

WHITEPAPER

CREATE A COMPANY TRAVEL POLICY THAT WORKS



BizTripz

Travel Management Done Right

Contents

Introduction.....	3
Why Your Organization Needs a Travel Policy.....	4
What Great Travel Policies Focus On.....	6
The True Value of Travel Policies.....	7
It's All About Balance.....	8
Things to Consider Before the First Draft.....	9
Various Aspects to Consider for a Great Travel Policy.....	10
Expense Categories.....	10
Non-Refundable.....	12
Expense Reporting and Reimbursement Process.....	12
Safety Information.....	13
Keep It Simple, Make It Work.....	14
Importance of Travel Policy Compliance.....	15
What Can Help in Ensuring Compliance?.....	16
BizTripz Makes Your Travel Policies Work.....	17
What is BizTripz?.....	18
Where do we come in?.....	19
Using BizTripz to Maintain the Company Travel Policy.....	21
Conclusion.....	24




Introduction

Business trips have become an inevitable part of commerce since organizations today transact beyond horizons. For any mid to large corporate, one among the prime expenses is of corporate travel. To manage the same with perfection and professionalism, a well-written Corporate Travel Policy is a must.

Online Travel Agencies or Travel Management companies can only serve the corporates to an extent in ensuring travel purchases like flights and hotels are within budget. There lies the importance of having a thoroughly defined travel policy that is in line with your organization's needs and demands.

A comprehensive travel policy is all about properly documenting the details of approved travel and reports of the related expenses. Without a policy, it is not that easy to understand the dynamics of the employee needs or an organization's travel trends and spends. Beyond helping with reimbursing employees for expenses that are essential and reasonable for business traveling, a good travel policy ensures that suppliers and partners are also in line with your travel program.

A good corporate travel policy combined with compliance solutions allow organizations to automate the various processes of travel management that ultimately makes a travel program that works for your organization's investment in business travel.




Travel policies set standards that help better manage the travel program by guiding managers in conducting themselves with various standards that are set.

Why Your Organization Needs a Travel Policy

Various firms end up making avoidable mistakes while formulating their travel policies as they do it without real considerations. For any business, policies and procedures, induction manuals, and employee handbooks are very important.

Let us look into five important reasons for various firms to have proper policies, and procedures. Travel policies aid in the following practices:

1. Policies and procedures set expectations that allow better commitment to the company values and mission statements. This ordeal helps in setting behavioral standards along with conduct and performance for employees. Mainly, the policy and procedures form a reference guide to employees for reviewing, and checking the rate at which, expectations are met.
2. Travel policies set standards for the concerned department in managing the travel program. The information guides managers in conducting themselves with various standards that are held to. A widespread transparency is achieved throughout as the entire workforce looks upon leaders who follow the required standards and emulate them. This whole process keeps the management accountable for any and every action.
3. Regularly reviewed and updated policies assists the firms in meeting its law obligations. A clear and solid work-health and safety policy aids in smooth communication between employees and management regarding safety



Well defined travel policies and procedures let the employees know where to turn for help.

within the workplace and outside while on travel. It helps with the duty of care and the corporate's social responsibility.

4. Proper and up-to-date travel policies assist employees in defending against legal claims. For instance, the travel insurance and grievance policy helps businesses to easily assist their employees in case of any claims or legal action. If any issue arises, employees will be confident in getting proper justice for the cause.
5. Well defined travel policies and procedures let the employees know where to turn for help. The policies need to have a point of contact for any related queries so that employees know who to contact at the time of any issues or clarifications. The policies and procedures can help set out various options for how any grievances can be addressed properly in the workplace.

For the above-mentioned reasons, all policies and procedures should be drafted carefully for ensuring its compliance. These policies and procedures should always be clear, concise, and user-friendly.

Maintaining a diligent system of reporting on the compliance to the various travel policies can further help the entire firm to be more responsible; a way to achieve profitable growth via steady progress.




Great travel policies focus on incorporating the company's vision, goals and culture into their travel practices.

