

Sample Travel Policy



Sample Travel and Accommodation Policy

Staff in cooperation with its preferred travel management company (TMC) must find the most cost effective way to travel at all times. In order to achieve this staff must give the TMC sufficient time to investigate the best options.

Travel Arrangements

All staff are required to use the preferred Travel Management Company for all its air travel, rail travel and accommodation.

The TMC for travel & Accommodation is Travel Management Group PLC (TMG). This agent is to be used for all air and rail travel and car hire.

Bookings

All bookings are to be made by authorised xxx personal. These authorised personnel our outlined in Appendix *nnn*

Reservations for travel & Accommodation to:

*Travel Management Group PLC
Worldfarer House
Dormer Place
Leamington Spa
Warwickshire CV32 5AA
Tel: 01926 311545
Fax: 01926 831578
Email: blue-team@tmguk.com*

TMG's Leamington Spa office is available between 0830 and 1800 Monday to Friday.

Travel Management Group provide a full 24/7 service. Their office based out of hours team can be contacted on 01708 382 106. Please note that calls to out of hours incur an additional fee.

Bookings can also be made online via TMG's online booking systems, for further information please contact online@tmguk.com / 01926 458041.

At the time of reservation the travel booker will be required to provide a cost centre number.

All travel will be invoiced directly by TMG on a monthly basis.

Employees are responsible for checking the content of each email confirmation received from TMG. Any discrepancies or questions should be highlighted on the day of receipt.

Refunds

In the event of a journey being cancelled, TMG should be advised of the cancellation at the earliest moment.

All unused or cancelled tickets purchased through Travel Management Group should be returned to TMG via a secure postal method. Rail tickets must be returned within a month of issue in order to validate a refund.

Hotels booked through our Travel Agent will be guaranteed for late arrival. Employees are responsible for cancelling their reservations either by contacting the Travel Agent or dealing direct with the hotel. In the latter case, a cancellation reference should be obtained as evidence of the cancellation. If an employee forgets to cancel their accommodation and the money is non-reimbursable to Xxxxxx, they may be held accountable by their Director for this cost.

Traveller Profiles

Frequent travellers should utilise TMG's frequent traveller profiling facility where seating and meal requirements, passport and contact information can be securely stored and transmitting into each reservation.

Frequent Flyer

Travellers may retain frequent flyer programme benefits. However, participation in these programmes should not result in any incremental costs to Xxxxxx. Any tax liability, which may result from the use of these benefits, will rest with the employee.

Air Travel

Travel Management will always provide more than one option and include the best possible fare commensurate with the traveller's safety and business needs.

Travel reservations must be made as soon as a firm date is established to take advantage of any discount fares that may be available. Some discount fares are limited to a specific number of seats on a flight. The earlier a reservation can be made, the better the chances are that a discount fare will be available. Whenever possible travellers should therefore make travel arrangements at least 14 days in advance to secure the lowest possible air fare.

The traveller shall show flexibility and not restrict the journey to one particular carrier.

No frill carriers such as BMI Baby, FlyBE, Easyjet and Ryanair will be actively promoted where the cost savings are sufficient when balanced against any additional travelling time or costs associated with their use.

The selection of a higher cost itinerary or airline to obtain frequent flyer mileage is prohibited.

- UK - All travel to be booked in Economy Class. (exceptions)
- EUROPE - All travel to be booked Economy Class. (exceptions)
- LONG HAUL (over 6 hours) - Travel in Business Class is permitted.

Rail Travel

All UK journeys under 4 hours shall be standard class.

Travellers are required to book as early as possible and to take advantage of the most economic fare available.

Wherever possible Travellers should utilise fixed time (Advance) tickets in order to realise the significant cost savings over fully flexible (Anytime) tickets.

In the event of requiring ticket flexibility, please consider using a combination of fixed (Advance) and flexible (Anytime) tickets.

Hotel Accommodation

Hotels in the UK can be booked up to a 4 star standard (or 3 star with exceptions) to a maximum cost of £100 per night outside London and £150 within London.

Travel Management shall endeavour to find the best possible rate in any locality.

The traveller shall demonstrate flexibility and not restrict the accommodation to one particular hotel.

Preferred rates are in place for yyyy hotels and these must be used at all times.

Employees are permitted to spend up to £20 per night on meals and drinks and may bill these to the room account along with hotel parking. Room service charges may not be charged to the company and should be paid by the guest personally on check out.

