

How to build smart savings into your travel program



CORPORATE
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Is business travel putting a dent in your budget?

Business travel can pack a punch. Travel costs can climb quickly if you're not careful, and we're not just talking about big ticket items like flights and hotels. There's also all the additional extras like taxis, meals, Wi-Fi, parking, and more.

It's easy to lose track of travel expenses, but simple strategies can give you back control and lead to significant travel savings. When budgets are stretched and resources are low, making the most out of business travel has never been more important. For Kiwi businesses, finding new ways of saving without compromising on comfort, safety, or traveller wellbeing.

Squeeze every last penny out of your budget by choosing a travel partner who:

- Tightens up your travel policy to prevent leakage
- Negotiates the best rates, deals, and perks on your behalf
- Uses industry experience and strong negotiation to score unexpected savings
- Manages travel refunds and credits

This is just the beginning! Don't forget top-notch supplier management and global buying power. It all adds up to impressive savings, starting now.



Cut the biggest costs first

Accommodation. Air. Car rental. These three items are the heavy hitters. If you manage to slash the biggest costs in your travel program, everything else feels easy.

1. Timing conflicts

We're sure you've heard it before but book early to save costs. Last-minute business trips can be super expensive, and it's not just the airfares. Higher rates for hotel rooms, meeting rooms, and even transfers will add on if you're booking late during peak periods.

Only 31% of bookings are made more than 30 days out from the travel date, and it can add up. Business travellers can expect to pay 200% more for airfares purchased one day out from travel. On the other hand, just by booking flights in advance, companies can save up to 21% of their travel spend. If last-minute trips are the norm, consider options like flexible fares.

2. Cheapest is not always best

It might sound strange but resist the urge to book the cheapest fare or rate whether you're booking a hotel, a flight, or a car. After all, these rates rarely are as good as they seem.

Did you know that one in three corporate hotel bookings are amended or cancelled? You might think you've saved a few bucks by booking direct on a non-flex rate, but if things change, you could lose the whole amount.

Instead, opt for the best fare and rate of the day policy or the most logical fare to ensure your business makes the most of discounted prices

from a range of suppliers. Options to select the best fare or rate of the day can be flagged visually within your online booking tool (OBT) for easy decision-making.

3. Location, location, location

Just like in real estate, location is everything! Instead of booking a budget hotel on the outskirts of town and paying stacks of money for travel into the city centre, you could book a conveniently located yet good-value hotel that also offers extra perks included in the room rate, such as free parking and Wi-Fi. You'll be surprised by just how much you can save (in time and money) with the right location.

For renting a car, location is just as important. Bypass the airport rental agencies to avoid hefty surcharges and long queues.

4. Size matters

When it comes to car rentals, size matters. But bigger doesn't always equal better. The right size depends on your travel habits. Will you be driving long distances or stopping at a lot of customer locations?

Surprisingly, a slightly more luxurious automatic car is probably the best way to go. If you're staying in the city, then opt for a smaller car. Larger vehicles will need more fuel and can be difficult to manoeuvre in an unfamiliar place.

5. The little luxuries in life

When you're on the road, you may not pay too much attention to the cost of things such as early check-in and airport lounge access. But when you do a budget check, these kinds of expenses add up quickly.

That's not to say you should scrap all travel perks. Little luxuries could end up saving you money. Free breakfast, early check-in, and free upgrades all go a long way towards making travellers more productive when on the road.

The secret here is to know which perks your travellers use regularly and negotiate agreements with hotels and airlines to include what is important to your employees. Your TMC can help out with negotiations here!

6. Leverage loyalty programs

Keeping travellers happy and keeping the budget down. It is possible! Loyalty programs are the best bet. International airlines often have frequent flyer programs designed to benefit not just the traveller but also the company, with free upgrades, lounge access, or fast check-in.

At some large hotel chains, loyalty programs allow travellers to collect points for each booking. Points add up towards discounts and even free nights, meaning further travel savings and increased traveller enjoyment. Including hotel and airline loyalty programs on your travel policy can ensure travellers enjoy added benefits while your company wracks up free flights and more.

7. It's all in the fine print

Don't get blindsided by hidden fees, airport surcharges, or insurance costs. Make sure you've read the contract and that you know what to expect from your car rental, hotel, and air suppliers. Of course, the right travel partner can help with this, so you don't have to spend the time.

