



# Quick Guide: Creating a travel policy on a page

**Creating a strong travel policy is an important part of travel management, but it's equally important that employees are aware of it and understand it. In fact, it's essential for policy compliance.**

**A good way to do this is by developing a simple one-page graphical document. A quick and accessible summary of travel policy means every employee can read and understand key travel policy components simply and easily.**

**There are many other benefits of a one-page policy summary:**

- Promoting policy compliance so that program KPIs are achieved
- Displaying important traveller safety details to meet duty of care objectives
- Consolidating of company booking preferences to out-of-policy spend
- Highlighting cost control measures such as spending caps and airline tolerance

At Corporate Traveller, we've seen 30 years of travel policies and a variety of approaches, but the core basics are often the same. Here's a list of possible points to include in a one-page policy summary:

## **Basic booking information**

- Whether to book through Corporate Traveller or use your online booking tool (OBT)
- Required information, such as cost centres
- Daily travel allowance amounts
- Due dates for submitting travel expenses

### **Traveller safety details**

- Who to contact in an emergency and which contact method (phone, email, in-app)
- Name and contact details for travel insurance suppliers like Covermore
- Required traveller profile information, including ID number and contact number

### **Flight booking guidelines**

- How to rank or select fares
- Airfare tolerance amounts

### **Accommodation booking instructions**

- Preferred hotels
- Hotel rate caps
- Whether to book individually or via Corporate Traveller
- Preferred payment processes

### **Ground transport guidelines**

- Approved car types and car hire suppliers
- Which level of insurance coverage to select
- Preference for either standard taxis or rideshare

### **Sustainability**

- Whether to select carbon offsetting
- Preference for sharing ground transport with colleagues if possible
- Preference for electric and hybrid vehicles vs. cost savings
- Limits on the carbon footprint of air travel

**Want to learn more about the best way to tackle travel policy?  
Take a look at our [travel policy template](#) to get going.**