TRAVEL POLICY CHECKLIST

for Safely Returning to Business Travel

As you continue to decide **when, how and who** can begin traveling for business again, we want to ensure that you have the tools you need to make the **best decisions for future travel** at your company.

We have developed a Travel Policy Checklist to provide you with **additional guidance** and **items to consider** while you make post-pandemic adjustments to your policies.

Planning Phase

- ☑ Conduct an **audit of your current travel policy** to understand where you can and should make changes. Include company CEO, COO and CFO to ensure **alignment of business priorities** and **goals**.

- ☑ Establish business **travel approval** process.

- ☑ Give guidance on determining if **virtual meetings should be chosen** over physical travel and provide a definition of **essential** vs. **nonessential travel.** Also determine criteria for allowed travel (nternal, external, meeting size, events, etc.).

- ☑ Working with your HR or Legal department, determine if travelers will need to **complete a consent to travel form.**

- ☑ Urge employees to **update their travel profile**, especially emergency contact information.

- ☑ Educate employees on the importance of **booking travel exclusively through AAA Corporate Travel** to ensure Duty of Care and financial oversight.

- ☑ **Assess preferred supplier contracts** to examine health and safety criteria, cleaning protocols, and change/ cancellation policies.
  - Also include **airline ticket rules** in assessment.
  - Encourage employees to **enroll in preferred supplier programs** to take full advantage of perks and **contactless payment methods**.

- ☑ Develop a **communications plan** to inform employees of new procedures and policy changes.

Pre-Trip Checklist

☑ Provide a **list of allowed reimbursements** for PPE, mandatory quarantine at destination, or COVID test expenses.

☑ Distribute **Traveler Checklist** provided by AAA Corporate Travel.

☑ Encourage employees to contact their AAA Travel Consultant for **required travel documentation** or direct them to the **KNOW BEFORE YOU GO** travel restrictions database at **aaacorporatetravel.com/travel-restrictions**.

☑ Explain process for contacting Manager and HR if a **traveler gets sick during business trip**.

During Trip Checklist

☑ Determine **process for traveler to check-in** with Manager during their trip. Travel Managers/Arrangers can access the **Interactive Traveler Map** through **Grasp** to view traveler locations.

☑ Reassess **meal per diem** based on limited dining options during travel.

☑ Determine allowable **modes of transportation** (ridesharing, public transport, etc.).

☑ Educate travelers on how/ where to access **itinerary updates**.

Post-Trip Checklist

☑ Determine how much time travelers should **wait in between trips** before traveling for business again.

☑ Decide whether travelers can immediately **return to the office** or if they should **work from home** for a specified amount of time.

☑ Communicate requirements for contacting Manager or HR if **traveler has symptoms after business trip**.

☑ Provide process for **collecting employee feedback** and encourage open lines of communication to ensure travelers feel **comfortable and safe during business travel**.

Questions?

As your travel management partner, **traveler safety** and **program success** are our #1 priorities. If you have questions or comments please contact us anytime via our website at **aaacorporatetravel.com/contact**, or call one of our Travel Consultants at 1-800-354-4514.