

TRAVEL talks

FACT SHEET

THINGS TO CONSIDER WHEN CREATING A TRAVEL POLICY



No two business travel policies are the same. But organisations looking to design a policy of their own need to consider a number of key factors when going through the creation process.

Creating a successful business travel policy for your organisation might seem daunting. There are a huge number of moving parts to consider, from trip budgeting and cost control, to employee wellbeing and sustainability - every element has to be neatly tied together before any policy has a chance of success.

But where do you start? And what exactly needs to be addressed? Following on from our recent Travel Talks webinar, we created this factsheet outlining the key considerations for anyone looking to build their own business travel policy.

You can also watch the webinar video on demand at www.gdg.travel/talks



Company Goals

What goals are you trying to achieve with your travel policy? Think about your company values and how business travel might enhance or impact upon them. This will help you understand how travel is important to your organisation, and guide the direction of your policy.

Stakeholders

Just like your organisation, each one of your stakeholders has different goals and responsibilities. From your travel bookers and travellers to your HR team, every person will have a unique relationship with travel. It is therefore essential that everyone has a stake in, and understands, your policy priorities.

Cost of Travel vs. Sustainability

Consider your own Environment, Social, and Governance (ESG) policy? Can you replace certain flights with rail? Which aircraft can achieve a more sustainable flight on a particular route? Asking yourself these kinds of questions can help shape your travel policy.

Duty of Care and Employee Wellbeing

Business travel isn't just about the mechanics of a trip. The health and wellbeing of your employees is just as important a consideration as the plane or train that takes them from A to B. Should your travellers fly Economy if they are on a flight that is over 7 hours? It's crucial to ask these questions.

Expenses

It's essential that any spending on a trip can be easily managed. Think about how and when travel expenses need to be reported, and who is responsible for handling this operation. Make sure to detail the approval process in advance so the traveller has clear expectations before setting off.

Awareness and Accessibility

How do you get the message and awareness of your travel policy across to your workforce? Ensure that your policy can be accessed quickly and easily by everyone within your organisation. Don't forget to highlight emergency contact details too.



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**CONTACT YOUR ACCOUNT MANAGER FOR HELP
BUILDING YOUR TRAVEL POLICY**

OR

Email **sales@gdg.travel** if you are not a Gray Dawes client and want to discuss your corporate travel requirements.

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