

# Company Travel Policy

Establishing your company travel policy is an essential first step to a successful travel management programme. A good travel policy is clear, concise and meets the needs of all stakeholders. Getting it right will save you time, reduce costs and enhance your business travel experience.

When it comes to business travel, nothing beats having an expert on board. We've put together our top ten recommended inclusions for your travel policy below:

## Sample Co. Travel Policy: Example

### 1. Policy aim

To provide guidelines and establish procedures for employees incurring business travel expenses on the company's behalf.

### 2. Policy objectives

- To standardise procedures for the reservation, payment and reporting of travel expenses
- To provide consistency in all aspects of company travel
- To ensure adequate and appropriate approval and audit processes are in place for travel expenditure
- To establish procedures for the reimbursement of all travel-related expenses
- To improve the efficiency and tracking of the travel budget spent by Sample Co.
- To provide business travellers with a high level of service and comfort at the lowest possible cost

### 3. Travel agent and booking arrangements

All air, accommodation and car rental reservations including en route changes, must be booked through the company's designated travel agency: Corporate Traveller.

**Your dedicated Account Manager is Wendy Watermelon**

DDI Phone: (09) 355 9831

Email: [wendy.watermelon@corporatetraveller.co.nz](mailto:wendy.watermelon@corporatetraveller.co.nz)

Office phone 355 7580 and 0800 226 778

Emergency after hours service: 021 455 665

### Traveller Profile Forms

All employees expected to travel at least once a year should submit a completed traveller profile form and forward this to Corporate Traveller to ensure that pertinent details and preferences are adhered to in the reservation process.

### 4. Reservations

All reservations, including flights, rail or ferry, accommodation (including conference packages) and rental cars can be booked direct with your Account Manager, Wendy Watermelon.

Non-peak flight times and early reservations will be used whenever possible to obtain cheaper airfares, unless circumstances do not permit.

Non-refundable tickets (electronic or otherwise) are non-refundable after tickets are processed, and staff must notify travel office of the cancellation of such tickets before tickets are issued, normally one or two days before the departure date or more if departure date occurs after a weekend.

### 5. Preferred Carrier

The company has a preferred airline agreement with Air New Zealand. Unless other airlines can offer cheaper airfares Air New Zealand should be used.

### Economy Class – Domestic & International Air Travel

All Domestic and International air travel must be undertaken in economy class unless approved by the Chief Executive Officer. The most reasonable fare should always be accepted, provided the itinerary is satisfactory.

### 6. Frequent Flyer Programmes

Frequent Flyer membership charges are a personal expense and are not reimbursable by Northland Health.

Frequent Flyer redemption bookings can be made through the Corporate Traveller at no charge other than the relevant airline charges.

### 7. Rental Car

All rental car reservations must be made through Corporate Traveller. Avis are the companies preferred rental car company.

### 8. Accommodation

All accommodation must be booked through Corporate Traveller. Corporate Traveller has negotiated special rates for the company.

### 9. Travel Insurance

The Company has a blanket travel insurance policy which covers all staff travelling regularly on company business. Please indicate at the time of booking if you wish to be included in this policy.

### 10. Personal Travel

All discounts extended to Sample Co will also be extended to all staff when travelling on personal bookings. Payment for personal travel should be made direct to Corporate Traveller.

While there are many strategies that can be applied to an organisations travel policy, the secret is knowing what the best strategies are and how they can be applied to your business.

For more information contact your Travel Manager on **0800 838 010** or visit [corporatetraveller.co.nz](http://corporatetraveller.co.nz)

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