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Risk Free Cost Reductions

Does Your Travel Program Need a Tune Up?

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Travel expense management has become significantly more complicated in a global business environment. Costs are escalating and security risks for travelers must always be a consideration.

Base prices for airlines, rental cars and hotels are just the tip of the iceberg. A plethora of fees makes your head spin:

- Airlines: Baggage fees, Booking fees, Seat reservation fees, Change fees, Fuel surcharges
- Rental cars: Refueling charges, Insurances, Additional driver fees
- Lodging: Resort fees, Cancellation fees for internet bookings

Utilization of multiple travel agencies and online self service booking tools may provide travelers or business divisions with flexibility but is a tactical (and potentially expensive) rather than strategic approach. One supplier enables a company to see the true total cost of a trip, including the additional fees.

Consider the following:

- Customer Service - do executives require “high-touch” service while others use online tools to book travel?
- Data and Tracking – do you have the information available to track all travel expenses to determine whether you are maximizing discounts and leveraging your travel dollars?
- Security – can you quickly locate and assist travelers in emergencies? Were travelers in the Middle East during the recent turmoil or in Japan during the earthquake and tsunami?

Travel Management Supplier consolidation can have significant cost benefits:

- Transaction fee savings
- Best pricing for a combination of “high-touch” services and self-service online booking tools
- Airline, car, hotel discounts
- Avoidance of cancellation fees
- Leveraging priority club memberships and credit cards benefits
- Unused ticket tracking
- Meeting planning
- Travel policy review and assistance
- Management reporting

PLUS the ability to reach & assist travelers in a security or natural disaster emergency.

To determine the potential benefits of travel management supplier consolidation:

- Document critical travel service requirements through a cross-business team.
- Collect and analyze current travel expenditures.
- Determine travel security needs and risks.
- Develop an RFI and RFP for potential suppliers.

Paladin Associates Inc. can quickly assess how well you're prepared to manage these costs in today's environment.

Paladin Associates Inc., a Sourcing Cost Reduction firm, offers strategic sourcing expertise for multiple commodities to secure “fast track” quantifiable savings and long term cost reduction programs.

We can help you with technology implementations such as spend analysis and eSourcing as well as sourcing process improvements, skill training and staff development while delivering bottom line savings with a guaranteed ROI. For more complete information, visit:

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