

Don't Pinch Pennies. Make Smart Savings.

From the quick wins to next-level buying power, this is how you save money on your travel programme.



Is business travel putting a dent in your budget? As line items go – business travel can pack a punch.



Let's be honest, travel costs can climb quickly if you're not careful. And we're not just talking about big ticket items like flights and hotels, but also all the additional 'extras' like taxis, meals, Wi-Fi, parking and more.

Don't worry. We know it's easy to lose your grasp on travel spend. But it's just as easy to regain control and make some significant travel budget savings. Which is extremely good news after a tough couple of years. At a time when budgets are stretched and resources are low, getting back on the road has never been more important to ensure the future success of your business. And you'll want to do it without compromising on your team's comfort, safety or wellbeing.

You can squeeze every last penny out of your budget (and make it count) by engaging a travel pro to:

- Tighten up your travel policy to prevent leakage
- Negotiate the best rates, deals and perks on your behalf
- Use inside knowledge and the 'tricks of the trade' to score unexpected savings
- Manage travel refunds and credits

And this is just the beginning. Don't forget our top-notch supplier management, global buying power, razor-sharp negotiation skills and years and years of industry knowledge...it all adds up to impressive savings. Let us show you how.



Slash the biggest costs first

Here are 8 ways to start slashing the biggest costs in your travel programme

1. The early bird...

We're sure you've heard it before, but we're going to repeat it once more: book early to save costs.

Last minute business trips can be super expensive. And it's not just airfares that end up costing the earth. We're talking higher rates for hotel rooms, meeting rooms and even transfers if you're booking at the eleventh hour during peak periods (aka a destination where there're a popular global conference being held.)

Business travellers can expect to pay 200% more for airfares purchased one day out from travel. On the other hand, just by booking flights in advance, companies can save up to 21% of their travel spend.

2. Swap 'cheap' for 'best'

It might sound counterintuitive but resist the urge to book the 'cheapest' fare or rate whether you're booking a hotel, a flight, or a car. After all: these rates rarely are as good as they seem.

Did you know that one in three corporate hotel bookings are amended or cancelled? You might think you've saved a few bucks by booking direct on a non-flex rate, but if things change you could lose the whole amount.

Instead, opt for the best fare and rate of the day policy or most logical fare to ensure your business makes the most of discounted prices from a range of suppliers. Options to select the best fare or rate of the day can be flagged visually within your online booking tool for easy booking.

3. Location, location, location

In travel as in real estate, location is everything!

Instead of booking a cheap hotel on the outskirts of town and paying stacks of money for transport into the city centre, you could book a conveniently located, yet budget-friendly hotel that also offers value-added extras included in the room rate, such as free parking and Wi-Fi. You'll be surprised by just how much you can save with the right location.

And if you're going to rent a car, location is just as important. Bypass the airport rental agencies to avoid the hefty airport surcharges.

4. Size matters

When it comes to car rental, size matters. But – here's the real surprise: bigger doesn't always equal better.

The right size depends on your travel habits. Will you be driving long distances in the rental car? An automatic car that is slightly more luxurious is probably the best way to go. If you're staying in the city: opt for a smaller car. After all, larger vehicles will most likely guzzle more fuel and can be difficult to manoeuvre.

5. The little luxuries in life

When you're on the road, you may not y pay too much attention to the cost of the little things - such as early check-in and airport lounge access. But when you do a budget check – you may get a shock. These kinds of expenses add up quickly.

We're not saying you should scrap all perks. To the contrary: these little luxuries could end up saving you money. Free breakfast, early check-in and free upgrades could all go a long way towards making travellers more productive when on the road.

The secret here is for businesses to know which perks their travellers use regularly and negotiate agreements with hotels and airlines to include what is important to your travellers. Your TMC can certainly help you out with negotiations here!

6. Leverage loyalty

Keeping travellers happy and keeping the budget down. It is possible. Loyalty programmes are the answer.

