

Do you do this in your programme? Set an Advance Booking Policy - and Stick to It

0 2 1

Yes



No



Do you do this in your programme? Book Economy Class as Default

0 2 2

Yes



No



Do you do this in your travel programme? Implement a 'Best Price' Approval Trigger

0 2 2

Yes



No



Do you do this in your travel programme? Audit and Recover Unused Tickets

0 2 4

Yes



No



Do you do this in your travel programme? Require Trip Justification- And Use It to Reduce Internal Travel

0 2 3

Yes



No



Do you do this in your travel programme? Optimise Travel Days to Avoid Peak Prices

0 2 0

Yes



No



Do you do this in your travel programme? Consolidate Hotel Volume to Fewer Chains

0 2 2

Yes



No



Do you do this in your travel programme? Encourage Use of Corporate Payment Tools for Hotel & Air

0 1 4

Yes



No



Do you do this in your travel programme? Identify and Address Programme Leakage with Expense Data

0 1 8

Yes



No



Which of the 10 Quick Wins do you find most useful?

0 1 2

Recovery unused tickets
Audit unused tickets Require justification for internal trip
Reducing internal travel Track programme leakage through expense data

Expense data for leakage

Expense data Travel on specific days Look at leakage
Track policy leakage through expenses
Limiting internal travel Recover un used tickets