

# RETURN TO TRAVEL CONSIDERATIONS

## 1. Identify Stakeholders + Create A Task Force

This stage can and should be a collaborative project with key stakeholders from various departments within your organization. As we learned from this Pandemic, almost every department was affected or touched in some way. Some key stakeholders to consider being a part of the project are:

<b>Executives</b>	Executive support of initiatives ensures increased adoption.
<b>Human Resources/ Legal</b>	Assists with policy updates, legal requirements/considerations, employee well-being considerations and overall communication.
<b>IT</b>	Assists with remote working and technical support.
<b>CFO/Controller/ Accounting</b>	Assists with budgets and forecasting plans.
<b>Travel Manager</b>	Assists with online booking tool updates and insight from the traveler perspective.
<b>Safety/Security</b>	Assists with regulatory issues, especially travel guidelines for global locations.

## 2. Returning to Business Travel

CONSIDERATIONS		
<b>TRAVELER SURVEY</b> What do travelers need from you as an organization to feel comfortable about starting to travel for work again?	<b>DEFINITIONS</b> Define which travel is "essential" specific to your organization.	<b>PROCESSES + SUPPORT</b> What other support is needed? (PPE, sanitation supplies, refined booking process, etc.)
RECOMMENDATIONS		
<b>TRAINING/COMMUNICATION</b> Conduct a safety training or distribute a communication that outlines new precautions.	<b>WORK IN PHASES</b> Identify which divisions or people need to travel the most. Do projects or clients contractually require travel? Consider which locations are/ aren't allowing travel or have burdensome travel restrictions.	<b>POLICY</b> Consider an interim addendum to your travel policy specific to this unique time.

### 3. Policy Revisions + Updates

We strongly recommend that you mandate your travel policy if you do not already. Another key reminder from this pandemic is just how important it is to have visibility into traveler itineraries. For those who booked through their designated online tool or agent, we were able to identify impacted travelers and get them home, cancel future reservations, process refunds when available or bank unused ticket credits for future.

<b>Travel Policy Considerations</b>	Additional approvals
	Limit ride-share
	No middle seats allowed for air travel
	Work from home once returning from trip
	Wear a mask while traveling
	Food delivery or room service only
	Customer visits/meetings must not include more than 10 people
	Do not travel if you feel unwell
	Direct flights only, if available (less exposure in the airport)
	Specify vendors in which cleanliness efforts have been reviewed/approved
	Include a signature agreeing to these new policies
	Include a statement that should anyone still feel uncomfortable traveling, it is not a requirement.

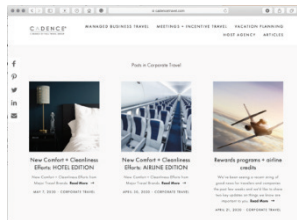
### 4. Communication + Resources

As with every initiative, communication is key! The best way to give employees confidence to travel is by having a thoughtful plan, relevant resources and showing that you care about their experience and feedback along the way. If you would like assistance with compiling/conducting a traveler survey or any communication related to travel, we are absolutely here to help!



#### EMPLOYEE FEEDBACK

Ensure employees have a specific avenue to provide feedback or voice concerns about traveling.



#### WWW.CADENCETRAVEL.COM/BLOG

Refer to our website and travel blog as a continuous resource.



#### LINKEDIN

We encourage you and your travelers to follow Cadence on [LinkedIn](#) for ongoing updates and information.

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