Many international airlines have frequent flyer programmes designed to benefit not just the traveller but also the company - from free upgrades to lounge access and fast check-in. Similarly, large hotel chains have loyalty programmes that allow subscribers to collect points for each booking. Points may be exchanged for discounts and even free nights, meaning further savings for your business as well as increasing your travellers' enjoyment.

By including hotel and airline loyalty programmes on the travel policy, you ensure your travellers enjoy added benefits while your company wracks up free flights and more.

7. It's all in the fine print

Don't get blindsided by hidden fees, airport surcharges, or insurance costs. Make sure you've read the contract and that you know what to expect from your car rental, hotel and air experience. Of course, the right travel partner can help with this! "I can't wait to read the fine print," said no one ever.

8. Team up with an expert

A TMC like Corporate Traveller is a trusted travel partner for your organisation. Our sole objective is to help save you time and money, and we do this through various partnerships with travel suppliers locally and across the globe. We have the global buying power to get you the best deals. Our experts will provide you with several options on every quote so that you can make informed travel choices.

Can you put a price on your health and the health of our planet?

2021 has brought out our inner eco-warriors and wellness yogis. It seems we collectively realised that our wellness and that of our planet should take centre stage. But what does this mean for business travel?

How can companies combine traveller wellness and sustainability with the rising pressure on corporate budgets. View a simplified view of the pros and cons of each focus.

View table



Real-life story: How far can a million take you?

Ever wondered how far an annual travel spend of US\$1 million can take you?

We did the exercise with global headwear and apparel brand, New Era, at a time when their organisation was in full expansion.

New Era travellers regularly hit up multiple continents. But with no booking system in place to snag the best deals, travellers booked the first flight they found. This, plus late bookings and cancellations, pushed their travel spend way out of budget.

Corporate Traveller to the rescue! Here's what we did:

- We tightened up their travel policy - no more last-minute bookings or overpriced flights
- We hooked them up with an online booking tool
- We delivered 24/7 support

The result?

- 35% fare reduction on top 10 routes
- 9% drop in last-minute bookings
- Pricey cancellations plummeted
- Booking fees became a thing of the past

We took New Era's travel to a place beyond savings.

When time is money, you need to spend it wisely

Booking travel is time-consuming. There's no two ways around it.

Did you know that it can take up to 32 visits to 10 different websites in four different categories just to book an airline ticket? Even that sentence is complicated more than we would like....but this is according to a Google survey conducted before the pandemic.

Fast forward to 2022, and booking travel has become even more complex. Questions such as what the current COVID-19 situation on the ground is, whether the accommodation establishment has the right safety protocols and what travel documents are required are often difficult to answer.

Travel management is not just about getting the best deal. It's about spending the least possible time and effort finding the right solution and here's where a TMC is worth their weight in gold.

In fact, Corporate Traveller recently did an exercise whereby we worked out the average time it takes to book a business trip – before converting it to an estimate dollar cost to your business. It's based on a standard domestic air booking with two nights' accommodation and two days' car rental.

In terms of time, we were conservative:

Connect to the relevant website	15 seconds
Navigate way through the site	2 minutes
Find appropriate flight options	3.5 minutes
Check two other airline websites	13 minutes
Make a booking	6.5 minutes
Find appropriate hotel	7.5 minutes
Make hotel booking	6 minutes
Find car rental & make booking	4 minutes
Add rewards numbers and produce Itinerary	6 minutes
Total time:	48.9 minutes
Average cost to your business per booking	£38

Time and money saved booking via Corporate Traveller

Contact your account manager by phone, or email	30 seconds
Advise requirements	3.5 minutes
Total time:	4 minutes
Corporate Traveller cost per booking	£25

That's an average saving per booking in processing costs of £13. If you extrapolate that on 100 bookings, it's a saving of **£1,300 per month** and an impressive **£15,600 per year**.

Of course, it's more than that. For smaller organisations, the role of travel booker is just one of many. And by outsourcing your travel management – or giving your travel arrangers the best tools – you can spend more time on client and supplier relationships, account management, and the everyday running of your business than on travel admin.