8. Team up with an expert

A TMC like Corporate Traveller is a trusted travel partner for your organisation. Our sole objective is to help save you time and money. We achieve this via partnerships with travel suppliers locally and across the globe. With the global buying power to get you the best deals, our dedicated Travel Managers will provide you with several options on every quote so that you can make informed travel choices.



Helping you spend your time wisely



Booking travel is time-consuming. There's no two ways around it. Did you know that it can take up to 32 visits to 10 different websites in four different categories just to book an airline ticket? That's according to a Google survey.

Travel management is not just about getting the best deal. It's a balance of spending the least possible time and effort finding the right solution. That's where a TMC is worth their weight in gold.

Corporate Traveller recently made an estimate of the average time it takes to book a business trip before converting it to a dollar cost to your business. It's based on a standard domestic air booking with two nights of accommodation and two days of car rental.

Looking at a conservative estimate of time spent:

- Connect to the relevant website = 15 seconds
- Navigate way through the site = 2 minutes
- Find appropriate flight options = 3.5 minutes
- Check two other airline websites = 13 minutes
- Make a booking = 6.5 minutes
- Find appropriate hotel = 7.5 minutes
- Make hotel booking = 6 minutes
- Find car rental and make booking = 4 minutes
- Add reward numbers and produce itinerary = 6 minutes

Total time: 48.9 minutes

Average cost to your business per booking: \$36

Contrast that with the time and money saved booking via Corporate Traveller:

- Contact your account manager by phone or email = 30 seconds
- Advise requirements = 3.5 minutes

Total time: 4 minutes

Corporate Traveller cost per booking: \$25

That's an average saving per booking in processing costs of \$11. If you extrapolate that on 100 bookings, it's a saving of \$1100 per month and an impressive \$13,200 per year.

But it's more than that. For smaller organisations, the role of travel booker is just one of many jobs that usually falls on a single person. By outsourcing your travel management or giving your travel arrangers the best tools, you can spend more time on client and supplier relationships, account management, and everyday business activities than on travel admin.

With Corporate Traveller's booking platform, you can:

- Secure every element of a trip in under 5 minutes
- Book, confirm, and change complicated itineraries with ease
- Streamline your approval, reporting, and expense reconciliation processes



Even better? Corporate Traveller will assign you a dedicated Travel Manager who will get to know your business and your travellers (not to mention their individual quirks and preferences) inside out. Rely on them for any complicated requests, last-minute changes, or unexpected travel disruptions. It will be resolved quicker than you think.

Next level savings

Small changes like booking the correct fares, checking terms and conditions, and checking cancellation fees all add up. But a strong TMC will also look at these more advanced ways of saving you money:

Account management analysis

When did you last analyse your travel spend? Do you know when your organisation is most likely to travel? Is it around trade shows or conferences? What do you spend, on average, on hotel accommodation? What are your traveller preferences and habits? What percentage of travel is booked outside of policy?

A TMC will analyse your travel patterns and activity to see where the opportunities are for short- and long-term savings.

