

Get Going 

# Back to Travel

The ultimate guide for finance teams



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## Introduction

As businesses slowly get back to traveling, there are a lot of things to keep in mind. For starters, as part of a Finance team, your goal is to **keep your travelers safe while at the same time managing your company's budget**, controlling costs, and keeping on track for your forecasted travel spend.

This guide will help you understand how to get your business up and running for travel again. We will look at resources, recommendations, and industry best practices to get your team up and flying for business travel again.

If there's one thing we've learned from the pandemic it's that while zoom meetings are more than possible, there's nothing like a face-to-face meeting or in-person conference to boost your business, keep up the office morale and use the human touch to push your business objectives forward.

**Keep reading to find out all you need to know to get your company traveling again.**





# Is business travel really back?

Business travel is finally back after more than two years since the start of the Covid-19 pandemic. As we emerge from the crisis and travel restrictions are lifted across the world, we are finding new ways to live with the virus, but some practices like mandatory vaccination or wearing a mask on the airplane may be here to stay.

If anything, these past two years have allowed us to reflect and refocus our priorities for the future.

And **one of the most important priorities that has become paramount to corporate travel is considering travel safety on top of controlling costs** and ensuring that business travel remains within budget.

# To travel or not to travel?

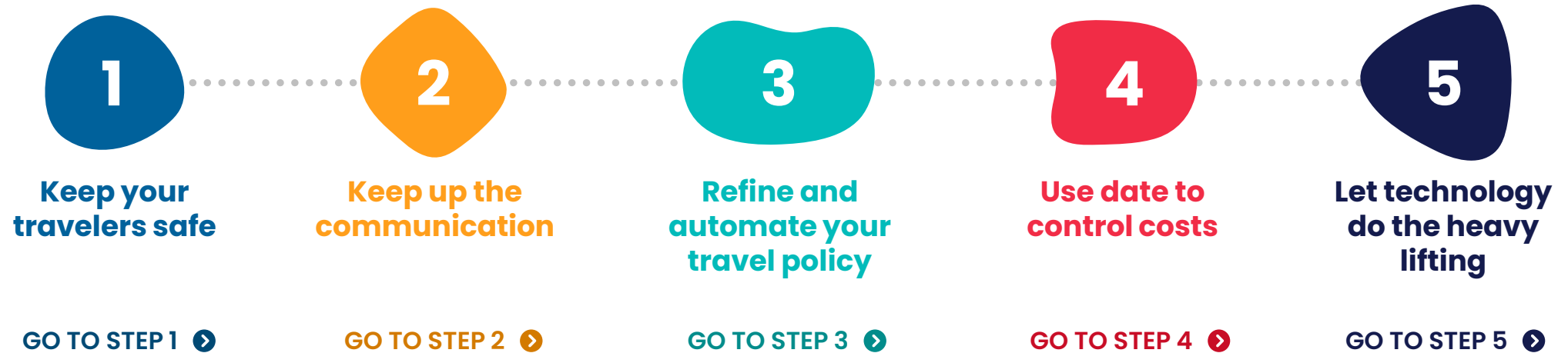
As priorities change, it's important to consider that traveling for business continues to be important to help employees perform their work efficiently; provide an opportunity to meet colleagues, clients and business partners in person; and positively contribute to job satisfaction and boosting productivity.

This is why as restrictions loosen up, it's a great idea to consider what your business needs are to get Back to Travel, while at the same time optimizing travel spend and keeping your employees safe at all times.

**Our 5-step plan will help you get back to travel safely.**



# 5 steps to get back to travel





# Keep your travelers safe

## Travel Safety

As companies return to “business as usual” it has never been a more important time to consider the health and safety of your travelers than now.

You want to be able to fulfill your company's duty of care while at the same time making sure that your employees are protected no matter what happens along the way.

Resources such as the Covid-19 Information Hub will give you a helping hand in ensuring your travelers are up to date with the latest risks and restrictions so that they can make informed and safe travel decisions.



## Duty of Care

People and corporate wellbeing need to be a top priority at any company, and post-pandemic, there needs to be an even greater emphasis on it.

