

TRAVEL MANAGEMENT FLIGHT PLAN WORKSHEET

On the blank sheet provided, list the action items you believe are necessary to reach maximum travel time and cost containment efficiency. Refer back to the Travel Management Ecosystem and make sure you address all the P's. Use the example below as a guide.

Flight Plan for ABC COMPANY

ACTION ITEM	FIRST ACTION	END RESULT
1 Have agency give a presentation of its fare search system (to include published, web, tour and consolidator fares) to staff so they are more confident in our travel supplier. PROCEDURES, PRODUCTIVITY, PRICE, PROTECTION		
2 Consider the implementation of an on-line corporate reservations tool. PRODUCTIVITY		
3 Clarify to travel agency and travelers preferred supplier agreements currently in place, and use data to negotiate new agreements that are on target with our needs and future growth. PREFERREDS, PROTECTION, POSSIBILITIES		
4 Understand how the finance team processes expense reports and look for opportunities to retrieve more data to reduce time spent on the process. PREFERREDS, PROTECTION, POSSIBILITIES		
5 Consolidate staff, board, and meeting travel requirements and leverage our buying power. PREFERREDS, POSSIBILITIES		
6 Update travel policy and procedures. Review agency's policy template and consider providing more clarity on the value decisions we expect from our travelers. Share with agency when done to monitor and audit. POLICY, PROCEDURES		
7 Reintroduce agency and new policy to our team and secure traveler's buy-in and understanding of the Travel Management project's goals. POSSIBILITIES		
8 Ensure all travelers have updated profiles with agency and can update them electronically. PROFILES		
9 Make sure staff knows and likes travel consultants assigned to us. Give concise communications data to team and demo new on-line reservation opportunity. PEOPLE		
10 Investigate credit card and corporate insurance products to ensure travelers are clear on flight, travel, and baggage insurance on the road and what to do in case of emergencies. PAYMENT		