

Top 10 Pieces to Include in Your Travel Policy



WHAT TRAVELERS WANT TO KNOW

1 BUSINESS CLASS & UPGRADES



2 PER DIEM DETAILS

3 FREQUENT FLYER MILES & POINTS



4 BLEISURE RULES



5 PLACE TO GIVE FEEDBACK

6 APPROVAL PROCESS



7 PREFERRED BOOKING METHOD & SUPPLIERS

8 REIMBURSEMENTS & EXPENSES



9 HEALTHCARE & DELAY GUIDANCE



10 EMERGENCY CONTACT & DUTY OF CARE

WHAT TRAVELERS NEED TO KNOW