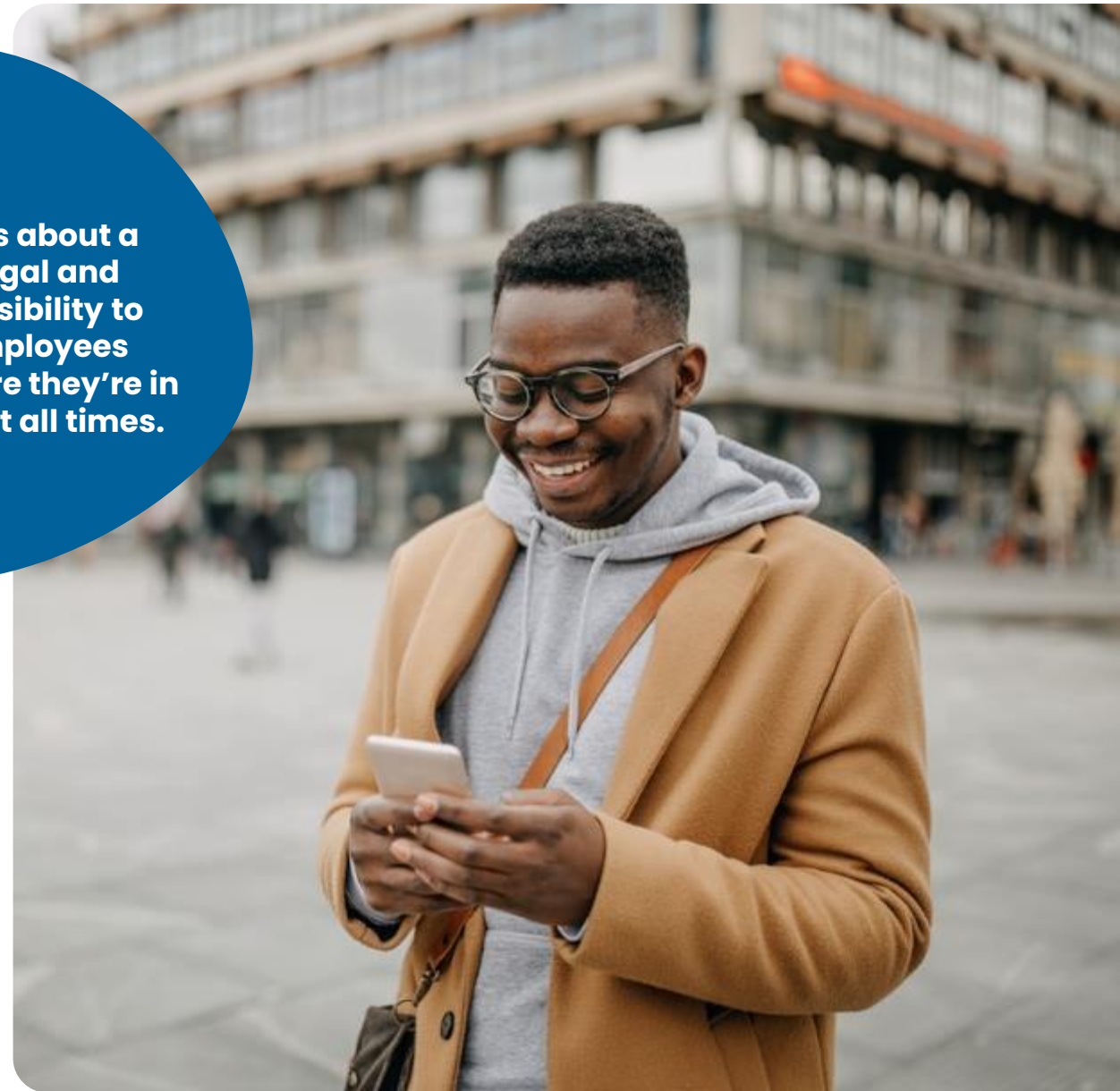
Your employees must feel safe and cared for, otherwise, you risk talent migration (and added costs associated with the recruitment process), reputational damage, rising costs, and a potentially negative impact on your company's performance.

