

# A guide to getting the best of both worlds:

keep travellers safe and save on budget



# Maximising safety and minimising costs.

It's totally possible –  
and perfectly practical.



In this guide, we'll give you some hot tips on delivering duty of care, while making the most of your budget. What's more, we'll tell you how we can deliver it all and fit seamlessly into your travel programme.

**Let's get down to business.**

# Maximising safety: step-by-step

Less crackly meetings. More casual conversations. Fewer Zoom catastrophes. Clearer human connections. There's a lot to look forward to as we get back to work. But you still need to stay safe on the road.

At every stage of the journey, you can act to give your travellers the best care available – and make sure they're always in good hands. We can break that journey into three, key phases.

HOTEL

## During travel



**We know that life doesn't stop outside of 9-5, which is why we don't either.**

Make sure your travellers know where to turn, should something go wrong. Have a crisis response plan mapped out with your provider, so you can contact and locate your travellers, in case of emergency.

**We can help with that!** We plan your crisis response with you and provide live traveller tracking. We also offer 24/7 in-house support for any emergencies or last-minute changes. No need for morse-code or a flare – we're always on-hand.

### Support you can count on anytime, anywhere

With Melon, we're only a phone call, email or chat away – your one size fits all support team if you will. So, whether you're in a taxi, at your desk or out for dinner, rest easy knowing we're there behind the scenes. Flight delayed? We're on it. Problem with your hotel? It'll be sorted in 3-2-1.

## Pre-trip



**Pro tip:**  
Government websites are a great resource.

Prep early to prevent problems later on. First, tell your people about your travel and health & safety policies. Give them numbers for your travel insurance provider, plus an emergency contact. And don't forget to make sure their profiles are up to date, including next-of-kin info.

Keep in mind that these days, it's hard to know what you're walking into at your destination from restrictions to political unrest, weather and beyond. You'll want to do some research and get the lay of the land before you arrive.

And our number one piece of advice? **Make sure travellers book with your travel management company (TMC).** By booking through your TMC, you're gaining visibility of where everyone is, should things go awry.

**We can help with that!** By keeping tabs on your traveller profiles for you, we make sure they've got the latest data. We'll also set up travel alerts, to warn of any disruptions along the way. Rest easy, knowing we've got your back.

### Can I travel there?

Think of our travel map powered by Sherpa as your magic 8 ball. It'll tell you where you can go, any travel restrictions, what documents you'll need and if there's additional info you'll need to get going.

## Post-travel



**Make each trip better than the last for your travellers by checking in after each one.**

Survey your travellers after every journey. These check-ins help you know if safety procedures have been understood – and where you can improve. There's always an opportunity to brush up on skills or smooth things out.

**We can help with that!** We use Melon to spot any out-of-policy bookings. We also factor in the experience of each traveller for future planning, learning their likes and dislikes.

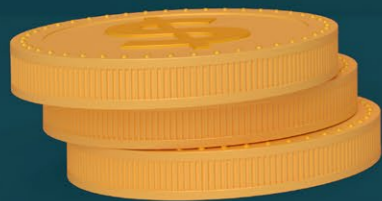
### What to ask your travellers post-travel

Make each trip better than the last for your travellers by checking in after each one. Here are some sample questions that will make sure each trip is a safe one:

- Did you book with Corporate Traveller? This is the #1 way for them to make everything runs smoothly.
- Did you visit the FCTG travel news site for up-to-date information on travelling and your destination?
- Did you run into any trouble? If so, did you reach out to Corporate Traveller? They're available 24/7 and can always help find a solution. If not, make sure you have their details saved for next time!
- Do you have any feedback we can give Corporate Traveller on how they did?
- Do you have any feedback for us on how we did?

# Minimising costs: our top tips

An uncompromising approach to safety doesn't have to mean compromising your budget. By bringing intelligent tech and an expert team together, you can keep both factors in balance.



## Here's how we can help you find the perfect match:



### 1. Search smarter

As any booker will tell you, a lot of time and money is wasted searching for the right options. Endless scrolling isn't just bad for the fingers – it can lead to frustrated or hasty decision-making, while better choices remain hidden.

Melon, our new platform, does this hard work for you. We align recommendations to your budget and preferences, presenting you with the right selections, at the right price, instantly.

That means less time wasted, more money saved, and proactive care for you and your travellers.

Your travellers will love that we help leverage loyalty schemes and help find accommodations that make sense for them, whether it be near their meetings or by the airport. Suite!

You can rest easy knowing that all of this is done in policy, as we sift through millions of options to find the very best one for each traveller and their organisation.

### 2. Choose wider

There are plenty of great travel deals out there if you have the time and tools to find them. The more choices you can access, the more value you can unlock.

Fortunately, you don't have to do the searching yourself. The right partner can go the distance for you. With Melon and Corporate Traveller combined, you can find fares for low-cost carriers, as well as alternative transport, like rail or even car rental.

**Endless choice, more savings.**

**Did you know our network spans 90+ countries and counting?** After decades of booking corporate travel, our close relationships with global suppliers is what gives you access to exclusive, negotiated rates, worldwide. Something you won't be able to get when booking anywhere else.

### 3. Bring it all together

Punching from one tool to the next can be a stress. It also makes it difficult to keep track of spend, policies and choices. The closer you can bring these elements together, the easier it is to spot opportunities to save.

A single, unified travel platform isn't just a time-saver, it's a budget-saver. After all, with everything in one place, it's simpler to see and compare what's on offer. That's why Melon acts as your one-stop shop, for everything from booking to tracking spend and reporting.

### Find the right combination.

All this goes to show, you don't have to compromise on savings to safeguard your travellers. There are some simple steps you can take. Meanwhile, the right partner and platform can turn them into giant leaps.

Get the blend right and you can really take care of business. No matter where your teams are, Melon means we're right there with them.

[Watch 3 minute Demo](#)



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TRAVELLER™**

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