

BUSINESS TRAVEL RECOVERY CHECKLIST

As business travel recovers, how should corporate travel managers ensure both they and their travelers are ready?

Use this checklist to evaluate your organization's needs, implement strategies that deliver bona fide business outcomes, and get your corporate travel program in tip top shape as travelers take to the skies once again.

IDENTIFY

What does "purposeful travel" mean for our organization?

How do we measure the ROI of our travelers' trips?

REVIEW

Does our corporate travel policy meet the needs of the current travel landscape?

In what ways could our policy be improved?

Do we need to mandate our policy?

EDUCATE

What communication and/or training do we provide to our business travelers?

How could we better educate travelers on our travel policies, emergency plans, and business travel wellness?

COMMUNICATE

Do we have the technology we need to be aware of and handle emergencies?

How do we locate and communicate with travelers in emergencies?

Do our travelers know what to do in an emergency?

UPDATE

Are all our travelers' profiles complete with current mobile contact information, forms of payment, and passport/trusted traveler numbers.