

Hotel booking checklist:

The top 10 ways to pick the best accommodation



Booking hotels for your team? Don't just hit buy and hope for the best. Use this jam-packed checklist to book smarter, save cash, and set your travelers up for success.

Before booking hotels

Open with objectives. Determine the trip's purpose, dates, and meeting location with the traveler.

Be flexible (if you can). Shifting your travel dates even slightly could unlock major savings during low-demand times. That's the magic of dynamic pricing.

Get deep into details. Note traveler preferences like accessibility, amenities, safety concerns, and loyalty programs.

Keep policy simple. Complicated travel policies mean more confused travelers and more out-of-policy bookings. Keep it clear, concise, and easy to follow. Review before you book for hotel rate caps and booking guidelines.

Cash in on loyalty. Loyalty points aren't just for vacations. Check that the traveler is taking advantage of any possible points programs. Rack up rewards with corporate cards and hotel loyalty programs, and say hello to free nights or upgrades.

Set a stance on bleisure. Mixing business with leisure? It's very on-trend. It can be an asset for employee satisfaction or help you meet vendor contract quotas, but there is also the risk of higher costs or increased duty of care responsibilities. Be clear about what's allowed and how cost-splitting works from the start.

Think beyond the hotel room. Serviced apartment? Extended-stay suite? If your travelers are in town for a while, skip the traditional rooms. Explore all the options.

During the booking process

Snag those sweet negotiated rates. Why pay full price? Corporate discounts can shave 10% (or more) off the sticker price, and it doesn't hurt to ask.

Confirm, don't assume, for amenities. Corporate hotel rates usually include all the business essentials like Wi-Fi, parking, and complimentary breakfast. Just double-check before you book.

Location, location, location. Is the hotel within reasonable distance to the office or event?

Tap into tools. Online booking tools (OBT or TMC platforms) mean faster booking, better compliance, and increased reporting visibility. It's reporting made simple.

Go with the flow. Watch out for cancellation or change policies when flexibility is needed.

Look for a bit of luxury. Research added options for loyalty perks, upgrades, or point accrual opportunities.

Use your booking power. Booking in bulk? That's bargaining power, baby. Hotels often reward volume with deeper discounts. If you've got frequent travel to the same city, negotiate away.

Bring in the big guns: partner with a travel management company (TMC). Too many moving pieces? A TMC can streamline bookings, save you time, and even slash hotel rates (by about \$35 per night, on average).

Trust the tech. Modern booking platforms scan millions of rates faster than you can say "expense form." Look for travel tools that balance convenience, cost, and compliance.

Post-booking checks

Pass it on. Transfer confirmation details and hotel contact info to the traveler.

Combine and cross-reference. Add the traveler's loyalty number and preferences to the reservation (optional).

Document the travel. Make sure the reservation is reflected in duty-of-care and reporting systems.

Activate alerts. Flag any high-risk locations for safety review.

Nothing feels as wonderful as a good night's sleep, especially when you're away from home. Run through this checklist to make sure your traveler's next business trip is memorable for all the right reasons. **A smart hotel booking strategy means happier travelers, fewer headaches, and a balanced bottom line.**