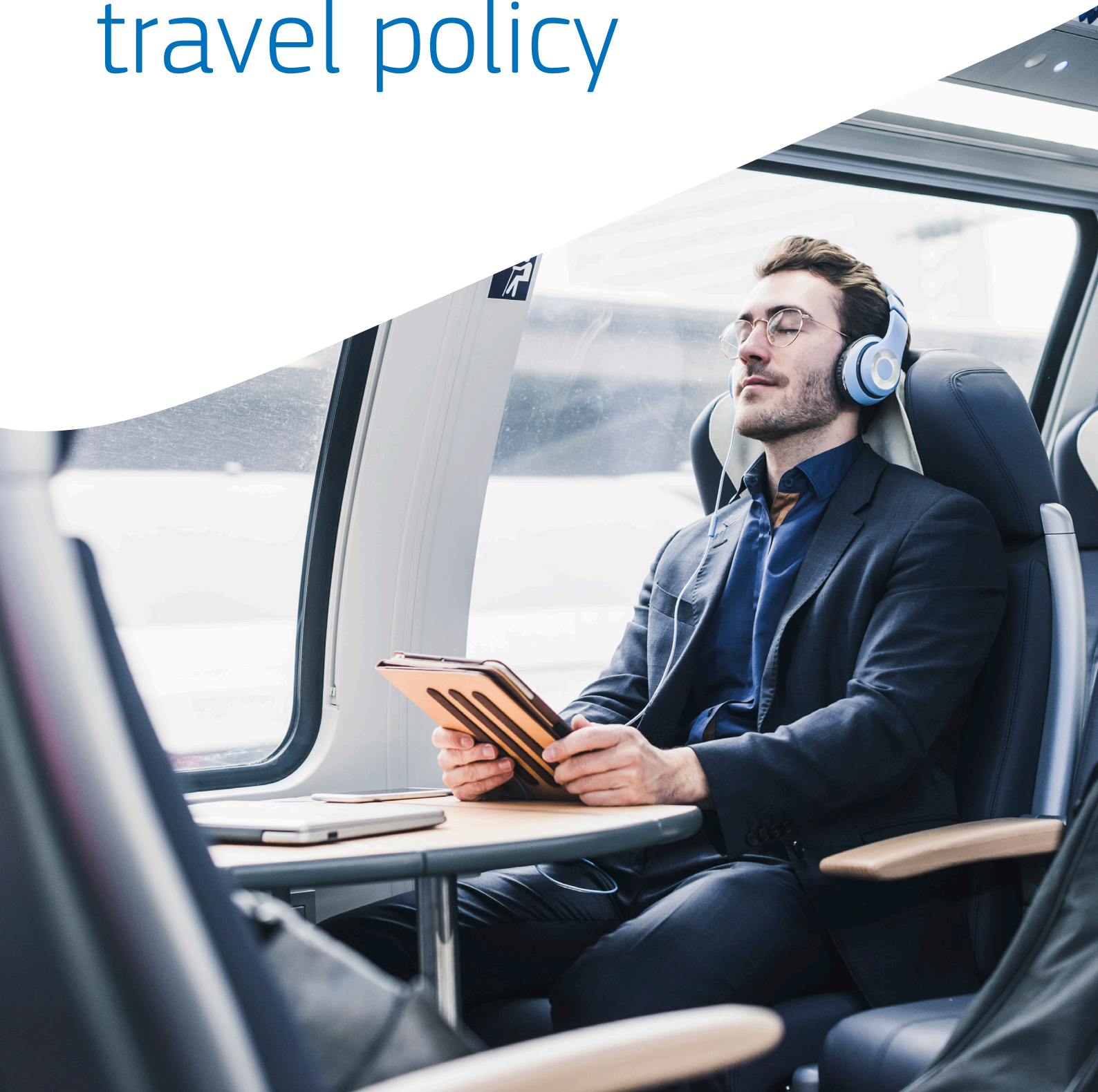# Top tips for a winning travel policy

Introduction

While advances in technology have mitigated many of the challenges of the global marketplace, no video conferencing solution will ever take the place of a face-to-face meeting.

In the future, business travel will be extensively monitored by travel managers, and corporate policies should be agile enough to evolve within a constantly changing environment. Employees will need to book travel through their companies' preferred channels to ensure their safety and to stay up to date on the situation in their destination of travel.

