



Our Top 10 Take Away Tips for Travel Savings

1 Initiate a travel policy

This is an essential first step for any organisation with regular travel requirements. Clearly set out guidelines around which airlines, cabin classes, ticket types and hotels your staff are allowed to book. Put steps in place so that exceptions can be tracked and justified.

2 Communicate your travel policy

This might seem obvious but if employees don't know about it or can't find it, they can't follow it. Make the policy easily accessible, simple to read, and ensure your staff understand why it's important to follow it, and what the wider benefits are to your organisation.

3 Find the best fares for each trip

Travel requirements usually differ from trip to trip. Sometimes a traveller is best served by the very cheapest, most restricted ticket, but on occasions a more flexible ticket might be required if it's likely that plans will change. If the most restrictive ticket is booked and plans change, then the cost of the ticket(s) might actually end up increasing in the long term. Special flexible tickets exist for Charities and Academic organisations which often provide the best of both worlds (low price and flexibility) – work with a travel partner that provides access to these tickets as part of a wider fare choice.

4 Understand what you get for your money

Being charged separately for baggage, food, drink and even pillows by airlines; a practice known as 'unbundling', is becoming more common place. Be conscious of this when looking for flights, as what on the surface seems like a great fare, may increase considerably during the buying process as non-inclusive items are added. Sometimes an 'all inclusive' ticket can provide best value, even if the initial fare is higher.

5 Book earlier

It is proven that the smaller the gap between your booking date and the travel date, the higher the price you pay. It is impossible to book all tickets weeks in advance because there will always be needs for last minute travel; but, work to extend the 'average' booking window across your organisation and you will save money!

6 Measure your travel expense

Use management information reports (either internally or through a travel partner) to measure your travel expense. These reports will provide a window into travel patterns and booking behaviours, allowing you to identify where savings can be made. Use these reports to target savings and monitor success.

7 Educate your travellers

Work with your travelling employees to understand what drives their choices, and provide them with some simple tips on how to achieve the best value travel options for your organisation. Making different choices doesn't have to mean losing perks – there are some easy steps that will satisfy everyone and ultimately drive savings.

8 Avoid peak travel periods

Avoiding the academic holiday period may seem like an obvious suggestion, but by booking your travel off-peak you can save significant amounts of money. Sometimes dates are not optional, but when they are (such as meetings), bear this in mind. Fares can frequently be up to double the cost if travelling in peak season.

9 Know when to use what booking method

Booking travel independently online can seem like a good idea, and can sometimes be the most effective way; but it can also cost you time and money. Simple point to point domestic journeys are usually easy and straight forward to book on your own; however when travelling internationally or on more complex itineraries, dealing with a specialist agent is always best. Why spend hours searching for fares when an agent can find them in minutes? What's more self-booking tools don't have access to the range of specialist fares you might be entitled to.

10 Work with experts in your sector

Either employ someone in your organisation, work with a consultant, or align yourself with a travel partner that understands your requirements and the market you operate in. A good travel provider will work with you to develop a strategy to save on your travel budget and add value through consultative processes.



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For more information on Key Travel or any of our services please contact us on 020 7843 9660 or tellmemore@keytravel.com
Key Travel, 28-32 Britannia Street, London, WC1X 9JF. Telephone: 020 7843 9660. Fax: 020 7843 9661