

Get Going 

Back to Travel

The definitive guide for office managers
& HR



What we'll cover

<u>Introduction</u>	<u>3</u>
<u>Is business travel really back?</u>	<u>4</u>
<u>To travel or not to travel</u>	<u>5</u>
<u>Step 1: Keep your travelers safe</u>	<u>8</u>
<u>Step 2: Keep up the communication</u>	<u>10</u>
<u>Step 3: Refine and automate your travel policy</u>	<u>11</u>
<u>Step 4: Use data to control costs</u>	<u>13</u>
<u>Step 5: Let technology do the heavy lifting</u>	<u>15</u>
<u>Why work with a TMC post-pandemic?</u>	<u>18</u>
<u>Key learnings</u>	<u>19</u>

Introduction

As businesses slowly get back to travel, there are a lot of things to keep in mind. For starters, as HR and Office Managers, **your goal is to keep your travelers safe and happy while at the same time keep them productive.** You want to make booking, managing and optimizing travel efficient and effective for everyone, but with reduced budgets you also have the added challenge of finding opportunities to save and improve the process. And as business travel recovers, it's only normal that you need to support your employees in feeling up to the challenge, after more than two years of not hitting the road.

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 that we so missed during the pandemic.

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 while keeping employees productive and happy. **So, yes business travel IS most definitely back.**



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.

Measure the value of travel

As HR and Office Managers, you want to be sure to measure the value of travel. Prove to internal stakeholders that business travel is worthwhile by demonstrating the quality of its outcome. **One of your key tasks is not just to simply reduce travel spend, but also to make business travel more effective to meet the company's goals**, and with the right metrics, you can more accurately make a case in favor of business travel.

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

Consider the changing travel paradigm

With a changing travel paradigm, it's important to work with your Communications team, to work on educating your employees on the importance of a well-organized business trip, which combines visits to several clients at nearby destinations, avoiding the need to travel so frequently. **HR and Office managers must think about the shifting travel paradigm and how to adjust their travel programs to the new ways of working.**

For example, Day Trips to attend meetings or conferences may no longer be necessary thanks to the advent of videoconferencing technology. With many employees switching to remote work, new types of business travel may arise like the need to travel to internal meetings whether that be at a nearby office or somewhere else that's easily, and economically accessible.

As traveler preferences and concerns change regularly, travel policies must be updated accordingly. **Provide the freedom for your travelers to decide to travel or not and for how long, favoring direct flights instead of connecting itineraries,** taking good care of traveler health and wellbeing is essential to consider as travel slowly returns to normal. Allow your employees to be part of this change. **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.

Online 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.