*What Great Travel Policies Focus On

As we have seen there are many benefits of having a well written company travel policy. Let us now look into what some of the most effective corporate travel policies include. Although this many vary greatly with respect to each organization's goals and business demands, some of the core aspects can be summarized as the following:

- ➔ Creating a well defined travel booking process that aids in making the whole procurement process more transparent. This may include procedures that help in streamlining travel requests to those that aid in reimbursement of related expenses.
- ➔ Ensuring organized travel booking process ensures more savings with clear policy and happy travelers; more policy compliance translates to more savings.
- ➔ A clear travel policy aids in helping the firms avoiding fraudulent practices; while protecting employees via clearly outlined safety measures or procedures.
- ➔ There is no one best way that works for all companies. But great travel policies usually focus on incorporating the company's vision, goals and culture into their travel practices.

As the travel policies begin to be drafted or restructured with these concepts in consideration, they become the foundations that support and attract more value for the company for its investment in its travel program.



Depending on your company's objectives, incentivizing employees to follow requisition and reporting formats can also be rewarding to the company.

The True Value of Travel Policies

The firms that have frequently traveling employees should understand the kind of spending, which is required for living and working abroad. Policies should be crafted that address these needs. All aspects of the work undertaken by employees should be taken into consideration for devising policies. Thus, the policies will ultimately translate to efficiency.

Collating travel and other related expenses by automating and training employees to use it correctly can help bring amazing insights to understanding the company's business travel spend. These can be achieved through simple tools like a combined expense report for each trip. Depending on your goals, incentivizing the employees to follow requisition and reporting formats can also be rewarding to the company.

The travel policies thus add value and save valuable time with a streamlined system. It is essential, however, to know certain aspects such as the key destinations, top vendors and suppliers, etc that should be considered before suggesting the preferences that employees should prioritize.



A good travel policy is a continuous process.

It's All About Balance

So far, we discussed the importance of having solid travel policy and procedures. And before you start with the process of writing one, here's one very important tip that you should always keep in mind - it's all about balance. A right balance between the needs of the employees and employers should be the focus.

Generally, corporate travel policies reflect on what drives a firm and an overall environment present in the company. Thus, the policies fall within the expectations of employees. On-the-go employees should be considered while formulating the travel policies. Listing the various traveller types in the organization and understanding their needs would be a good way to achieve this. The more you know about the kind of trips they take and vendors they use, the better refined the policies can be.

A good travel policy is a continuous process. Proper and balanced guidelines ensure easy follow-through of policies. Good travel policies and plans protect the employees while saving company money.



Things to Consider Before the First Draft

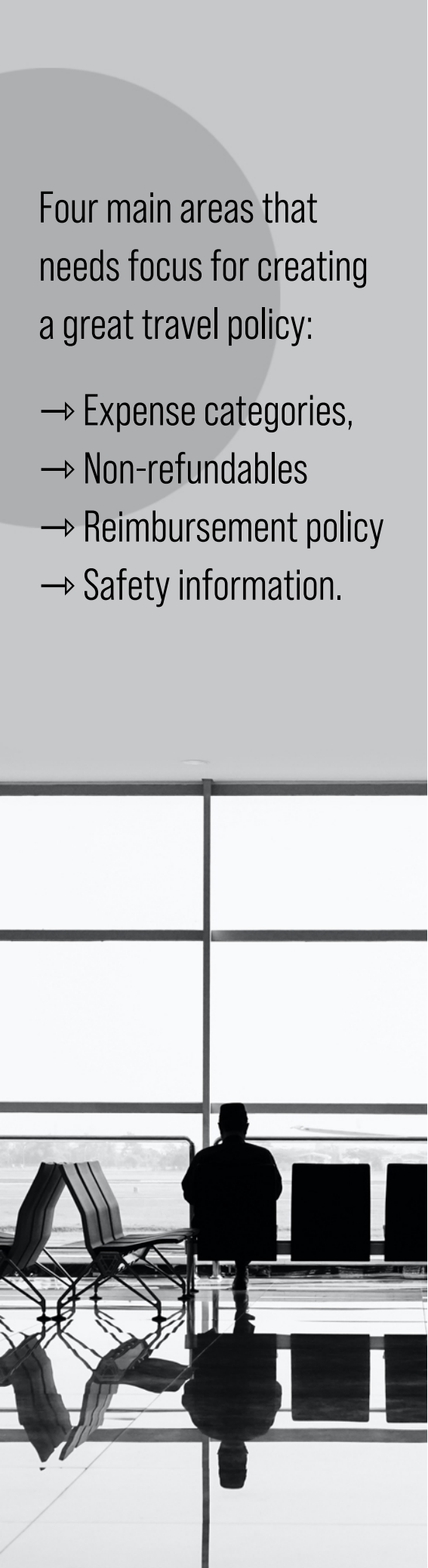
Many variables partake in devising a solid travel policy guideline as writing a policy is essentially connecting the employee needs with that of the firms. The three major players that get involved in policy formulation are HR, management and finance.

