

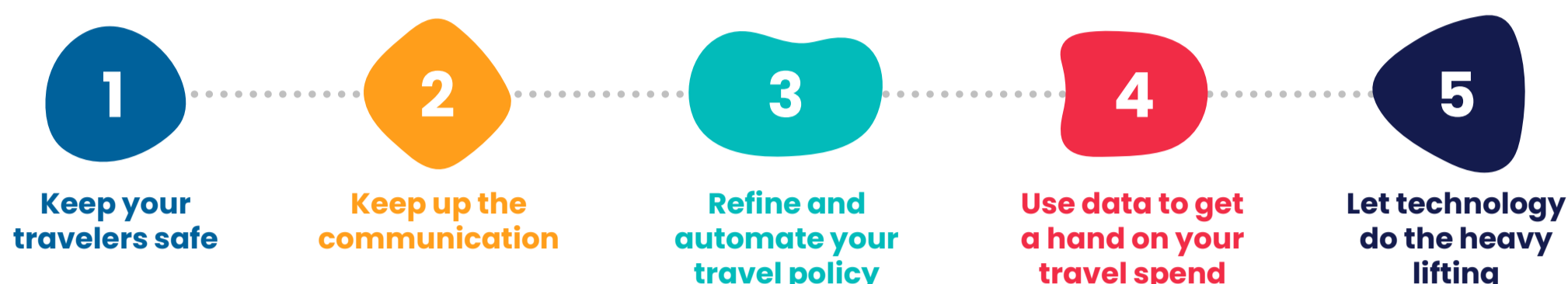
5 winning steps

for HR & Office Managers to get back to travel



As business gets back to normal, it's important that HR and Office Managers follow these helpful tips to take the process of getting back to business travel into their own hands. Learn how to stay on track, keep travelers happy and optimize business travel spend in a post-pandemic world.

Follow these **five steps** to successfully reinstate travel programs in a safe and hands-on manner.



1

Keep your travelers safe

Now, more than ever, keeping your travelers safe should be your top priority. By working with your team to create a travel policy that keeps in mind the best interests of your travelers, such as the travel risks associated with a particular destination, flexible bookings, and automatically rejecting requests to travel to risky destinations, you can keep your travelers safe. At the same time, you can keep unexpected costs at bay.

Keep up the communication

Communicate with your travelers and educate them about what constitutes essential travel. This will help you save money on various trips that could be replaced with one longer trip, or plans that can be replaced with a zoom call. Once you've worked with them and decided the trip is essential, make sure you are notified of your travelers' whereabouts and can track them every step of the way, that way your team can lend a helping hand should an emergency occur.



2

Refine and automate your travel policy

Automating and refining your travel policy is essential post-pandemic. Make sure your travel policy takes into consideration new challenges and risks that have come about due to Covid-19. You will also want to be sure that your travel policy favors direct routes, avoiding passing through high-risk countries. This type of automation not only keeps your travelers safe but is also the secret to saving on resources from having to manually check constantly changing Covid restrictions.



3

Use data to get a hand on your travel spend

Owning your company's travel program post-pandemic starts with controlling costs. To do this you must use data to get a handle on your travel spend and understand where your travel spending pitfalls are. Control and monitor your travel spend by travel category and by traveler profile so you can refine the budget and encourage ways of traveling that have a lower cost.



4

Let technology do the heavy lifting

When in doubt, rely on technology to give you a helping hand. Owning business travel in a constantly changing environment is difficult, so be sure you have an online travel management platform that puts control back in your hands. Stay on top of the changing travel panorama with utmost flexibility and modify your travel plans at light's speed.

Let technology flex its power by allowing you to keep track of everyone and everything in one place so that you spend time and resources on tasks that will contribute to your business goals. Spending less time on manually searching for the best travel deals, improves employee productivity and satisfaction levels. And, post-pandemic, the well-being of your staff has never been more important.



5

Following these five steps you will be able to have your team back to traveling in no time. It's all about making business travel hands-on and hassle-free. So, sit back and let the power of technology give a guiding hand.

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