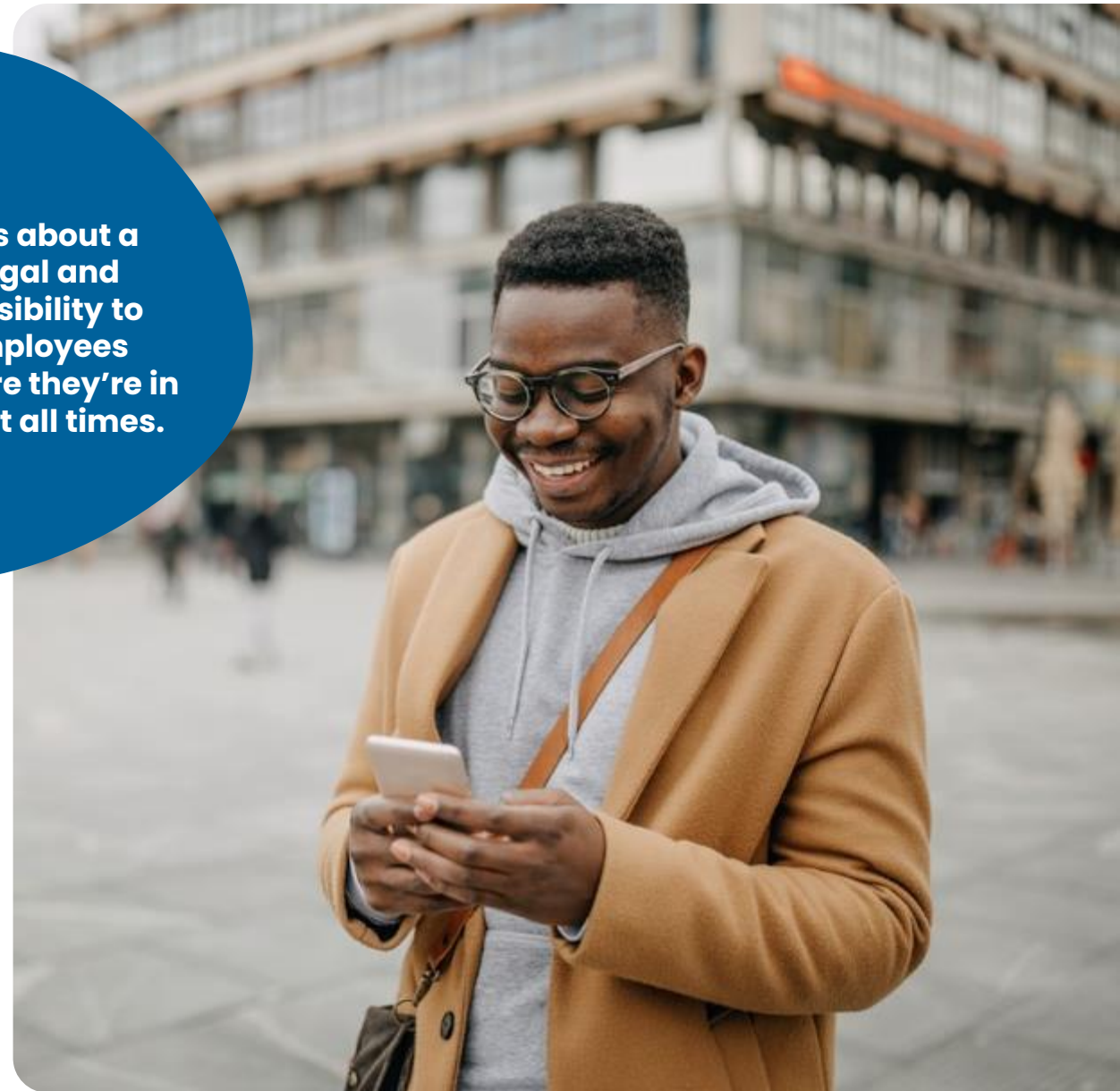
Your employees must feel safe and cared for, otherwise, you risk talent migration (and added costs associated with the recruitment process), reputational damage, rising costs, and a potentially negative impact on your company's performance.

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.

Keep employees productive and happy

Keeping employees productive and happy when making their business travel plans is all about minimizing manual work and maximizing automated processes. This can be done by using a travel platform where they can find everything all in one place. Minimize the manual work they have to do by having an installation-free software so that employees can book their trips within minutes. With the same platform, they should be able to easily view, change, and cancel trips without the need to search elsewhere.



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 because as traveler preferences and concerns change, travel policies need to be updated accordingly. 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.

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.

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](#). 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. With travel risks changing constantly, you need reliable tools and services to keep your travelers safe.

With the latest risk information, travel restrictions and disruptions, your travelers can make smart choices even before booking their trips. [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 or prohibiting your employees from traveling to high-risk destinations.



Use data to control costs

Get control of your business travel spend

Working as an Office Manager or in the Human Resources Department, beyond keeping your travelers safe, you also want to be able to report on business travel and find new ways to save and improve your travel program. And the best way to do this is with quality data.

Get access to travel data and reports to find new ways to save

To control and manage how travelers are spending your company's travel budget, invest in a platform that does the work for you so that you can find new ways to save on travel costs. Run reports on bookings and spend and discover new ways to save. You may even **consider talking to a travel expert for top industry advice and support on how to make the most of your travel budget.**



Let technology do the heavy lifting

Let your travel platform do the work for you

As an Office or HR manager, your people are what matters most. This is why you want to make booking travel, managing, and optimizing business trips efficient for everyone. Find a platform that is easy to learn and fast to use for everyone in the company without the need to waste valuable time with useless product training or shopping around for the best travel deals.

Of course, you don't have the time to spend keeping up to date with all the latest travel restrictions, regulations and disruptions so make sure your platform gives you the information you need all in one place. And when push comes to shove and you need a helping hand, make sure you have the support of an experienced travel professional. Booking business travel should be hassle-free and easy for everyone.

