

What you can do

DUTY OF CARE

- Book all air, car, hotel reservations with Travel One or your online booking tool
- Review traveler profile list for current employees
- Update/develop traveler safety guidelines
- Train travelers on new safety protocols
- Implement trip authorization process
- Implement/introduce traveler tracking technology

TRAVELER COMMUNICATIONS

- Survey travelers to find out what they need to feel confident traveling again
- Update your travel policy to reflect traveler sentiment
- Use mobile messaging/SafeToGo to reach travelers on the road
- Promote adoption of the online booking tool

SPEND MANAGEMENT

- Request air refunds when applicable
- Track all unused tickets and extended expiration dates
- Analyze your data based on 2019 volumes and adjust for a reduction (recommended 40%)
- Prepare for supplier negotiations and timeline (upon travel return)
- Communicate supplier changes – including health and safety criteria – to travelers

TRAVEL POLICY

- Determine what is considered essential business trips
- Address reduction in travel (single day trips, internal travel, last minute trips)
- Limit high risk destination travel
- Update pre-trip approval process
- Inform about operation of flights and hotels, availability, direct flights vs. connections