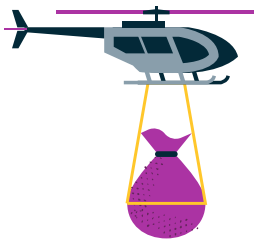


Savings checklist

Are you maximising cost savings in your travel programme?
Use this checklist to ensure that you're delivering the savings your business demands.

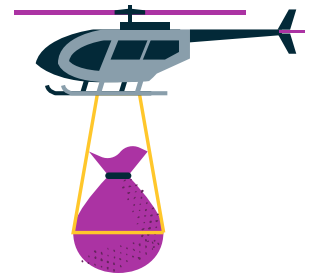


Supply

You need to deliver tangible cost savings to your organisation, and a travel management company (TMC) can help. A TMC can save you — and your travellers — valuable time, supporting you all to be more productive in your roles.

Does your company partner with a TMC, or negotiate directly with suppliers, to deliver the following?

- Relevant travel options at a lower rate than publicly available.
- Travel and accommodation options — all in one place — including train, air, car and hotel, to make booking, amending and expensing simpler and quicker.
- A travel policy that defines spending caps or per diems on travel and accommodation, ensuring that you meet the cost and budget requirements set by your business.



Booking

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

Does your company provide simple-to-use technology like the following?

- A single digital platform for travellers, arrangers and travel managers that ensures productive time is saved by providing the continuity of data, technology and experience.
- A simple booking and amending experience within a digital platform, letting travellers, arrangers and travel managers change plans online, over the phone and on an app.
- Personalised travel options, within a policy-defined cost bracket, to prioritise the best results for your travellers, ease their frustration and support their compliance.



Support

Your travellers need support when they're on the road. TMC travel consultants can help save your travellers time, and save your business money. For example, a sales manager may need to change their hotel at the last minute before an event. You need a TMC who has experts online and on the phone, day and night, to help your sales manager get a new hotel at the best price.

Does your company have a healthy mix of software and support to offer your travellers the following?

- Expert travel consultants — and up-to-the-minute technology — to track and seek out the lowest cost flights and deliver the best options at the best rates.
- Access to expert customer service 24/7/365 to help your travellers save time organising complex plans, or on those occasions where plans go awry.
- Expert advice on things like visas and insurance and where to find the best money-saving deals.

Reporting and data

Data and associated reporting can help you optimise your travel programme. The right TMC will even support the rich data with real-life expertise. "Our Egencia manager has used reporting to demonstrate compliance patterns for traveller groups and highlighted pain points like late booking that we can completely eliminate", Lisa Murphy at James Fisher Marine Services said.

Does your company have a wealth of data, the reporting capabilities and the expertise to deliver the following?

- Access to easy-to-understand visual reporting to view trends that can help you improve spend and pull out saving opportunities.
- Reporting at the touch of a button to let you see the adoption rate of your TMC's technology.
- The technology and processes to find and support your travellers quickly in an emergency.



How did the assessment go?

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