Properly managing employee risks may even give your company a competitive advantage. That is to say that *when a business trip runs smoothly, your employees are more productive and happier.*

Duty of care not only helps avoid problems but also helps improve employee morale and the general satisfaction levels of employees.

So, therefore it's important to choose a corporate travel solution that includes duty of care.

***Duty of care is about a company's legal and moral responsibility to protect its employees and make sure they're in good hands at all times.***







## Keep track of your travelers

Keeping track of your travelers, pandemic or not, is important. You've got your hands full weighing all the travel risks beyond Covid-19, such as natural disasters, civil unrest, terrorism, and more.

This is why it's important to be able to locate your travelers in real-time, regardless of the pandemic. With a live travel map, you can have the peace of mind that everything is on track. You may even consider getting alerts when travelers have arrived so you know they have arrived safely and can effectively lend a hand should something go wrong.

Staying on top of the latest risk information and travel restrictions, a traveler tracking map, and reliable emergency support at hand, will help you fulfill your duty of care while at the same time ensuring your travelers are safe. [Book with a travel management platform that allows you to protect your travelers 24/7 with around the clock emergency assistance.](#)

**Rely on a TMC that has the ability to give a guiding hand when the unexpected happens.**



# Keep up the communication

## Communication is key every step of the way

Work with your Communications Department to be sure that your employees are aware of the risks of traveling post-pandemic so that they can make educated decisions about whether business meetings should potentially be replaced with a zoom call.

The key lies in understanding whether the business trip is working towards meeting your company's business goals, and thereby constitutes essential travel for the purpose of budget control.



# Refine and automate your travel policy

## Post-Covid Travel Policy

Having a Post-Covid Travel Policy is also essential to protect your employees and to protect your budget as last-minute changes, **unexpected glitches and cancellations can really put a dent in your travel spending forecast.** As traveler preferences and concerns change, travel policies need to be updated accordingly.

While some in-person meetings can be replaced with a zoom call, which is more cost-effective, more sustainable, and overall safer, **there is nothing like a face-to-face meeting to seal a deal** or to put you at the front of a potential client's mind when it comes time to make a purchasing decision.

This is why instating a Post-Covid Travel Policy which provides flexibility, as well as a clear policy that favors direct flights instead of connecting itineraries, is essential to protect traveler health and wellbeing.

Make sure to provide travelers the freedom to decide whether to travel or not and for how long.

## Automate your Travel Policy

Automating your travel policy is good both for reducing the effort put into manual work, but also gives you the potential to **reject requests to travel to risky destinations**, and at the same time **protect your travel budget by not having to front unexpected costs** of potential hospitalizations or other worst-case scenarios.

You may even favor software that allows you to automate your policy so that you don't have to manually choose which destinations to approve and which not.

Automating is key to save on time and resources while keeping travelers safe, but when push comes to shove and you need an expert hand, make sure your software is also backed by real humans.



**Some software like the GetGoing business travel platform even allows you to filter flight search results preferring safer options like direct flights or flights with connections in lower-risk countries first.**



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# Use data to control costs

## How to Control Costs: Money-saving tips

Working in the Finance Department, beyond keeping your travelers safe, you also need to be able to **control costs**. Here are some money-saving tips inspired by the pandemic, but solutions whose positive impact can be felt long after the pandemic is over.

## Real-time Reports & Insights

Using a platform that closely monitors and keeps track of data is key to optimizing your travel spend and controlling costs because **understanding your travel data and key metrics will help you make better data-driven decisions.**

Control and monitor your travel spend by travel category (air, train, hotel and car travel). If you find you are spending an excessive amount on one of the travel categories, you can refine the budget and encourage alternative means of transportation that have a lower cost.

Break down real-time data by traveler, date, and location to understand who your travelers are, which department they are from, and the market they manage.

This way you can understand, for example if APAC or EMEA has an excessive travel spend, you can modify your travel policy to limit or better control the amount of trips taking place in each region. **With real-time reports you can make better decisions that will help you optimize your travel spend per department and per market.**







# Let technology do the heavy lifting

## Let your travel platform do the work for you

Once you understand your data, the next step is to make sure your travel policies are helping to keep you on track with your travel budget. To better control costs, rely on your travel platform to help you customize your policies according to your company's unique circumstances.

