



Travel Project

Simply innovating business travel

Take control of your costs!

Travel and Entertainment (T&E) typically represents the second largest controllable expense for corporations. Classically, T&E expenses account for 8% to 12% of the average organization's total budget.

According to a study conducted in 2013 by Aberdeen Group, **rising costs are the number-one factor** influencing companies to improve their T&E management practices and systems.

It is common knowledge that T&E expenditures are rising due to increased globalization and need for worldwide travel, as well as inflationary pressures. With a constant cost reduction pressure and a pursuit for improved financials, this is not in scenario to take it as it is for anybody.

With our 10+ years of experience, blending various area of expertise from travel business development to internal audit, we are confident that we are able to generate cost-saving and improve T&E function for each one of our clients.

If you ask yourself any of the following questions and the answer you come up with is not satisfying, our belief is that we can help you increase your comfort level and provide quantitative results.

Are you really sure that...

You have aligned your travel bookings with expense reports to get a true picture of costs and spending trends?

You did everything possible to reduce your travel processing costs?

The design of your company's Travel Policy is optimized to respond to your current needs?

You have updated in-place procedures in response to the latest changes that have occurred in the T&E expenditures volume?

It is not possible to take a step further, from a paper based operating model to a fresh and modern expense management, including analytical, mobile, cloud and integrated capabilities and processes?

You are "in the game" compared with Best-in-Class organizations' practices?

and the most important question:

Do you have visibility into each and every aspect of your organization T&E function?

Why us?

Travel Project solution is designed to address, from an objective and independent point of view, all aspects of the T&E Management with an ultimate goal for cost saving and improved profitability.

In order to achieve better results, the first step we take is to provide a high-level audit of your organization's T&E expenses.



Our Corporate Travel Audit

is a needs analysis to determine how well your present travel management program controls costs, promotes efficiency, offers booking options, and delivers services to all levels of your company.

Based on this current state assessment, we will conclude our report with a list of recommended solutions and actions, tailored to your profile, which may include but not limited to:

What can we do for you?



SOURCING TRAVEL SERVICES

We use our expertise in contracting 3rd party service providers, such as travel agencies or other travel management services. Based on our understanding of your needs, we can propose a customized solution for a competitive price. We may address an end-to-end travel sourcing process or evaluate the existing contracts in place.

TRAVEL MANAGEMENT PROGRAMS

Consist in an in-depth analysis in order to see if your company achieve best value for money. Our focus is to understand how your money are spent and, if available, travel services channels are properly used.



TRAVEL POLICY DEVELOPMENT (UPDATE)

We can guide you designing from scratch a new enforceable travel policy or, if applicable, revise and update an existing one. We will follow the latest trends in this field, as well as comply with a Global Travel Policy, if required.

What else can we do?



TECHNOLOGY IMPLEMENTATION

If your company profile and T&E spending pattern require, we can assist you in implementing new IT solutions: iTravel, KDS, self-booking tools, etc.



BENCHMARKING

We can compare your existing T&E function with Best-in-Class practices for similar organizations. If we identify opportunities for improvement, we will quantify the potential savings and present them in a clear and concise way.

FIDELITY PROGRAMS

If you are enrolled in a discount and fidelity program for Air Travel, Hotels or Car Rental, we can evaluate if your Company is taking full advantage of it.



3RD PARTY AUDIT

We perform an independent audit of operations and services provided to you by a Travel Agency or other travel management providers.

T&E INDUCTION TRAINING

Often, changes in the T&E procedures generate an increasing need to raise your employees' awareness and further more to find ways to increase their accountability. We can deliver short term presentations and workshops both for travel bookers or managers and beneficiaries.



ACTIVITY REPORTS

You may periodically receive reports about T&E, but the volume of information is overwhelming and most of the time, not relevant. It is a "not seeing the forest through the trees" situation. We can compile every piece of information available and present it in an easy-to-understand way, helping you to take the best decision.

It is well-known that a satisfied employee is able to function more productively. Therefore, if the components of business travel are well managed in order to minimize stress and maximize time management, the traveler will arrive at destination able to perform to the best of his or her ability.

Travel Project' belief is that each traveler is important, each service operated shall be made with full responsibility and each feedback is understood, well received and professionally treated.

Your feedback and questions are important to us.

Please do not hesitate to contact us on any subject or inquiries that you might have.



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