# Saving Money on Business Travel

Ortharize

Business Travel Better.

# Introduction

For many organisations, travel is directly linked with growth. It allows you to connect with your regional and international bases, clients and prospects. Left unchecked—without proper reporting and management—travel costs can skyrocket. Planning in advance, seeking add-ons and having an ironclad travel policy are great first steps to reducing costs, and keeping them down in the long term.

Saving money on travel is a balancing act. It's key that savings are made effectively and consistently, but not at the expense of employee engagement. Staff should feel valued when travelling for your organisation, but you also need to see a return for your travel spend.

By keeping staff happy, you can make sure that they can carry out their roles comfortably and efficiently when travelling.

In this short eBook you'll find tips and suggestions on how to keep travel costs down. These are easily actionable ideas that are already working for our clients.

# Set a travel policy

Travel policies are vital for any organisation that needs people to travel for work. These rules and instructions set out how to book travel, as well as what is allowed by your organisation and what is not.

It should include:

- A named person responsible for keeping the policy up to date.
- A point-of-contact for support when travelling.
- An outline of the process of booking a trip.
- A list of approved methods of transport.
- Spending caps on flights, rail travel, car rental and hotel per trip/diem.
- A list of approved hotel chains, car rental companies and flight operators.
- Rules on upgrades, rail class and car hire car types allowed.
- Reimbursement rules on client entertainment.
- Reimbursement rules on hotel extras (parking, Wi-Fi, etc), food (subsistence) and taxis (Uber, Lyft, etc).
- Rules on personal car use and mileage reimbursement.
- Items and services not reimbursable.
- Method for submitting expenses to the finance team, reimbursement process and time limit on expenses submissions.

Feel free to use our template by clicking here.

Of course, what you won't get from a document is the peace of mind that there won't be any mistakes or non-compliance. Our travel management platform allows you to set your travel policies and book cost-effective travel that reflects your policies 100% of the time.

## Control spending by centralising your bookings

Remove any policies that reimburse travellers for trips booked and paid for themselves.
Having to manually check receipts and travel details creates additional admin, and probably means your travel policies probably aren't being observed.

Make it your policy to only use Ortharize; it makes it easy to enforce the details of your travel policies, easy to reconcile bills, and easy to stop your employees overspending. In fact, we actively encourage them to spend less!

## Plan, plan and plan some more

There are substantial savings to be made if you can book travel 3-4 weeks ahead of the trip. The longer in advance you book, the greater the savings. Although not always possible, by working with teams internally to extend work calendars and sales trip pipelines, the savings could be as much as 50 per cent across rail, car rental, hotels and flights.

## Use bundles

Many hotel providers offer bundled food and Wi-Fi packages which reduce overall costs, as opposed to paying as needed on the go. Look at partnering with preferred hotels that either include Wi-Fi in their room price or offer additional meal packages. Sometimes for frequent travellers, a mobile hotspot may be better value than paying for hotel Wi-Fi on each trip.

## Encourage economical meals

Consider how you structure subsistence for your travellers. Encourage lunch as the main meal for your travellers–most restaurants offer the same portions for substantially less than an evening meal. Allow your travellers to choose when they eat by giving an overall daily allowance and not budgeting separate meals. Travellers will appreciate the flexibility. .

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**Tips**

- Travel with carry-on luggage to reduce costs of checked baggage.
- Use off-site parking as opposed to airport facilities, or travel to airports via rail where possible.
- Book competitive hotel rates that include breakfast.
- Statistically, the cheapest days to travel are Tuesday and Wednesday.

## Spend money to make money

If your sales teams are travelling for meetings, are you measuring their return on investment? If you're using a quality CRM and travel management platform, it's easy to measure their sales against their travel spend. Ortharize allows you to download a number of reports based on individual and departmental spending, which you can measure against sales outcomes.

## Save time, reduce admin

Use a travel booking tool that offers a multitude of data points and measurement tools, so you can assess trends and issues in your corporate travel. Ortharize offers consolidated invoicing–reducing the time finance teams need to spend on reconciliation—as well as multiple quick-booking and approval functions to help everyone spend less time on arranging and managing travel.

## Reward your employees

Most of the time, your employees are in control of your travel spend. Within the parameters you set, they choose how much or how little of their allowance they spend. Rewarding staff when they spend less is a surefire way to reduce your travel spend. Ortharize rewards users with points when they save on travel, which they can spend on gift cards, electronics and charitable causes.

## Let the tech do the leg work

Some travel management and booking platforms, such as Ortharize, use complex algorithms to put the lowest viable price option in front of travellers, before all other options. Ortharize allows companies to set parameters for what is acceptable (cost, distance to travel, rating, etc) and then automatically presents these as the first options on search. Look for a provider that can limit high cost options completely, so that travellers have to choose more cost effective options.

## Partner with an established travel provider

As a single organisation, you won't have the volume or time to demand discounts from travel suppliers. Travel management platforms and specialist companies however, do have this. Ortharize offers a huge inventory of suppliers with many discounted routes and rates available to our users.

# Why Ortharize?

In these times of uncertainty, you need a flexible travel management partner able to adapt to changing circumstances. We're sure you'll find something that works for your organisation at Ortharize.

Here are some of the reasons our clients love using Ortharize:

### We'll save you money.

Firstly, we don't charge booking fees. Our prices are competitive–we're in-line with many of the largest consumer booking sites–but that's not where it ends. Other booking sites don't give your employees any incentive to save money, so they'll usually spend their full allowance on a slightly nicer room, or other amenities. Ortharize actually rewards your staff for spending less. On average, employees booking through Ortharize choose hotels that are 40% cheaper than their previous travel provider.

### We'll save you time.

Automated reports, saved traveller preferences, travel assistant functionality and simple manager approval features mean that teams around your business are spending less time arranging, booking and reconciling your travel needs.

### We'll put you in the data driving seat.

We love data at Ortharize and want to pass this onto our users. Check departmental trends, monitor individual spend or customise reports based on a huge range of data points; we can help define your return on investment from travel spend.

### We help you safeguard your employees.

At any time, you can see where your employees are travelling, on one easy-to-use platform. We offer 24/7 support from our UK-based contact centres, so whenever you or your traveller needs help, we're here for you.

### We'll help you become more environmentally friendly.

Through our $CO_2$ emissions reporting, you'll be able to accurately measure the hardest-to-calculate part of your carbon footprint—your travel. Using our reports, you can measure individual, team and the entire organisation's carbon emissions and easily set targets to reduce; helping you with various green qualifications and awards.

### We make employees happier.

Choose a travel management platform that not only saves you money, but puts a smile on your employee's faces. By giving back some of the savings you make on travel, you'll increase employee engagement. Your team will appreciate the efforts you've made to reward them for doing the right thing, for your organisation, the environment and also for caring about safeguarding them while they're out and about.

Sign up and get started for free today at www.ortharize.com.

## Contact us

We're building the future of business travel. We'd love to show you how our platform can modernise the way your company travels.

Get started today—for free—by creating an account on our website. It takes two minutes to sign your company up and we're on hand to help with any queries, if you have them.

We also offer personalised demos and can help with platform setup through our expert implementation team. And if you need help shaping business travel policies that work for you, we can do that too.

Email us at info@ortharize.com for more details.

**Keep up to date via our social channels:**

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