For example, you may lower the spend allowance for a department that overspent in the last quarter, or up the travel allowance for your most frequent travelers so that they have the possibility to book business class or first class tickets allowing them to arrive in better conditions to their trans-continental business meetings.

You also may consider allowing executives a premium travel allowance, or budgets that can change depending on the location. That is to say a nightly hotel room allowance may not be the same in Berlin as in Erlangen. You need to work with a dynamic budget and flexible platform to be able to accurately create cost limits according to different cities and travel routes.


## Take advantage of travel deals

With tighter budgets, choosing the right travel platform will allow you to unlock travel deals and opportunities. This means you don't have to search around for the best deals, but they will automatically be available to you in the travel platform, allowing you to make the most out of your travel spend.

## Prefer flexible booking options

Flexibility took a new meaning when it came to the pandemic. While some flexible travel options have gotten more rigid as we move away from so many travel restrictions and regular business travel resumes.

However, when possible either negotiate yourself with the airlines to provide flexible flights and cancellation policies or work with a platform that does this for you. Flexible travel will mean saving on cancellation and change fees by using travel technology that provides flexible booking options to help prevent losses.

A woman with long brown hair, wearing a dark jacket over a grey shirt, is sitting at a desk and looking at a laptop. She has her hand resting on her chin and is smiling. The background is slightly blurred, showing a modern office or lounge setting with a teal wall and some furniture.

**A platform like GetGoing allows you to access travel deals with up to 25% discount, including millions of options for flights, hotels, rental cars and rail. A wide range of travel inventory means that you have access to the best prices and discounts.**



## Negotiate better rates

Once you've analyzed the data and gotten a better understanding of where your travel spend is going, you can use this information to negotiate better rates with hotels, car rental agencies and airline companies.

Your travel booking software can help you understand the most frequently visited destinations, and if you find you are spending a lot at hotels in one particular region or destination, this is the perfect data to use as a negotiation tool, which will help unlock tremendous saving potential.

## Go for a custom fit

Once you've chosen the travel platform that will do the heavy lifting for you, you can work together with the support team to create travel policies that will best suit your business and best optimize your travel spend. After all, a custom fit is always preferable to a one-size-fits-all approach.



# Why work with a TMC post-pandemic?

As business gets back to usual, it's important to take the learnings from the pandemic, and the changing way of traveling to make sure you are making the most of your travel budget. **Working with a TMC post-pandemic is the ideal solution to optimize costs while at the same time providing extra protections in case something goes wrong, saving time and money.**

- TMCs are more tech-savvy than ever as well as being an agile approach to booking your business travel
- Better and more flexible rates
- 24/7 emergency support
- Real-time traveler tracking
- Reports and insights that will help optimize your travel spend
- Take the manual work out of travel management, with a reduced workforce due to Covid-19 personnel cuts, freeing up time for your employees to take care of more important matters
- Automated travel policies that will ensure you stick to your tighter travel budgets
- Customer support: there for you when you need it most





# Key learnings

In this Back to Travel Guide for Finance Professionals, we've looked at the issues that matter most for those in charge of keeping control of budgets as business travel recovers:

- **Essential travel**
- **Travel safety**
- **Travel policies**
- **The importance of communication**
- **Money-saving tips to control costs**
- **The importance of a TMC post-pandemic**

