



Business Travel Program Health Check

**Does your travel program need a little care and attention?
Is it long overdue for a check-up?**

Corporate Traveller has the experience and tools to help you enhance your travel program in a way that saves time and money while also keeping your travellers focused and relaxed.

Take the pulse of your business travel program with regular check-ups on efficiency and effectiveness. This business travel health check uncovers opportunities, finds hidden hurdles, and keeps you on track with your business goals. And the best part? It's free!

**Let's get started on enhancing your travel
strategy with all heart and no hassle.**



START SAVING

How travel smart is your business?

Answer the questions below from 1 - 28 and score yourself one point for every Yes to see how you measure up.

- **0 - 10 - Low - Developing** - We recommend a full review of your travel program and policy.
- **10 - 15 - Fair** - It's a good idea to review areas of your travel program and policy.
- **15 - 20 - Good** - A clean bill of health, focus on a few areas to move into the next category.
- **20 - 28 - Excellent** - Here's to good health, your travel program is very strong!

YES	NO	<p>People</p> <p>Are all travel profiles and preferences, including emergency contact details up to date?</p> <p>Do employees know the process for booking travel?</p> <p>Is employee wellness considered during business trips?</p> <p>Do you have access to 24/7 emergency information and assistance?</p> <p>Do you have a current Corporate Travel Insurance policy?</p> <p>Does your business receive live travel alerts based on global events?</p> <p>Do you know where your travellers are in real time?</p>	YES	NO	<p>Travel Policy</p> <p>Do you have an up-to-date travel policy in place?</p> <p>Is your travel policy easily accessible to all travellers?</p> <p>Are you confident that your employees have read and understood your travel policy?</p> <p>Does your policy list which travel is permitted and who can book and approve travel?</p> <p>Does your travel policy include a clear process for crisis and safety management?</p> <p>Do you know if you are reducing costs within your travel program?</p>
YES	NO	<p>Technology</p> <p>Do you use an online booking tool (OBT)?</p> <p>Can travellers use a mobile app to manage and view their travel?</p> <p>Is there an efficient travel approval system?</p> <p>Do you have an automated expense and reconciliation process?</p> <p>Do you have access to an online reporting system?</p> <p>Can you track travel costs by category?</p> <p>Are all your rural hotels or motels loaded on your OBT?</p> <p>Is all travel data secure?</p>	YES	NO	<p>Travel Partners</p> <p>Have you reviewed your air, car, and hotel supplier agreements to meet your current needs?</p> <p>Do you have a clear safety policy for using ground transport (Uber or other ride-share companies vs. taxis)?</p> <p>Do you take advantage of corporate booking rates?</p> <p>Are you maximising the benefits of loyalty programs?</p>
			YES	NO	<p>Program Optimisation</p> <p>Do you have access to reporting to measure consolidation, spending, and travel trends?</p> <p>Do you have visibility for credits on hold via an OBT or reporting?</p> <p>Do you receive accredited carbon emission tracking?</p> <p>Can you track booking behaviour, fare types, and advanced purchases?</p>