Company XXXX have arranged with TMG that all approved room charges be billed back to the company via TMG.

Car Hire

Travel Management Group offers corporate rates for all of the major car hire suppliers in European and Worldwide locations.

Employees should book a Group C size car (Ford Focus or similar) except when more than one employee is traveller, or if travelling with a client.

XXXX employees should ensure that the hire car is fully insured to cover collision damage waiver, theft protection and personal liability.

Where cars are provided with a full tank of petrol, they should be returned to the car hire provider full in order to avoid expensive re-fuelling costs.

Personal accident insurance should not be taken as this is covered under the company's travel insurance policy.

It is the employees' responsibility to check and acknowledge the condition of the car at the time of collection and return with the car rental company.

The employee is personally responsible for any fines or licence endorsements whilst being the registered hirer of the vehicle.

Conference / Events

XXXX and Travel Management Group shall work in partnership to locate and negotiate the most economic venue for the needs of any particular conference.

Travel Insurance

The company have a travel insurance policy in place with XXXXXX insurance under policy XXXXXX. It is the employee's responsibility to contact XXXXXXXXX to obtain a copy of the travel insurance policy and highlight any medical conditions or circumstances which may be exempt from the insurance policy

Passport & Visa

The employee is responsible for checking the validity of their passport, noting that most countries require a minimum validity of 6 months remaining on the passport. The cost and responsibility for obtaining a new passport will be bourn by the employee.

The company in association with TMG will identify instances where a visa is required. In the event of a visa being required the company will cover the full cost of obtaining this.

Travellers needing to travel to America must complete an 'ESTA' application in advance of travel and ensure this is in date. Further information can be obtained from <http://www.tmgcorporate.com/ESTA.htm>.

Health

Immunisation and health information should be considered and checked for all countries. This can be obtained from www.dh.gov.uk/travellers.

Travel Advice

Up to the minute travel advice is available from UK foreign office www.dh.gov.uk/travellers

Breach of the Policy

Breach of the policy intended to defraud or which incur unnecessary and unapproved costs may be subject to disciplinary procedures.

Appendix A

Best Practice Travel Guidelines

Book early

Book rail/air as far in advance as possible to maximise the number of options available. There are usually only a limited number of the cheapest tickets, and these generally get booked first.

Plan travel first & be flexible

Often meetings are scheduled with travel subsequently arranged to fit. Where possible, reverse this so that travel options/costs are explored first. There can be substantial difference in cost by changing travel plans by just a few minutes.

Travel off-peak

If practical, avoid rail travel before 09.30 & between 16.00 & 19.00, particularly to/from London. Also consider travelling from Birmingham Snow Hill with Chiltern Railways, which can often be more cost effective than Birmingham New Street with Virgin.

Specify travel

Where practical, fix travel in one direction at least (usually the outward journey). Anytime tickets are the most expensive and often not required.

Split tickets

It can be more cost effective to purchase two single rail tickets rather than a return, particularly if part of the journey can be fixed.

Consider Alternatives

TMG will provide a range of alternative flight options for each booking request. Therefore consider using indirect flights or alternative departure / arrival airports as significant savings can often be achieved.

Think before cancelling tickets

Can someone else use your rail ticket or can you use it on a different day? Alternatively, if possible, it may be more cost effective to change the ticket, rather than cancel and re-book it. If it needs to be cancelled, ensure you tell TMG promptly and return rail tickets by secure postal method within 28 days.

Cancel unwanted accommodation

Hotels will charge full rate for "no-shows", so always cancel accommodation. Even if it's outside the hotel's cancellation policy (usually late afternoon) as reduced charges can sometimes be negotiated by TMG, particularly if the room can be resold.

Be aware of local events

If there are major events occurring in the place you are staying (trade shows at the NEC for instance, or major conferences/sporting events), local hotels will charge a premium for rooms, regardless of any deals Company X may have. By checking in advance and being flexible with the day or location of your stay, you may be able to find a room more easily and save money and hassle.

Review meeting contracts carefully & only book what's needed.

Meeting/training reservations have stringent terms & conditions that vary by venue. Order as much as possible in advance so that rates can be negotiated, as items purchased on the day will be charged at full rate.

Plan ahead

Where repeat rail journeys are being made on a regular basis, consider whether a rail pass or season ticket would be more economical for the business need.

TMG Corporate Sample Travel Policy