ALEXIS PAPER BACKS

ALEXIS PRESS

Corporate Travel Management

TYLER NICHOLSON

CORPORATE TRAVEL MANAGEMENT

Tyler Nicholson

Contents

Preface *ix*

Chapter 1 **Introduction to Corporate Travel Management** **1**
Companies Ought to Utilize the Services of Corporate Travel Management Agencies 1
The Major Hurdles Encountered in Corporate Travel 4
Global Consolidations 8
In the Realm of Travel Management 9
Solutions for Managing Corporate Travel 12
Navigating Conflicts and Costs Associated with Travel Agencies 15
Advantages of Collaborating with the Travel Trade 19
Consolidation of Global Travel 20
Companies Specializing in Business Travel Management 20
Selecting the Ideal Corporate Travel Management Company for your Business Trips 23
Platforms for Booking Corporate Travel 27
Advantages of Employing a Travel Management Company 34

Chapter 2 **Foundations of Corporate Travel Management** **36**
Fundamentals of Managing Corporate Travel 36
Emerging Trends in Corporate Travel Management and Planning 39
Exploring Corporate Travel Management Companies 40
The Technological Advantages of Corporate Travel Management 47
Strategize the Logistics for your Business 49
Navigating Business Travel Management Challenges 54
Areas where you can Self-evaluate 59
Essential Considerations when Hiring a Corporate Travel Manger 64
Business Travel Challenges 67
Obstacles in the Management of Corporate Travel 72
External Travel Management Services 74
The Positive Influence of Top Corporate Travel Management Software on your Travel Management Process 82
Benefits of Corporate Travel Management 88

Chapter 3 **Corporate Travel Policy Development** **93**
Use a Corporate Travel Policy 93
Corporate Travel Policy 97

Travel Expenses/Procedures 103
Optimal Practices for Crafting a Corporate Travel Policy 107
Corporate Travel Management Basics 111
Business Travel Policy: Significance, Advantages, and Implementation Approaches 115
Travel and Expense (T&E) Policy: Benefits and Guidelines for Developing, Administering, and Enforcing Effective Policies 118
Crafting a Strategic Corporate Travel Policy to Enhance Compliance 123
Communicate Travel Policies to Employees 130
Comprehending Travel and Expense Policies 132

Chapter 4 Travel Booking and Coordination 138
Benefits of Online Booking System 138
The Key Technologies Online Travel Agencies need to Succeed 141
Travel Coordinator 142
Travel Technology? 144
Travel Coordinator Skills: Definition and Examples 147
Airline Ticketing 150
Airline Reservations System 162
Functioning of Corporate Travel Management Systems 165

Chapter 5 Risk Management and Travel Safety Security 175
The Significance of Travel Risk Management 175
Establishing an Effective Programme for Corporate Travel Risk Management 180
Components of Travel Risk Management 183
Travel Risk Assessment 185
Travel Risk Management, then and Now 188
Essential Travel Risk Management Solutions Required by Organizations 190
Software Solutions in Corporate Travel Risk Management: Risk Services, Features, and Functionalities 193
Unraveling Travel Risk: Approaches for Effective Corporate Travel Management 199
The Significance of Establishing a Corporate Travel Security Policy 203
Ensuring Safety and Security during Business Travel: Best Practices 207
Prioritizing Employee Well-being: Ensuring Safety and Security during Business Travel 211
Enhancing Corporate Travel Safety for Seamless Business Trips 213
Business Travel Safety Tips 216
Travel Safety and Security Policy and Modern Tools 221
Cybersecurity Best Practices for Traveling: Tips and Techniques 223
Securing your Data While Traveling Abroad 226

Chapter 6 Technology in Travel Management 232
Travel Technology 232
Innovative Technology Trends that Set a Business Travel Management Agency Apart 237
Technology is Changing Travel and Tourism Industry 241
Revolutionizing Business Travel through Corporate Travel

Management and Technological Advancements 245
Reasons why Business should use Corporate Travel Technology 249
Data Analytics in the Travel Industry 252
The Transformation of the Travel Industry through Technology 257
Effects of the Internet on Travel Agencies 259
Utilizing big Data Analytics in the Tourism and Travel Sector 263
Advantages of Mobile Apps for the Travel and Tourism Industry 267
Emerging Travel Technology Trends in the Tourism Industry for 2023 275

Chapter 7 **International Travel Considerations 285**
Educate Employees Regarding International Travel 285
Establishing Effective Policies for International Travel Management:
Best Practices 294
International Business Travel 296
Navigating Public Health Factors when Resuming International Travel 300
Travel Documentation 308
VisaVisa 311
Passport 322
Glimpse of Tourism Law and its Importance 334

Bibliography **337**

Index **339**

Index

A

Additional Travel 28, 107, 108, 111
Analysis 9, 11, 19, 32, 41, 56, 57, 58, 68, 97, 166, 168, 172, 173, 175, 179, 180, 197, 206, 244, 255, 256, 263, 301, 336
Approach 13, 19, 23, 40, 59, 60, 61, 63, 64, 88, 89, 119, 126, 128, 136, 137, 175, 185, 190, 192, 197, 200, 201, 218, 265, 267, 273, 298, 300, 306, 335, 336
Approval Tracking 37
Audience Segmentation 255