To accommodate this, organizations must design a comprehensive corporate travel policy, establish a strategy to manage it, and ensure they have the right tools to do so. This short guide offers top tips on achieving these goals.

Design: Identify needs; establish goals

Ensuring you understand the needs of your travelers and the business is the first step to building a winning travel policy.

Audit

This is the quickest way to understand your business's travel needs and processes. More importantly, it will highlight what employees do and don't like about current travel policies.

Assess

What are your business priorities when it comes to travel? While the majority of CEOs highlight growth, COOs and CFOs are more likely to prioritize cost minimization.[3] Unaddressed, these two different objectives may introduce conflicts within your travel policy. Avoid this by ensuring everyone is aligned on a shared goal.

Answer

Corporate travel management relies on many moving parts and can be complex as a result. By pre-empting employees' questions and providing comprehensive coverage of areas that have been queried before, you can make your travel policy your travelers' first stop for answers.

[3] Amadeus 2015, European Business Travel and Expense Analytics
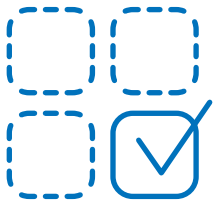
Deliver: Getting the message across

You have the foundations of your travel policy, now it's time to work out the details.

Clarity

Your travel policy has a lot of ground to cover but that doesn't mean it can't be clear and concise. Keep your language simple and your document short and you have a much better chance of engaging travelers and thereby encouraging travel compliance.

Consistency

For some companies, a hierarchical travel policy will make sense while others will find that such preferential treatment might breed resentment. Whatever course you choose, ensure it matches your company culture and that it is consistent across teams and offices. While it may be possible to justify leadership flying business class while everyone else gets economy, you'll have a much harder time explaining why US travelers enjoy five-star hotels while EMEA makes do with three.

Consideration

Minimizing travel spend is an important consideration when designing a corporate travel policy but so is traveler well-being. Research shows that there is a "strong correlation between the frequency of business travel and a wide range of physical and behavioral health risks."[4] While the cheapest hotel available might seem to make the most sense for your bottom line, it will translate to tired, stressed employees who feel undervalued and are, as a result, underproductive.

Communication

The most well thought out travel policy in the world is useless unless your travelers read it. Distribute the policy across all relevant channels at the time of publishing but ensure it is also readily available after that point. While hosting it on your company's intranet is a good first step, choosing a booking platform like Amadeus cytric Travel & Expense enables you to bake in your travel and expense policy so that compliance is ensured throughout the booking process.

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[4] Andrew Rundle 2019, Just How Bad is Business Travel for Your Health? Here's the Data

Develop: Optimization and digitalization

With your travel policy established and disseminated, it's time to put it into action. By investing in the right tools, you can reduce delays and pain points for your employees, increase productivity and compliance, and ultimately, improve your bottom line.

Integrated

Improve business travelers' well-being instantly by removing the stress of juggling multiple platforms and providers. Fully integrated ecosystems like Amadeus cytric incorporate everything your employees will need for their travel booking, from flights and hotels, to rail tickets and car rentals. Set parameters for each field that align with your travel policy and noncompliance becomes a non-issue.

End-to-End

Enable cost control and streamline processes and traveler care with end-to-end booking and expense management. While travel policies are largely created to govern the actions of employees, an expense policy should also set expectations for the business's reimbursement process and timeline. Incorporating expense reporting within your travel platform ensures your employees aren't left out of pocket.

Accessible

"We're moving from mobile-first to mobile-only."[5] Organizations that fail to accommodate this fact are only encouraging their staff to look for shortcuts, most of which will fall outside of the official policy and process. With Amadeus cytric Travel & Expense, you can offer your travelers a flexible booking experience on any mobile device via the Amadeus cytric mobile app. Empower them to search and book, check itineraries, capture expense receipts and much more, all in one application.

[5] Amadeus 2019, Get ready for Destination X

Conclusion

With bottom lines and employee retention on the line, an effective corporate travel and expense policy is crucial to business success but ensuring you have the right tools to deliver it is every bit as important. Visit amadeus.com/corporations today to discover a travel and expense management platform that offers business-minded processes built for business travelers.

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