

TRAVEL PROGRAM SAFETY EFFECTIVENESS



You may be eager to get back on the road to accelerate your business, but do you feel confident about the safety protocols in place?

At ITILITE, we provide you tools and support to get ready and feel protected as you start to travel again.

Use this quick checklist to evaluate your readiness on safety.





TRAVEL PROGRAM SAFETY EFFECTIVENESS

Self-evaluation Checklist

Answer every question below with a **Yes** or a **No**.
Scoring and benchmarks at the end

CHECKLIST

RESPONSE

<p><input type="radio"/> Do you provide relevant health and safety information to travelers before their trip ? <i>(Quarantine rules, health tests or vaccinations needed before travel etc.)</i></p>	<p>Y / N</p>
<p><input type="radio"/> Do travelers get information about safety practices followed by different providers (hotels, airlines, car rental companies) to choose the most relevant option?</p>	<p>Y / N</p>
<p><input type="radio"/> Can you instantly update your travel policy to ensure travelers cannot book for high risk locations? <i>(Unsafe countries, cities or hotel properties)</i></p>	<p>Y / N</p>
<p><input type="radio"/> Can you instantly update your travel policy to restrict travel under certain conditions only? <i>(Allowed only for certain employees, or only after approval from a select set of senior management, or only for pre-defined essential reasons)</i></p>	<p>Y / N</p>
<p><input type="radio"/> Can you locate all your travelers in real time in case of an emergency?</p>	<p>Y / N</p>
<p><input type="radio"/> Can you send urgent communication to all travelers on the road, or to those in a specific location?</p>	<p>Y / N</p>
<p><input type="radio"/> Do you have an option to provide on ground medical assistance or medical evacuation for travelers in case of emergencies?</p>	<p>Y / N</p>
<p><input type="radio"/> Do the travelers have access to some channel where they can reach out at any time for emergency support?</p>	<p>Y / N</p>



Result Benchmarks



Number of 'Yes'

<4

4-6

7-8

Safety




Your travelers are on their own

Good start, but health emergencies can create trouble for you

Well done!

If you found gaps in your results, and want to provide for your travelers in a more comprehensive way reach out to us at get@itilite.com

OTHER TRAVEL & EXPENSE CONTENT YOU MAY BE INTERESTED IN:

-  [Checklist: How efficient is your travel & expense spend?](#)
-  [6 ways to optimise your travel & expense process in the post COVID world](#)
-  Or subscribe to our blog [HERE!](#)

