

Travel & Expense Spend Efficiency

Self-evaluation Checklist

Benchmark how efficient is your organisation's travel and expense management process by answering every question below with a Yes or a No. Scoring and benchmarks at the bottom.

CHECKLIST

RESPONSE

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1. Do you have a well-defined travel and expense policy which is easily accessible and understood by employees?	Y / N
2. Is your business travel process automated? <i>(i.e. trip requests, approvals, policy adherence, booking & data reconciliation happen without human intervention & emails)</i>	Y / N
3. Is your employee expense submission automated? <i>(i.e. there are no spreadsheets or emails in submission, approvals or auditing process)</i>	Y / N
4. Are policy exceptions in travel blocked before the booking?	Y / N
5. Is there a 100% audit of all employee expense submissions for compliance with policy and correctness of invoice?	Y / N
6. Are >60% travel bookings made 7 or more days before travel?	Y / N
7. Are >90% expense submissions filed within 45 days of transaction?	Y / N
8. Do you have real time visibility into your combined travel and expense spend, across all departments, entities etc.? <i>(includes ability to set budget limits & receiving alerts on reaching certain spends)</i>	Y / N
9. Do you review your preferred rates with hotels and airline at least once a year based on targeted data driven insights?	Y / N
10. Do you receive timely invoices and relevant tax credits for at least 90% of your travel spend?	Y / N

Result Benchmarks

Number of 'Yes'	0-4	5-6	7-8	9-10
Your process efficiency	Very rudimentary process	Good start, way to go	Some leakages can be plugged	Well done!
Potential to save on your travel and expense spend	30%+	15-30%	8-15%	Optimised

Want to know how to get your score to 200% efficiency?

Reach out to us for quick tips at get@itilite.com

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