

A Guide to Maximise your Travel Budget



- Always book as far in advance as possible – prices increase closer to departure
- Create a travel policy that staff are able to stick to. Make it realistic. Look into different levels of policy for management and staff
- Do you have an approver process in place? What needs to be approved?
- Have a corporate travel insurance policy that covers all staff travel and staff replacements in case of incident (we can provide a quote)
- Can a trip be completed within a day to avoid overnight expenses?
- Have a clear limit on additional expenses and what the company will cover
- Document a reason for travel for every trip
- Book everything in the one transaction air, hotel, car hire rather than separately
- Use an online booking tool that allows simple, effective bookings that are compliant with your Travel Policy, at reduced service fees

Have a review of expenditure with us every 6 months to gather improvements and modifications of your travel program



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