



Eight steps to great savings for your business travel program



CREATE A STRONG TRAVEL POLICY

Tell travelers what they can spend on accommodations, meals, etc., and offer direction when, where, and how they should book their trips.



SECURE CORPORATE RATES

Push for lower rates with the travel supplier(s) your company uses the most.



EDUCATE YOUR TRAVELERS

Tell travelers why it's important to use your preferred suppliers. Nudge them to take advantage of negotiated perks, like free breakfast or Wi-Fi at the hotel.



ENCOURAGE ADVANCE BOOKING

Push travelers to book flights three weeks to three months ahead of departure. It can save an average of \$150 per ticket.



EMBRACE NONREFUNDABLE FARES

They're often hundreds of dollars cheaper than refundable fares. Plus if there's a last-minute cancellation, most airlines will allow you to apply the ticket's face value to a new purchase (for a fee).



DON'T LET UNUSED AIR TICKETS GO TO WASTE

When trips are cancelled (and not immediately rebooked), contact the airline to get money back or credit for future travel. Consider a [ticket recovery tool](#) that does this automatically.



TAKE ADVANTAGE OF REWARDS PROGRAMS

Airline or hotel rewards programs can translate to valuable offers whether you or your travelers join.



DON'T GIVE UP ON LOWER FARES!

Most flights can be cancelled for a full refund up to 24 hours after booking. Monitor rates after booking within the void window to secure better prices. Also consider a [price assurance program](#) that does this automatically.

To find out how American Express GBT can help you further optimize your travel spend, [click here](#).