

▶ **ENSURING TRAVELER SAFETY**

PROGRAM COMPLIANCE

THE ULTIMATE SAFETY NET

Our number one priority is to keep your travelers safe. In today's world, managing the risks of travel is critically important for insuring the health, safety and security of your travelers. Our suite of products, processes and expert travel consultants contribute to our Duty of Care, but one effort supersedes all else; program compliance. The true value of your business travel program is directly correlated to the overall adoption by your organization. Particularly in this post-pandemic world, the safety benefits of program compliance are countless. If travelers book within the program, Conlin Travel can then do the following:

BEFORE TRAVEL

- Inform travelers of any safety concerns for their destination.
- Inform travelers of any health concerns for their destination.
- Ensure hotel quality & health standards
- Communicate changes in travel advisories
- Ensure use of approved/trusted vendors
- Inform travelers of health requirements

DURING TRAVEL

- Monitor flight statistics and identify a delay, cancellation or missed connection.
- Send real-time travel alerts directly to the traveler.
- Alert your organization of the location of a traveler should a crisis occur.
- 24/7/365 expert travel support

AFTER TRAVEL

- Maintain a record of your entire reservation.
 - Inform your traveler of potential exposure to disease during their trip
 - Post-travel evaluation and follow up
 - Store preferences in traveler profile for ease of future booking
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INCREASING ADOPTION

Organizations need to create sincere engagement around their corporate travel policy to help employees understand the benefits, the parameters of the policy and the need for compliance. A successful corporate travel policy needs strong executive leadership and a strong message behind it, as well as a formalized strategy for educating employees about compliance.

EVALUATE & REFINE YOUR TRAVEL POLICY

Consistent reviews of your travel policy with your Account Manager is crucial. Re-evaluating the guidelines in your policy in response to global travel changes will enable you and your travelers to navigate a new travel landscape with ease. As industry experts, Conlin Travel is here to assist you with that process so that your organization can make informed decisions.

EMPHASIZE EMPLOYEE SAFETY

When an employee travels abroad to represent your corporation, you take on the duty of care with respect to that employee - an obligation to protect them from harm. Employees need to understand the benefits of staying within your booking channels and booking accommodations with your preferred partners.

COMPREHENSIVE REPORTING

Conlin Travel can assist with the software and processes that allow you to take your travel risk management protocols from reactive to proactive. Additionally, we can help you overcome the obstacles that you may encounter as you implement travel risk management within your organization by supporting you from evaluation and implementation to roll out and traveler buy-in.

CREATE ACCOUNTABILITY

Establishing consequences for employees who book outside of your Travel Management Company will help drive compliance. With a genuine review of travel based on criteria in the travel policy and feedback from the travel manager when employees fail to comply, your organization can take the necessary steps to increase adoption.

TABLE TOPICS

- How can you make new policy requirements scalable?
- What new health status data might need tracking?
- Should you define what "essential travel" means in *your* organization?
- What players do you need to engage in policy evaluation?
- How are you defining "safe"?