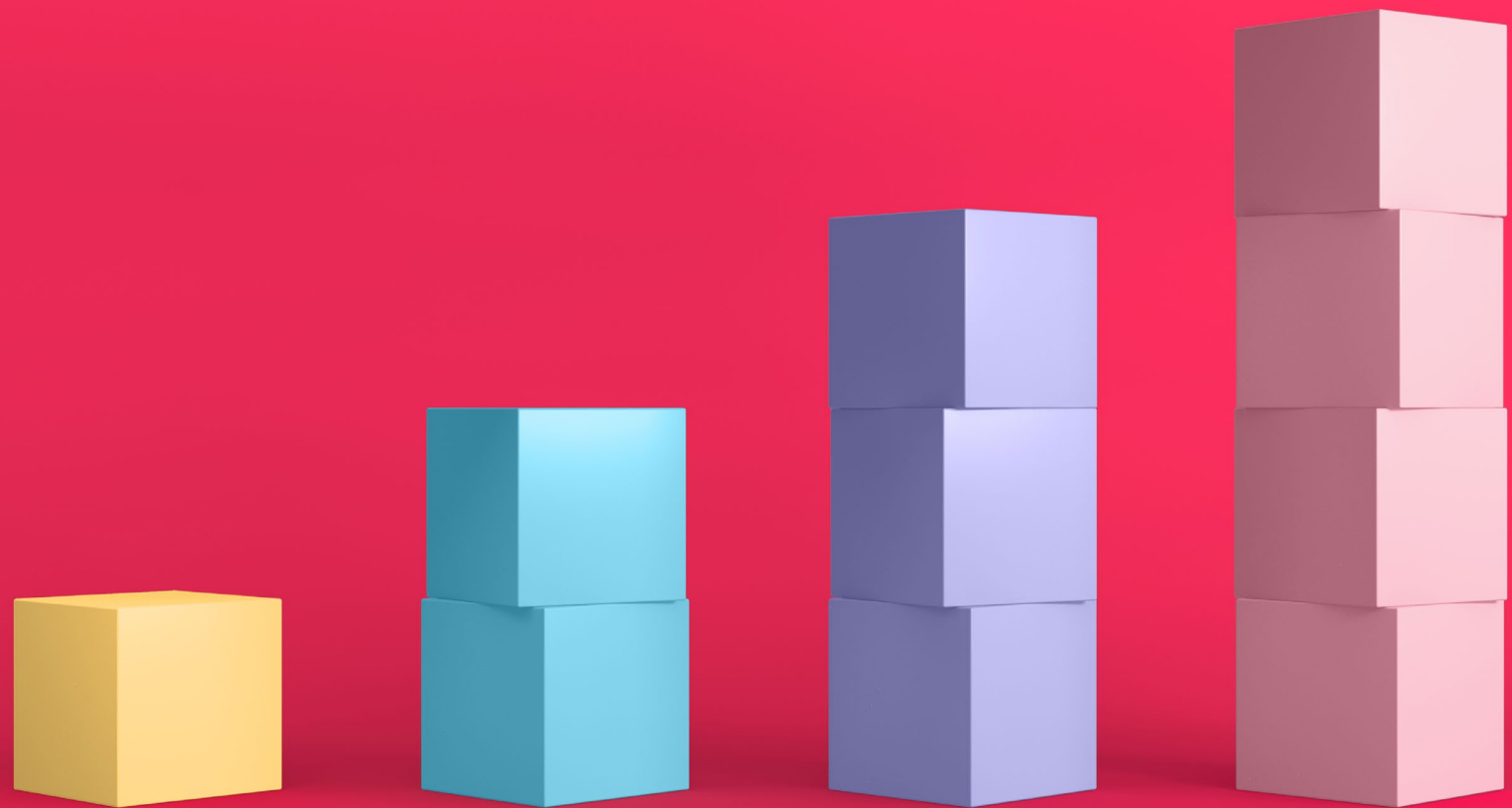


With Corporate Traveller's booking platform it is possible to:

