

TRAVEL MANAGEMENT RETURN ON INVESTMENT EXPANDER

To help you understand your current situation, complete our *Travel Management Return on Investment Expander*. Rate your reaction to each pair of phrases. Decide how you rate on a scale of 1 to 10.

	1	2	3	4	5	6	7	8	9	10	
Our data regarding travel takes time to secure as it comes from multiple sources.											We have concise on-line accessible data on all travel spending and have used it to save time and negotiate preferred rates and services.
Our staff books travel as they see fit through multiple websites and/or agencies.											We maximize productivity by offering one simple multi-channel source for securing travel.
Our staff determines the best value for each trip and has no mandate to select connections or alternate airports under financial thresholds to save the company money.											We have defined for our travelers what we expect from them on the road in a concise hierarchical travel policy to reduce company costs and provide direction.
Our finance team spends countless hours processing travel expense reports and allocating travel expenses to customer and/or department codes.											Our finance team has access to web based financial reports that reduce time spent on expense reports, eliminate wasted time in cost allocation, improve cash flow and provide spending data that managers use to reduce cost.
I do not know where all of my travelers are at any given time, and I am not sure of the travel insurance products that are in place to protect them and the business.											Through consolidation, I can find out within minutes where all of my people are in case of an emergency. In addition, our travel policy details a process that ensures flight, car and baggage insurance on every trip.
We don't have relationships with the people who book our travel. I use a help desk and hope they take care of me.											We have a great relationship with our travel company. They are our advocates, know our preferences, keep us informed, and are a joy to work with.
I am never sure we received the lowest air fare, hotel rate, or car rental rate.											The company I am using offers published, negotiated, web, tour operator, and consolidator options, and have built my confidence by lowering our average ticket cost. My agency also uses its buying power to ensure great hotel and car rates.
I do not know how many unused non-refundable tickets we have available to use, and I am not sure that our travelers are using them to their maximum potential.											We receive periodic unused non-refundable ticket reports. We have a defined process to ensure the usage of these tickets that is outlined in our policy. This process has been reviewed with our agency.
We use multiple sources to buy tickets so some people can use the web and others can speak to a travel professional.											Our source for tickets offers full service and web options for making reservations that are coordinated with our policies, special rates, and procedures so everyone is happy.
We have no preferred supplier relationships.											We have supplier relationships that give us benefits and/or reduce costs.
ADD COLUMN TOTALS:											0-60: Call us immediately to save time and money. 61-90: We should talk to determine specific areas for improvement.
YOUR TOTAL SCORE IS:											91-99: Well Done! 100: Must be a MacNair Customer!!!