The management should ponder upon current practices, if any, that are in effect. The way by which travel is being purchased should be mapped out to collect relevant data about traveling practices. List out the shortcomings and challenges. Use all the information while devising travel policies.

Travel goals should be listed out, when information for travel policies are being formulated. Set priorities based on employee's flexibility and preferences. Also list out things that need to be avoided and plan on highlighting them. For example, firms can place a list of non-reimbursable items on the first page of policies where it is hard to miss.

It is wise to negotiate travel discounts with greater flexibility in mind. For instance, contracts can be negotiated with more than one key hotel rather than a hotel-chain. This process offers flexibility to employers while traveling to various places for official purposes. Having these aspects ready will help in formulating the procedures and guidelines for employees to follow.

Creating policies and managing them manually always creates troubles, since it's mostly a tiring task that demands great



Four main areas that
needs focus for creating
a great travel policy:

- Expense categories,
- Non-refundables
- Reimbursement policy
- Safety information.

coordination and association with different internal departments of an office. A breakdown from any one of the employees to update the details efficiently can make the entire policy fail.

As you begin with the draft, there are various other aspects that need to be considered for making your corporate travel policy comprehensive and actionable. The following section covers some of the most important ones in detail.

Various Aspects to Consider for a Great Travel Policy

Let's look deep into the various aspects considered while formulating travel policies. There are mainly four areas that get involved in the total making of travel policies. These include expense categories, non-refundable, expense reporting and reimbursement process, and safety information.

Expense Categories


Transportation facilities availed by employees come under this category along with client entertainment, which includes meals and various events. Expenses for the airfare, car rentals, or other ground-transportation facilities along with meals can get reimbursed while traveling on official duty.

Every Travel and Entertainment (T&E) item along with any guidelines and restrictions for booking should be mentioned in travel policies.



Travelers may be advised of the following, for almost all categories:

1. Preferred vendors for airlines, hotel chains, and rental car providers through which the travelers should book.
2. Employees might be required to book in advance for their upcoming official trips. An ideal timeline would be 2 weeks for business trips with some flexibility but that would depend a lot on the nature of the business.
3. For annual paid leaves this could be planned even more early, especially if it's over a high season period. A decision should be made if the booking is done via official or personal bank cards.
4. For air travel, the class of service should be mentioned along with circumstances under which a first-class, business-class, or economy is booked. It should be stated in the policies that, if frequent flyer points are amassed in an employee's account or the overall company account for future discounts.
5. Firms should provide employees with average room rates while defining the room-types. It should be mentioned in the policies; if the firms are willing to pay for Wi-Fi and even mini-bar charges.
6. Employees should be asked to keep all receipts of their ground transportation mediums including those of Uber or Lyft, taxis, and other means if any. It should be wise to advise employees to use public transportation more often than not.
7. For car rentals, car-type should be mentioned and ask the travelers to know whether insurance needs to be



A good policy should mention the essentials of expense reporting such as documentations required and expected timeline for report submission and reimbursements.

purchased. Personal cars can be used with the right guidelines.

8. Companies mention their meal policies wherein, they might not reimburse for food consumed any time after the return flight lands. For business meals, the policy specifies that the most senior member of the company in presence should request for reimbursement.

This exercise will go a long way in setting the tone for trip requisitions and help in understanding how and where the expense happens

Non-Refundable

Good travel policies always give a complete list of non-refundable items that every employee should be mindful of. Some of the listed items might be in expensive categories as well.

