

TRAVEL MANAGEMENT STATUS CALCULATOR

Do your best to fill in the following worksheet. It is rare that all of this data is regularly available, but learning about what data is and is not accessible is part of the learning process.

<p>What is your Annual Air Volume? <i>(broken down by sources: agency, on-line sites, etc)</i></p>	<p>Agency: \$ _____ On-Line Sites/Other: \$ _____ Total: \$ _____</p>												
<p>What percentage of your Air Volume is Domestic? What percentage is International?</p>	<p>Domestic %: _____ International %: _____ _____</p>												
<p>What is your Annual Hotel Volume?</p>	<p>\$ _____ Average Rate \$ _____</p>												
<p>What is your Annual Car Rental Volume?</p>	<p>\$ _____ Average Rate \$ _____</p>												
<p>What is your Average Ticket Cost? <i>(compare agency versus on-line data if possible)</i></p>	<p>Agency: Domestic: \$ _____ International: \$ _____ On-Line Sites: Domestic: \$ _____ International: \$ _____</p>												
<p>What are your Top 3 City Pairs? <i>(your top travel destinations)</i></p>	<table border="0"> <thead> <tr> <th></th> <th style="text-align: center;">Domestic</th> <th style="text-align: center;">International</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>3</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>		Domestic	International	1	_____	_____	2	_____	_____	3	_____	_____
	Domestic	International											
1	_____	_____											
2	_____	_____											
3	_____	_____											
<p>Do you have any Preferred Supplier Agreements? <i>(air, hotel, car, credit card, etc.)</i></p>	<p>YES or NO (circle one) If YES, please provide details: _____ _____</p>												
<p>Does your company have a Travel Policy? Room for improvements? <i>(Direct spending decisions, explain booking process and why, clarify expense report process, provide safety information, and cover all travel related costs, direct to preferreds...)</i></p>	<p>YES or NO (circle one) If YES, please attach a copy and list your top three desired improvements: 1 _____ 2 _____ 3 _____</p>												
<p>What Fees are you currently paying? <i>(agency or on-line and for what)</i></p>	<p>Agency Ticket Fees: \$ _____ Refund: \$ _____ Other: \$ _____ On-Line Ticket Fees: \$ _____ Refund: \$ _____ Other: \$ _____</p>												
<p>Are you receiving any Financial Reports from your travel provider?</p>	<p><i>Circle those that you receive:</i> Lost Savings Report Credit Card Reconciliation Report Volume by Project, Customer, or Department Code Other: _____</p>												