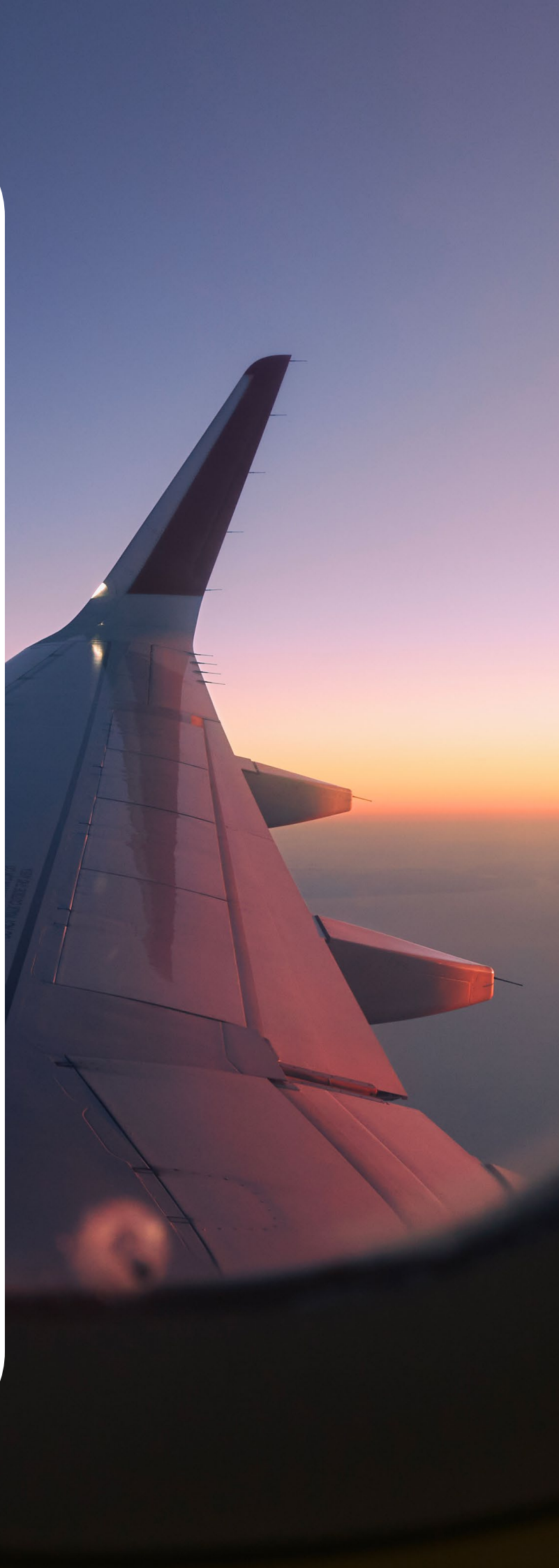
Preferred supplier negotiations

As a business owner, you'll appreciate that large volumes often come with large discounts. But how do you get in on the action if you only have a relatively small number of trips each year? You partner with a TMC with impressive buying power.

Corporate Traveller will negotiate (and lock in) preferential fares and rates on your behalf, and then load the rates into your OBT for easy access. That's right, it's that easy! We can also negotiate flexible payment terms, which can be a real win for small businesses.

Waivers and favours

Alongside the lowest rates and fares on the market, Corporate Traveller can also secure waivers (for example, on change or cancellation fees) and favours with air suppliers. Think priority boarding and free upgrades!





Hotel programs

Accommodation is a large budget category for any business that travels. Luckily, Corporate Traveller has a specialised team that can help you get the most value from your accommodation.

We'll put together a list of specially curated hotels that match your company's requirements, taking into account location, budget, facilities, and even perks. By formalising a hotel program on your behalf (and building it into your travel policy), we'll not only save you money, but bundle in exclusive extras for travellers. Streamlining the process helps to ensure the properties meet your organisation's health, safety, and environmental standards.

Special rates and support for the entertainment sector

If your organisation operates in the arts, sports, or entertainment space, you'll know that business travel often requires crews of people, heavy-duty equipment, and a whole lot of baggage. That sounds expensive.

Corporate Traveller can help you with all of it (drum roll please):

- Negotiated rates on excess baggage
- Freight and logistical services
- Event, group, and VIP travel
- Visas and passport assistance
- 24-hour support behind the scenes

Tackling rogue bookings

Overwhelmed with out-of-policy bookings? As your business travel picks up, a clear travel policy with easy-to-follow guidelines becomes more crucial.

A travel policy helps bring an end to one-off bookings (where travellers book their own flights and accommodation) and travel leakage (the biggest threat to travel program performance). Booking leakage through out-of-policy channels or suppliers impacts the accuracy of your travel data, which is needed for volume-based negotiations with suppliers.

A seamless approval process

A smart travel policy paired with a seamless approval process can save you time and money. Corporate Traveller's booking platform takes the pain out of the approval process by auto-approving bookings that are within policy, highlighting out-of-policy compliance alerts and sending approval emails directly to mobile devices.

The easy-to-use approval process will expand policy compliance and savings while increasing transparency and visibility over travel spend.

Bespoke reporting

To understand your travel spend, you need complete visibility over your data. Check that your TMC can provide you with easy-to-use dashboards to see exactly where you stand in terms of budgets and spend.

The bottom line



Often, small businesses believe that they are too small or don't travel enough to utilise the services of a TMC. But, studies show that SMEs often outspend their corporate counterparts per person when it comes to travel. They are not able to tap into the buying power of a TMC or benefit from exclusive deals and rates, and it ends up costing more to travel.

Corporate Traveller will match you with the right Travel Manager to meet your needs, no matter your size or budget. As your business grows, they will redesign and scale your travel policy as priorities change.

Put us to the test. We can deliver significant savings on your travel spend, which will cover the management fee and then some. Contact us today, and we'll show you what we can do for your business.

Ready to save on travel?

Talk to an expert