Expense Reporting and Reimbursement Process

Some firms explain the expenses of each category while others describe and give an explanation about the expense reporting process. The expense reporting process varies from paper forms to mobile T&E solutions. A good policy should mention the essentials of expense reporting that includes the type of documentation required, expected timeline within which the employer submits the required reports, and the time-frame of the employer reimbursing the expenses.



The policies should also cover instructions in a case wherein, the employees do not comply with policies. Policies should mention a person-of-contact as well.

Safety Information

The policies mention travel safety procedures that include the following guidelines or instructions:

- ➔ The travelling employees are required to submit their full itineraries for the ease of tracking.
- ➔ Travelers are asked to leave hotel-phone numbers for their safety as providing contact information can be helpful in any kind of emergencies.

With these four major aspects in mind, let's see how to formulate a business travel policy that works.




Keep It Simple, Make It Work

A simple business plan is the one that works every time. For its simplicity, the policies can be divided into various categories that include air-travel, lodging, dining, entertainment, car-rentals, miscellaneous, and things that are not refundable. A proper clarity to all the “ifs” that arise streamlines the whole process effectively.

Business travel policy should be made flexible by showcasing the changing reimbursement rates and making it digitally accessible to all on-the-go employees. A log of recent amendments should be uploaded as well.

The input of employees should be included while improving the business policies. So, let's look at some key points considered, when travel policy is written down.

The travel policy should be made flexible by showcasing the changing reimbursement rates and making it digitally accessible to all on-the-go employees.



“We wander for distraction, but we travel for fulfillment.”

— Hilaire Belloc

Importance of Travel Policy Compliance

Travel policies and procedures are designed for educating employees about proper travel guidelines which in turn helps the company in controlling the spend while improving employee happiness and better ensuring the safety of on-the-go employees. However, getting people to comply and adhere to them is what actually determines the success of these policies.

Travel policy compliance is all in the execution. For example, travel policies give an idea about the overall cost. As the cost is understood, it can be accounted for more accurately and this aids in providing apt reports to stakeholders and shareholders. However, it is ensuring employee adherence to procedures of reporting accurately and promptly that would enable all this.

Similarly, travel policies can save travelling employees from unnecessary risks. It is often seen that threats and fraud might occur frequently with unsanctioned rooms or ground travel. On the cost saving side, integrating shared economy concepts and ideas into corporate business travel policies, businesses can implement cost-saving measures. Well researched travel plans for businesses reap huge benefits from accommodations and ride-services.

But in all these cases it is compliance to the travel policy in place that ensures the safety of the employees as well as cost management around the trip.



An ideal solution should be a cost-effective travel technology that makes the life of employees and the management easy by automating the various processes.

What Can Help in Ensuring Compliance?

Travel management tools are a great way to streamline and organize the travel procurement process. Well designed softwares can facilitate conformity to the company policies and enforce adherence to procedures.

If there is a proficient expense reporting system, for example, it can help employees to efficiently update their expenses while the travel and management can check to its legitimacy. Personnel can assure they receive the reimbursements on time and naturally the trust to the company will be increasing.

Infact, as much as the decision makers, even employees expect companies to upgrade with technologies to improve travel experiences. Most express their interest in using software to manage their business travel plan and acceptance to the automated travel policies.

But most often what makes the majority of the companies reluctant to keep up with these types of solutions is its high cost. Also, such software is sometimes part of a larger ERP system that makes it expensive as well as time consuming to deploy. In many cases they are also tied to a travel services provider, which makes it less transparent and forces dependence on them.

An ideal solution should be a cost-effective travel technology that makes the life of both employees and management easy. One that makes the effort of managers and the travel team trouble-free by automating the process. A flexible and modern business technology - such as a SaaS model - that highly helps



BizTripz with its unique travel procurement and management tools helps organizations of all kinds to easily implement their travel policies and check its performance.

with all of the travel management tasks from travel requisition approvals and traveller profile management to real-time reporting to control unwanted expenses.

BizTripz Makes Your Travel Policies Work

As you know, having a well thought out travel policy is a great start. But actually implementing it is a whole different game. BizTripz can help. Let's have a quick glance at how BizTripz helps to better implement your organization's Corporate Travel Policy.

