BUSINESS IA PACIFIC

14 - 15 APRIL 2026 MARINA BAY SANDS SINGAPORE

BY NORTHSTAR

TRAVEL PROGRAMME CHECKLIST RINGROUP

BTNGROUP **CONFERENCES & EVENTS** BY NORTHSTAR

Programme structure

communication, and reporting.

Establish the goals of your travel Start programme, define key stakeholders, and set up a clear process for decision-making,

T&E policy

Create a simple, accessible travel and expense policy that balances compliance with traveller convenience that's easy to find, understand, and follow.

TMC

Partner with a TMC that offers strong service, policy integration, and robust technology to support travellers and admins alike.

Lodging programme

Build a preferred hotel network with negotiated rates, added amenities, safety standards, and centralised booking channels for visibility.

Corporate payment

Implement secure, streamlined payment methods such as lodge cards, virtual cards, or corporate credit cards, linked to your expense platform.

Online booking tool

Select a booking platform that's intuitive, mobile-friendly, and fully aligned with your travel policy. Integrate it with expense and approval systems.

Airline partnership

Negotiate with carriers for competitive rates, schedule flexibility, and loyalty benefits that align with your travellers' route needs.

Ground transportation

Work with vetted rental car, chauffeur, and ride-hailing providers to ensure safety, service consistency, and cost control.

Risk management

Put systems in place to track travellers, send alerts, and provide round-the-clock support in case of emergencies.

Reporting & compliance

Measure and report on metrics that support company goals and meet legal requirements, including sustainability, cost control, and traveller well-being.

Performance review

Regularly analyse spend, compliance rates, and traveller satisfaction to identify gaps and opportunities for improvement.

Expense management

Use automated tools for receipt capture, policy enforcement, and reporting to improve compliance and cut admin time.