credit note for eligible unused air tickets?
- ☐ A mobile app with last-minute hotel deals of up to 70 percent off?

Booking

Easy-to-use technology should support you and your travelers to book in compliance with your company's travel policy. A TMC with modern, intuitive technology will save money by incorporating your policy into the booking tool. This means cost-controlling measures, like spending limits on accommodation, are included, and anything booked out of policy is flagged for approval.

Does your company provide simple-to-use technology, like:

- ☐ A digital solution that offers the same view to both bookers and TMC travel consultants? For example, at Egencia, our travel consultants see the same view as our customers, which makes the support experience faster and more personalized.
- ☐ A simple, consumer-like booking and amending experience for travelers and arrangers?
- ☐ Cross-device functionality for travel managers, including bulk profile management, duty of care technology, and reporting that's available wherever the user's based?
- ☐ Personalized travel options, within a policy-defined cost bracket, to prioritize the best results for your travelers, ease their frustration, and support their compliance?



Support

Your travelers need 24/7 support when they're on the road. And your travel manager needs the support of an expert TMC partner in order to optimize your travel program.

Does your company have a healthy mix of software and support to offer your business, like:

- ☐ Expert travel consultants available 24/7/365 to save you travelers stress?
- ☐ Services like Click-to-Call an agent or Request a Callback to help provide convenience?
- ☐ Robust onboarding and training, detailed traveler communication plans, interactive user toolkits, and more?
- ☐ Expert advice on things like risk management, visas, and reporting that can help identify savings opportunities?

Reporting and data

The right insights can turn your travel program from just another cost center into a center for growth, where it's simple to optimize performance and maximize savings. Access to data that provides visibility into your travel program's performance is critical. Egencia Analytics Studio is designed to give you the visibility you need to run an efficient and effective travel program.

Does your company have the reporting capabilities and expertise to help you:

- ☐ Track your success metrics across air travel, hotel stays, train tickets, and car rentals?
- ☐ Filter your view by department, traveler group, and booking method to help you understand how your travel budget is being spent so that you can find cost-saving efficiencies?
- ☐ Compare your program to other like-sized companies with a benchmarking dashboard that helps you pinpoint areas of opportunity in an instant and shows you where your program can be optimized?
- ☐ Save time and money tracking your CO2 footprint and your travelers' safety? For example, Egencia Carbon Emissions dashboard can help your business stay on track of its eco-friendly goals. And Egencia Traveler Tracker can help you identify where your travelers have been and where they're scheduled to be so that you can provide support to them in an emergency.



Adoption and compliance

You need your travelers to embrace your travel program to be successful and realize savings. A TMC, and its technology, should support you in driving high online adoption, and compliance should feel easy and natural.

"We have a world-class rate of 94 percent online booking. If you don't have a tool that people want to use, they're not going to use it. I've had other tools in my past lives at other companies where you don't have that type of adoption at all."

- JJ Giachetti, corporate travel manager at Umpqua Bank.

Does your company support its desired traveler behavior with:

- ☐ Frictionless, consumer-like booking and management technology that's easy to use and all in one place?
- ☐ A cross-device booking capability on desktop, mobile app, and tablet that gives travelers the same experience whether they're booking at their desk or on the road?
- ☐ A visible policy that's woven into a travel booking tool so that your travelers can easily make choices based on what is in policy and compliant?
- ☐ Personalized recommendations based on your company's travel policy and your travelers' behavior? For example, encouraging stays at your program's preferred accommodations.

Innovative technology

A TMC with the right technology can help you deliver savings in your travel program in several ways. From the auto-rebooking of hotels at a lower rate, to providing savings on air travel, your business needs its TMC to do the legwork when it comes to getting the best available price for the option you choose.

Does your company have access to the best travel technology, like:

- ☐ Built-in technology via your TMC solution that intelligently searches for lower hotel rates on your behalf and automatically rebooks the same hotel stay at a lower rate, should its price drop before travel?*
- ☐ A TMC solution with built-in technology that automatically searches and rebooks a flight with the same class, amenities, route, and airline at a lower rate prior to departure?*
- ☐ Preferred rates at tens of thousands of hotels that don't just mean a cheaper stay, but a better value stay? Egencia Preferred Rates for example, often include exclusive extra amenities like free Wi-Fi, breakfast, and flexible cancellations?

*Available in multiple locations with the Egencia solution.



How did the assessment go?

If you have gaps in your checklist, you're missing out on some valuable savings opportunities. Don't let them slip away, get in touch with us to see how managed travel with Egencia can help deliver savings — and add value — to your business travel program.

[Talk to us today.](#)