BizTripz with its unique travel procurement and management tools can help organizations of all kinds to easily implement their travel policies and monitor their performance. With our travel procurement system, booking the most apt services is now simple. One can compare services offered by different service providers and select the right option. The company policy can set as per employee grade and requirement by the authority, to offer the maximum convenience in planning the travel.

The software enables smart and swift business travel solutions, making the company travel policy maximum simple. The features offered by the system are specially made understanding the core requirement of corporate companies. The features are designed to be flexible and can be greatly customized as per the organization's needs.

Creating and implementing a company travel policy with the support of BizTripz can help to reduce the travel expenses of a



BizTripz can make travel management flexible and efficient by letting travel managers take control of everything from travel costs and compliance to report generation and coordination.



company by a great deal. Corporates can expect to see a reduction of at least 40% by the end of the first year.

What is BizTripz?

BizTripz is a smart solution that helps to meet expenses of the business travel tactically with automation in processes, policies, tactics and strategies. The B2B platform connects corporates to their contracted travel companies for offering stress-free employee travels worldwide.

The software can make travel management flexible and efficient. The competent procurement system takes control of everything from travel costs, policy compliance to report generation and coordination. BizTripz can be a single point of contact for managing all travel-related concerns faced by companies of any size.

The software is real-time and can update the travel status of every employee in the organization. Employers can assure the safety of employees while they travel with the help of BizTripz. With travel tracking facilities, on-demand location information and alerts, employers know where their employees are, at time of any crisis or problem. Employers who spend on travel management technology like BizTripz can feel freedom from legal repercussions as well as establish employee protection as a priority.

Another highlight is that the travel Booker or employee can select service providers or travel agents based on their interest after a detailed comparison. Management can then

BizTripz helps to create a travel requisition and procurement program based on the roles and responsibilities of personnel, by giving the right level of support.

provide instant travel approvals via the software itself. The automation of the process can reduce time-consuming mailing procedures for approvals and reports. The real-time policy and report generation and live tracking of employee travel progress are also practical through the advanced system.

BizTripz helps to create a travel requisition and procurement program based on the roles and responsibilities of personnel, by giving the right level of support. Different policies can be implemented based on the official's duties, requirements for travel, and position in the company. A finance manager or travel agent; each user can be associated with different roles of a user travel program.

Where do we come in?

The traditional way is to depend on Online Travel Agencies or Travel Management Companies to arrange corporate travels. When it comes to regular booking for employees or management, it's not advisable to completely depend on either of these modes, since both possess its own limitations.

Online travel agencies have already marked its presence in the corporate travel industry. But they are not listing all hoteliers, airlines and service providers available. OTAs are selective based on their payment norms in presenting the list of service providers and there are no assurances that you are getting the lowest price. Thus, vendors are supposed to pay more for hotels and airlines that are cost-effectively available with other non-listed providers. For corporate, travel is a day to day process and an increase in cost for the bookings will sure


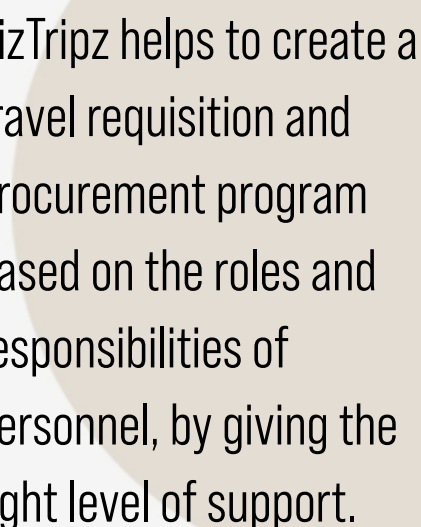




affect the budget. Travel Management Companies focus on a Global Distribution System. Customized booking preferences of company staff can be identified by expert travel agents and can offer services as per. The best possible options can be identified, but the strenuous manual process on a regular basis will be really hectic for corporate companies.

BizTripz as an advanced cloud-based platform offers corporate and travel agents an exceptional consolidation for travel procurement. The software acts as a channel to connect companies with different travel agencies to identify the best available deals and helps to manage the entire travel process through automation. One can make the booking through any device, comparing the rates offered by different vendors, from anywhere around the world and the report is automatically generated for the company to verify or approve.

