

Better value and more savings:



9 tips & tricks from seasoned business travellers

Tips

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| 1. Be the early bird | Book early to save costs. Last-minute trips made within seven days of travel will result in paying a premium or missing availability entirely. You can save a lot just by booking flights in advance. |
| 2. Move away from the middle | The peak travel days are Tuesday and Wednesday, which leads to higher fares mid-week. |
| 3. Consider direct and closest | A stopover adds a minimum of 2+ hours to any business trip, impacting the traveller's billable time and productivity. Flying direct eliminates wasted time and the bonus is that direct flights produce lower carbon emissions as well! Instead of booking a cheap hotel on the outskirts of town and paying a lot for transport into the city, book a conveniently located yet budget-friendly hotel that also offers value-added extras like free breakfast and WiFi. |
| 4. Swap cheap for best when it comes to fares | You might think you've saved by booking directly, but what if plans change and you lose the whole amount because it's a non-flex rate? Opt for the best fare and rate of the day policy to ensure your business makes the most of discounted prices from a range of suppliers. Options to select the best fare or rate of the day can be flagged visually within our online booking tool, Savi, for easy booking. |
| 5. Size matters | Bigger does not always mean better when it comes to car rentals. The right size depends on your travel habits. For example, if you are driving long distances, a slightly more comfortable car is probably the best way to go. For short trips in the city, opt for a smaller car. |
| 6. Look for the little luxuries in life | These perks, like free breakfast, early check-in, and free upgrades can go a long way towards making travellers more productive. The secret here is for businesses to know which perks their travellers use regularly and negotiate agreements with hotels and airlines to include what is important. We can help you with these negotiations. |

7. Leverage loyalty

Many airlines have frequent flyer programs designed to benefit not just the traveller but also the business – from free upgrades to lounge access to fast check-in. Large hotel chains also have loyalty programs.

By including these programs on the travel policy, your travellers can enjoy added benefits while your business racks up free flights or free nights, meaning further savings and value.

8. Watch the fine print

Don't get blindsided by hidden fees, airport surcharges, or insurance costs. Make sure you read the contract and know what to expect from your air, hotel, and car expenses.

**9. Team up with an expert
- our top business
travel tip**

Our sole objective is to help save you time and money. With self-booking, a traveller can spend between 2-4 hours on average planning and booking their own business trip with different airlines and hotels

Leaning on expert advice to book complex trips with mixed airlines, connections, visas, or health checks can provide even more of a difference and reduce traveller stress. Otherwise, some trips may take up to 24 hours of planning and research by your employees.