- Secure every element of a trip in under 5 minutes
- Book, confirm and change complicated itineraries with ease
- Streamline your approval, reporting and expense reconciliation processes



Next Level Savings



While small changes, like booking the correct fares and checking T&Cs and cancellation fees, all add up; a strong TMC will also look at more advanced ways of saving you money. Including:

Account management analysis

When did your business last analyse your travel spend? Do you know when your organisation is most likely to travel? Is it around trade shows or conferences? What do you spend, on average, on hotel accommodation? What are your travellers' travel habits and preferences? What percentage of travel is booked outside of your travel policy?

A TMC will analyse your travel patterns and activity to see where the opportunities are for short- and long-term savings.

Preferred supplier negotiations

As a business owner you'll appreciate that large volumes often come with large discounts. But how do you get in on the action if you only have a relatively small number of trips each year? You partner with a TMC with impressive buying power.

That's right, Corporate Traveller will negotiate (and lock-in) preferential fares and rates on your behalf, and then load the rates into your online booking tool for easy access.

What's more, Corporate Traveller can also negotiate flexible payment terms – a real win for small businesses.

Waivers and favours

Alongside the lowest rates and fares on the market, Corporate Traveller can also secure waivers (for example, on change or cancellation fees) and favours with air suppliers. Think priority boarding and free upgrades!

Hotel programmes

Accommodation is a large spend item for any business that travels. Luckily, Corporate Traveller has a specialised team who can help you get the most value from your spend on accommodation..

We'll put together a list of specially curated hotels that match your company's requirements, taking into account location, budget, facilities and even perks! By formalising a hotel programme on your behalf (and building it into your travel policy), we'll not only save you money, but bundle in exclusive extras for travellers and ensure the properties meet your organisation's health, safety and environmental standards.

Specialist rates and support for the entertainment, sports and creative sectors

If your organisation operates in the arts or entertainment space, you'll know that business travel often entails crews of people, equipment and a whole lot of baggage. Which sounds expensive.

Trust Corporate Traveller to help you with (drum roll please):

- Negotiated rates on excess baggage
- Freight and logistical services
- Event, group and VIP travel
- Visas and passport assistance

Not to mention 24-hour support behind the scenes!

Tackling rogue bookings

As your business travel picks up, a clear travel policy with easy-to-follow parameters becomes more and more important.

Put simply, a travel policy helps bring an end to rogue bookings (where travellers book their own flights and accommodation) and leakage – probably the biggest threat to a corporate travel programme's performance. Booking leakage through out-of-policy channels or suppliers impacts the accuracy of your travel data, which your TMC needs for volume-based negotiations with suppliers.

A seamless approval process

A travel policy paired with a seamless approval process can save you time and money! Corporate Traveller's booking platform takes the pain out of the approval process by auto-approving in-policy bookings, highlighting out-of-policy compliance alerts and sending approval emails direct to one's mobile device.

Our easy-to-use approval process will drive policy compliance and savings, while increasing transparency and visibility over your travel spend.

Bespoke reporting

Because let's face it, if you're going to get a handle on your spend, you'll need complete visibility over your data. Make sure that your TMC can provide you with easy-to-use dashboards so you can see exactly where you stand – at any given time – in terms of budgets and spend.



The bottom line

Often small businesses believe that they are too small – or don't travel enough – to warrant the services of a TMC. And yet, studies show that SMEs often outspend their corporate counterparts per person when it comes to travel. It's not that they're booking better flights, rentals, or hotels – rather that they're not able to tap into the buying power of a TMC or benefit from exclusive deals and rates.

Corporate Traveller will match you with the right Travel Consultant to meet your needs, no matter your size or budget. And if you're growing? A TMC will redesign and scale your travel policy as you grow.

The upshot? A TMC can (and will) deliver significant savings on your travel spend. So much so that you'll cover their management fee – and then some.

Put us to the test. Get hold of us today, and we'll show you what we can do for your organisation.



Ready to save money on travel?

Get in touch