



Ten quick wins to reduce your business travel costs



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Quick Win #1

Set an Advance Booking Policy – and Stick to It



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

Quick Win #2

Book Economy Class as Default



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

Quick Win #3

Implement a 'Best Price'
Approval Trigger



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

Quick Win #4

Audit and Recover Unused Tickets



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

Quick Win #5

Require Trip Justification-
And Use It to Reduce
Internal Travel



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

Quick Win #6

Optimise Travel Days to
Avoid Peak Prices



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

Quick Win #7

Consolidate Hotel Volume to Fewer Chains



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

Quick Win #8

Encourage Use of Corporate Payment Tools for Hotel & Air



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

Quick Win #9

Identify and Address Programme Leakage with Expense Data



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

Quick Win #10

Know Your Online Booking Adoption Rate



Do you do this in your travel programme? Know Your Online Booking Adoption Rate- and Improve It



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

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