B

Business Objectives 54, 124
Business Trips 9, 10, 23, 31, 32, 36, 38, 41, 54, 57, 64, 76, 87, 88, 91, 92, 94, 95, 97, 113, 115, 116, 117, 125, 131, 165, 178, 180, 185, 186, 187, 191, 193, 202, 204, 205, 206, 207, 211, 212, 213, 214, 215, 219, 245, 246, 294, 295, 296, 297, 298, 300

C

Characteristics 30, 31, 33, 143, 220, 262, 263, 284
Climate Change 200
Competition 57, 241, 269
Concierge Services 46, 287
Conservation 334
Contactless Payments 233, 234, 243, 244, 247, 281
Cooperation 317, 326
Coordination 9, 39, 56, 89, 111, 138, 149, 300, 304
Create Policies 74, 121
Cultural Considerations 285
Cybersecurity Practices 284

D

Delegate Authority 126
Descriptive Analytics 263
Disruption Management 26, 199
Distribution 8, 9, 16, 19, 24, 31, 43, 44, 54, 66, 141, 146, 162, 163, 196, 257, 259, 273, 308

E

Enhanced Services 269, 135, 270
Environmental Impact 76
Establishment 42
Evaluation 185, 307
Expense Management 12, 20, 23, 27, 28, 40, 41, 42, 44, 45, 46, 55, 56, 67, 69, 71, 76, 86, 87, 111, 112, 113, 114, 119, 126, 150, 167, 168, 171, 194, 207, 245, 247, 248, 251, 287, 296
Expense Policies 55, 57, 132, 133, 136, 137, 172, 252

G

Geolocation Features 272
Governing Law 162

I

Impact 10, 12, 17, 18, 59, 61, 63, 64, 76, 81, 127, 128, 130, 146, 176, 180, 181, 190, 191, 199, 214, 218, 239, 241, 256, 275, 276, 289, 298, 300, 302, 336
Implementation 8, 27, 47, 80, 81, 90, 115, 116, 117, 177, 179, 193, 213, 277, 304, 319
Innovation 26, 258
Intersectoral Capacity 302
Inventory Management 141, 163, 277
Isolation 303, 304, 305, 307

M

Management System 7, 8, 9, 13, 14, 43, 45, 51, 52, 55, 56, 57, 60, 63, 67, 69, 75, 78, 80, 85, 126, 163, 168, 177, 202, 279
Marketing Research 267
Mobile Technology 39, 40, 245, 270, 275
Monitoring 4, 7, 37, 39, 42, 47, 67, 81, 90, 91, 112, 116, 119, 177, 178, 190, 195, 196, 198, 219, 220, 221, 224, 246, 247, 307

N

Natural Calamities 36, 91, 190, 192
Natural Disasters 53, 78, 175, 180, 185, 187, 189, 192, 193, 199, 200, 207, 211, 213, 217, 218, 241, 246, 295

O

Occurrence 106
Organize Efficiently 58
Outline Processes 95

P

Phenomenon 258
Policy Compliance 3, 11, 18, 56, 61, 69, 71, 87, 88, 89, 91, 117, 122, 132, 135, 139, 300, 301
Political Instability 177, 180, 187, 191, 200, 205, 211, 214, 218
Potential Solutions 79
Process Reimbursements 143

R

Rail Transportation 101, 103, 104
Recognition Technology 233, 235, 244, 283
Regulatory Compliance 254, 334
Reputation Oversight 255
Revenue Management 141, 236, 252, 255, 265, 279
Revenue Optimization 255, 266
Road Transportation 100

S

Secure Accommodation 214
simulation 181, 219, 264

T

Targeted Marketing 267
Technology Issues 82
Tourism Industry 146, 234, 235, 236, 241, 244, 252, 253, 254, 265, 266, 267, 271, 275, 277, 280, 281, 282, 284
Tracking Approvals 5, 72
Travel Document 312, 320, 327, 330, 332, 333
Travel Expenses 11, 13, 38, 39, 43, 50, 51, 54, 55, 56, 64, 68, 69, 70, 74, 83, 93, 95, 96, 102, 103, 104, 107, 108, 111, 112, 114, 116, 124, 131, 135, 167, 170, 194, 248, 269, 289, 296
Travel Managers 9, 21, 27, 31, 32, 36, 37, 43, 47, 50, 51, 52, 53, 56, 57, 61, 63, 64, 69, 70, 72, 74, 76, 77, 81, 82, 84, 85, 92, 111, 112, 113, 116, 118, 124, 125, 127, 129, 130, 133, 134, 135, 136, 137, 203, 204, 208, 214, 240, 246, 247, 248, 249, 294, 295, 296, 300
Travel Partners 121, 268
Travel Technology 144, 145, 146, 232, 234, 235, 241, 246, 249, 250, 251, 252, 275, 278, 284
Travel Trade 19

JOHN B. LACSON FOUNDATION MARITIME UNIVERSITY
MOLO
LIBRARY
BOOK