Companies can thus easily implement their travel policies since the entire control is practical through a single platform. BizTripz makes business travel really easy by reducing its complexities, offering fastest approval options, control over travel behaviour and ensure better compliance over travel policies.



BizTripz helps to create a travel requisition and procurement program based on the roles and responsibilities of personnel, by giving the right level of support.

Using BizTripz to Maintain the Company Travel Policy

BizTripz is a state of the art solution to make corporate travel planning and management effortless. There are plenty of benefits in using the system to implement a company travel policy in ease.

Make more efficient and streamlined

BizTripz helps to organize the trip requests made by employees of the company with maximum transparency. From the authority's point of view, a well-organized trip can be worth for the company and can reduce unwanted travel expenses. Dealing from selecting economical travel agencies to booking travel arrangements like the hotel, airline, and transportation, BizTripz can streamline the procedures.

Offer alerts and notification on right time

The implementation of the system helps to keep even top-tier management updated about the travel plan of every single employee at the company. The system automatically sends alerts and notifications to concerned personnel, properly updating about the trip's developments. The email alerts help employees and agents to make sure the travel facilities are well-arranged.

The automated pre-travel authorization helps in eliminating tiresome paper works, and initiate faster approvals from higher management, reducing the overall turnaround time.



Automated travel requisition

Corporate travel is always intended for a purpose. BizTripz avail inclusion of systematic workflows and approvals, to rightly implement the Company Travel Policy. Since every process here is automated, there is no scope for ambiguity for anyone associated.


The automated pre-travel authorization helps in eliminating tiresome paper works, and initiate faster approvals from higher management, reducing the overall turnaround time.

Highly cost-effective solution

BizTripz supports corporate companies to implement cost-efficient travel policies. To ensure budget control properly is possible with the software since the top-level authorities and management can put their control over expenses incurred with the help of the smart software. To implement any complex travel policies, the automation tool can support highly with right updates, on-time to everyone involved in the system.

Real-Time report generation

Travel report generation that too on-time is a great highlight of BizTripz. It helps to enforce compliance over travel expenses, trends, traveler behavior etc. Travelers can feel the freedom to travel with custom reporting options. The consolidated and enhanced reports will automatically get saved to the travel history of each user, making it easy to retrieve the bills, documents and records at any time later.



“Technology is best when it brings people together.”

— Matt Mullenweg

Good for cost reduction

BizTripz is created to suit best with any corporate companies travel policies, regardless of its size and sector. Where employees are supposed to travel, there BizTripz can present its magic. For both medium and large scale companies, business travel is one among the major expenses. A travel policy without the right tool to implement is waste. BizTripz helps to seamlessly manage the corporate travel programs in an office, assuring maximum cost control and policy compliance.

Monitoring and correction over travel plan

On-time monitoring and improvements in travel plan are very important in corporate. With BizTrips, authorities can track the unused tickets and take proper actions like adding them to unaccounted expenses, rather than making them expired. Authorities can also check the bookings made as well as the intention of travel of every employee through the software.

Maintaining traveler documents

With BizTripz it is easy to manage all the required documents for traveling. One can safely update visa info, travel documents, loyalty cards, memberships, and others to the single platform. It will help to make hassle-free national and international trips, with all documents in hand on time.



Conclusion

Having a well-defined Travel and Related Expenses Policy is core to running a successful travel program for any organization. It helps travel departments to anticipate and control compliance while ensuring the travelers still get the best experience possible. For the top management and the finance departments this means their expenses can be well within the budgeted numbers. A good travel policy and professional agents combined with right compliance tools can help businesses save time and money in a big way.

BizTripz is an easy-to-use and cost-effective tool that helps ensure that your corporate travel policy works efficiently. The system that is built from ground up focusing on corporates makes it easy to connect with multiple travel companies and make business travel management more transparent and professional. From comparing rates and ensuring best fares to real-time reports, traveler profiles, tracking and much more, BizTripz gives you complete complete control over travel costs and policy compliance - all from a single platform.

© BizTripz Solutions Pvt. Ltd. All Rights Reserved

www.biztripz.com