



# FINANCIAL MANAGEMENT CHECKLIST

## for Safely Returning to Business Travel

As your team continues to make decisions about **returning to travel**, there are many questions that should be answered and policy changes that will happen as a result. **Communication** and **C-suite alignment** is crucial during this phase of the process to ensure your employees safely get back on the road.

We created this **financial management checklist** to provide you with additional guidance on things to consider that will help with **travel efficiencies** and **expense oversight**.

- Collaborate with your AAA Corporate Travel Account Manager on the **best strategy** for **managing** and **utilizing unused ticket credits**.
- Analyze travel data** based on 2019 numbers and **adjust for a reduction in travel expenses** (40% is recommended).
- Discuss travel policy changes that **mandate the use of your Travel Management Company** with your CFO and Human Resources to maximize and protect travel expenses.
- Determine the correlation between the **purpose of trip** and the **ROI**. Should pre-trip approvals be required?
- Are your preferred travel suppliers **ready for the return to travel**? Do you need to consider **alternative suppliers** to ensure safety and minimize risk? **Prepare for negotiations** with suppliers. Contact your AAA Account Manager for help with this.
- Assess per diems** to determine if they are still applicable in all situations. Many hoteliers have reduced their meal options. How will this **impact per diems**?
- Consider the cost of **nonstop flights** vs. **multi stop flights**. Employees might feel **safer flying direct**. Consider the risk vs. the cost to the company.

### Questions?

If you have questions or comments please contact us anytime via our website at [aaacorporatetravel.com/contact](http://aaacorporatetravel.com/contact), or call one of our Travel Consultants at 1-800-354-4514.