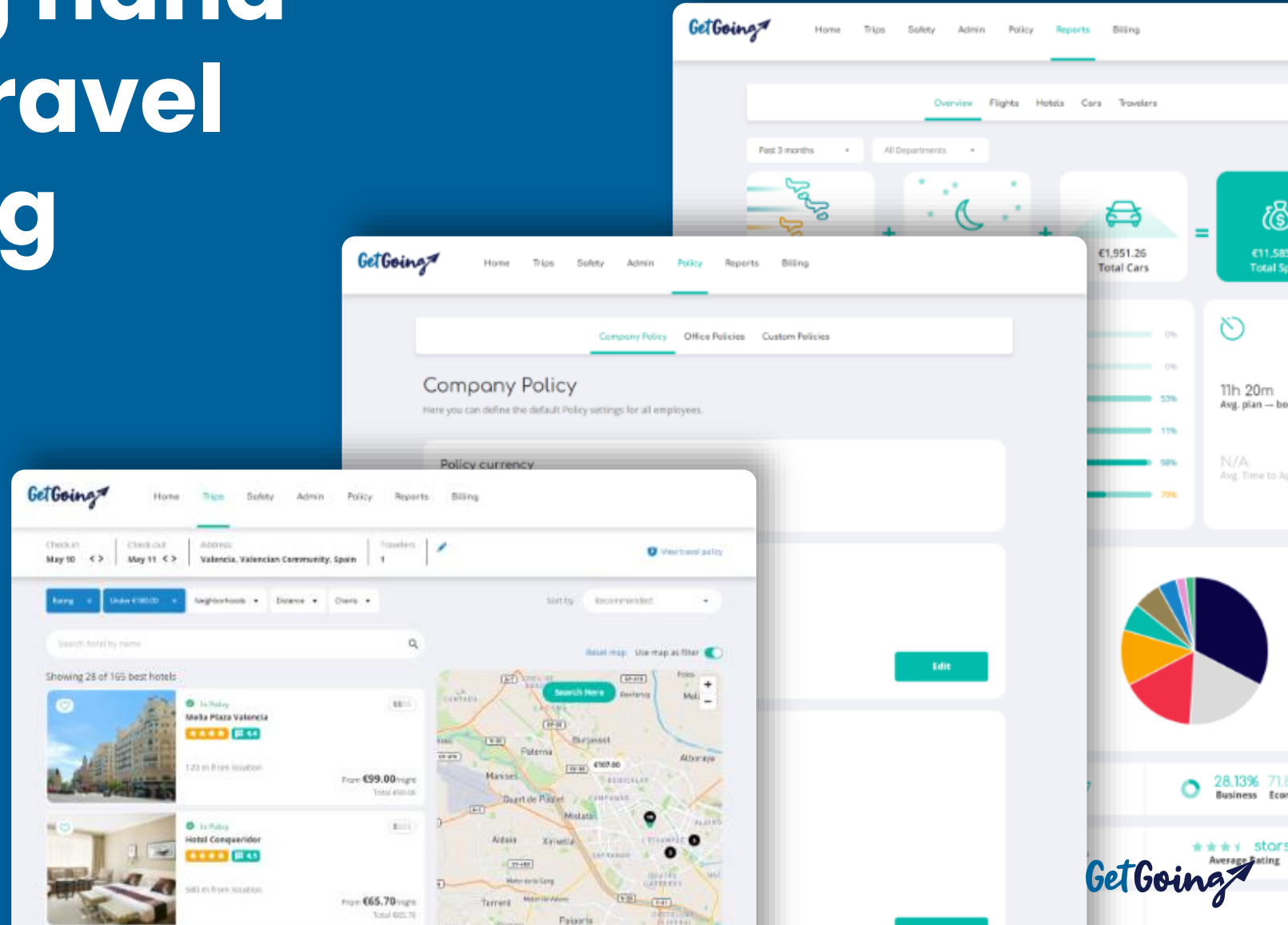
Keeping in mind these helpful tips, finance managers can take control of their budget, optimize their travel spend and make sure to avoid extra costs due to trip interruption. Post-pandemic travel requires more flexibility, a clear strategy and **the right software to ensure that your business travel stays on budget and your employees can more effectively do their job and be more productive on their business trips.**

# Get a helping hand in business travel with GetGoing

Book and manage trips while optimizing travel spend with an easy-to-use, all-in-one platform. And reach out to real business travel agency experts for assistance and top-notch advice.

SCHEDULE A DEMO

LEARN MORE







## GetGoing, your helping hand in business travel

With a hands-on approach, we're changing the way people book, manage and optimize travel. We get you the ease of a digital platform, and the peace of mind of a travel agency. Empower your team, save time and money, gain more visibility and ensure safe and comfortable travel. That's what we call business travel, hands-on.

Get to know us on [www.getgoing.com](https://www.getgoing.com) or follow us:



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