Take advantage of travel deals

Choosing the right travel platform will allow you to unlock travel deals and opportunities meaning that your employees aren't scouring the internet for the best travel deals. With the right platform, deals will be automatically available to you and your employees in the travel platform.

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.





Help you own business travel

As the one in charge of business travel within the company, you need a tool that lets travelers and bookers follow the company's travel policy or travel guidelines, while providing access to the best options for flights, hotels, rental cars and rail without having to manually check. That means you can get all the information and options at one glance. You need to be able to monitor bookings and approve or decline them because of costs or risks. With a helping hand from the right platform you will be able to own business travel.

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 HR and Office Managers, we've looked at the issues that matter most for those in charge of managing travel and ensuring that employees are worry-free:

- **Essential travel**
- **Travel safety**
- **Travel policies**
- **The importance of communication**
- **How to use data to make the most out of your travel spend**
- **How to make your employees happier and more productive**
- **The importance of a TMC post-pandemic**

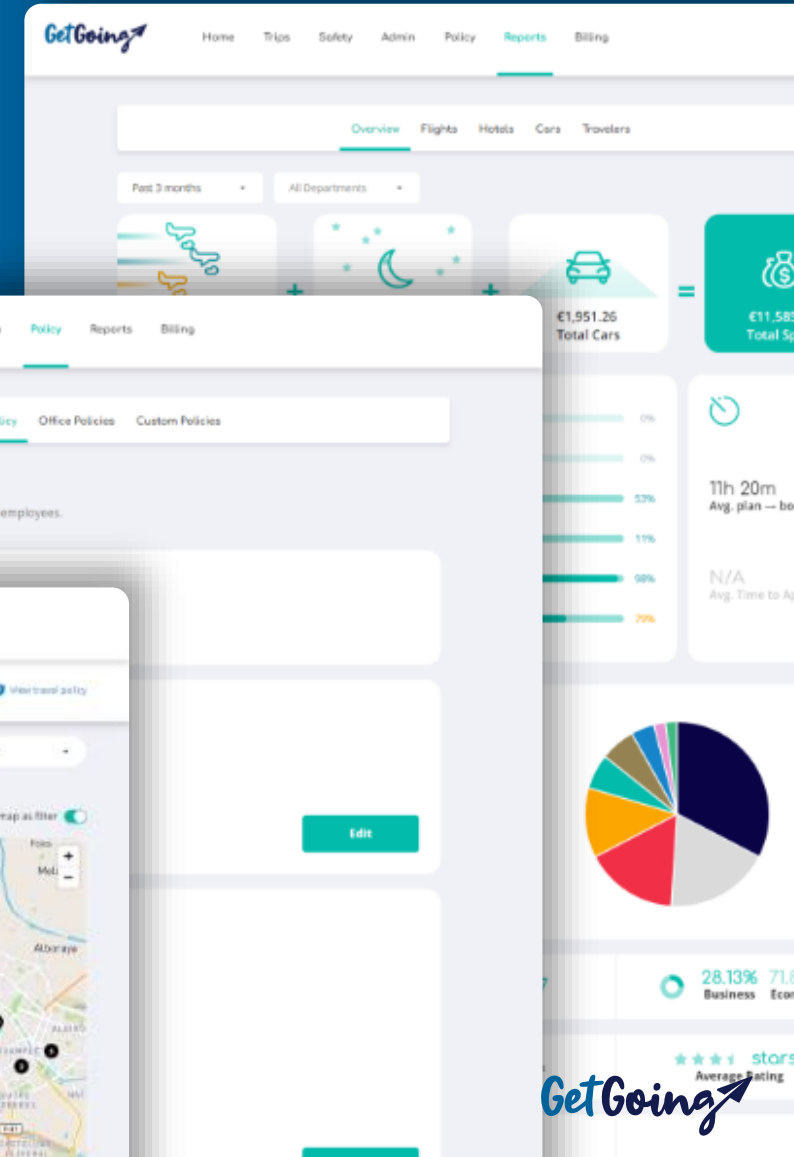
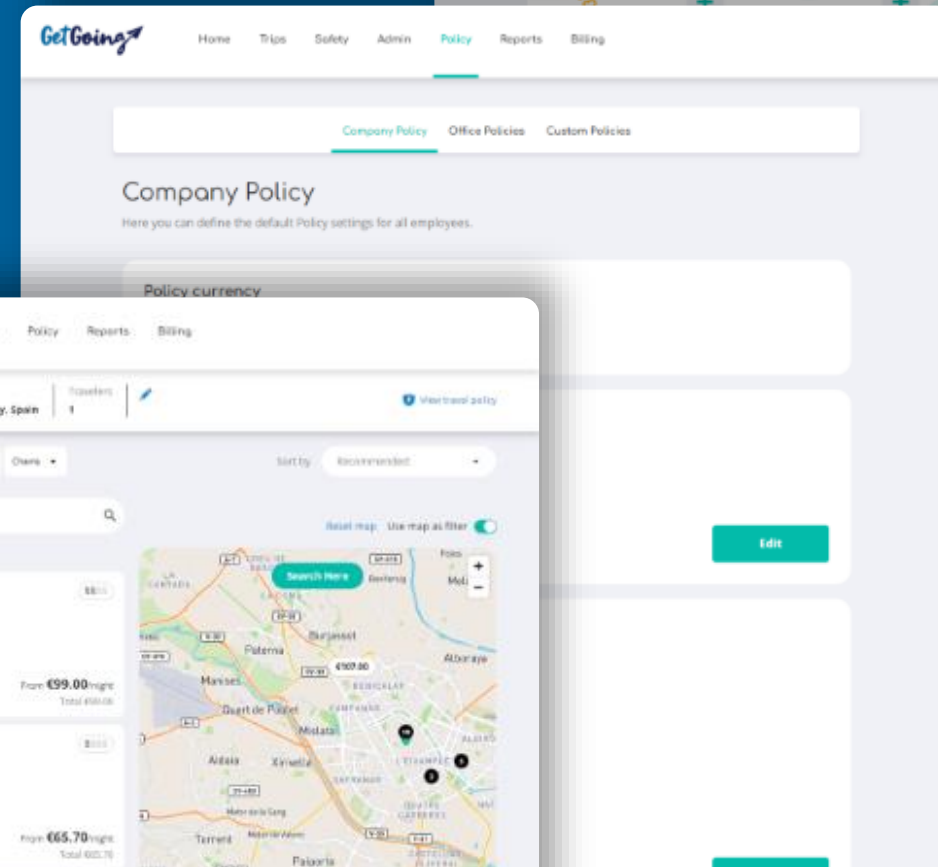
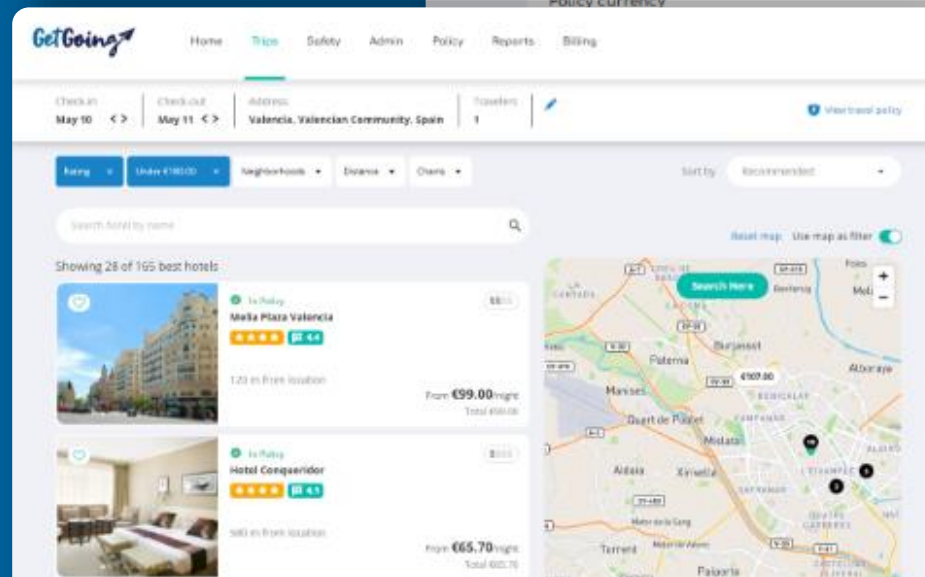
Keeping in mind these helpful tips, HR and Office Managers can own business travel, keep their employees happy and ensure the safety of road warriors. Post-pandemic travel requires more flexibility, a clear strategy and **the right software to ensure that your business travel stays on budget and your 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.

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