

Travel Policy Template Builder

By Corporate Traveler



Booking information	How and where should travelers book their travel? Through your Corporate Traveler Consultant or via Melon?	What kind of pre-trip approval is required and by what channel? Consider email or an approval process through Melon.	What info needs to be included with the booking ie job number, cost centre, department.	How do you want booking changes to be made? By email, via Melon or through your Corporate Traveler Consultant?	What are the links and contact details to get in touch with Corporate Traveler or to get in the melon app?
Fill in your responses here ->					
Domestic flights	What are the cabin allowances for domestic flights? i.e. economy only, premium allowed over X hours, etc.	Is basic economy allowed? Why not?	Do you book refundable or nonrefundable? How do I use an unused ticket credit?	How do your travelers pay for domestic air travel?	
Fill in your responses here ->					
International flights	What are the cabin allowances for international flights? i.e. economy only, premium allowed over X hours, etc.	Is basic economy allowed? Why not?	How do your travelers pay for international air travel?	What is the process to acquire the correct Visa	What are the links and contact details to get in touch with Corporate Traveler or to get in the melon app?
Fill in your responses here ->					
Accommodation	What hotels should travelers book ie your preferred hotel, a specific hotel chain or your TMC's corporate preferred?	Which loyalty programs should your travelers sign up for? link them here.	What happens when there is a conference rate or hotel-direct link to book?	What is the payment process to guarantee a hotel room and at check-in.	Specify what is paid for by the business ie hotel rate, breakfast and parking.
Fill in your responses here ->					
Car hire / ground transport	What is the booking policy for car hire? ie compact is preferred	Is there any other care hire booking info travelers need to be aware of ie don't take out excess coverage?	Specify if the traveler needs to fill the car beforehand (oftentimes not worth the extra hassle of an additional receipt from a gas station).	How do travelers pay for their car hire?	What is the rideshare policy if we don't need a car?
Fill in your responses here ->					
Traveler safety / duty of care	Where should your travelers go for reliable pre-trip advice? Eg. Your CT Consultant or online resources.	What information do your travelers need on them always when travelling eg CT's number and travel insurance policy number.	Does your company provide guidance on what travelers should do if they find themselves in trouble while travelling?	Provide post-travel COVID-19 instructions if travelers return home and don't feel well.	
Fill in your responses here ->					
Communication	Where will we house this policy internally?	Where can administrators access on-demand reports? Link here.	Who are the key stakeholders we need to engage with to communicate this policy to the business?	Which communication channels will be used and how will the policy and any updates be communicated to staff?	Which person in your organization has the final say on travel exceptions? Make sure it's one person.
Fill in your responses here ->					