JUPITER PRIME

Consulting • Training • Advisory

جوبيتر برايم للاستشارات والتدريب

COURSE BROCHURE

Corporate Travel Policy and Cost Control Training Course

21 – 25 February 2027
Amman

Corporate Travel Policy and Cost Control Training Course

Ref: 2984_113111 **Date:** 21 – 25 February 2027 **Location:** Amman **Fees:** 3300 GBP

Corporate Travel Policy and Cost Control is a 1-week training course for business managers, travel coordinators and executive assistants who approve, book or budget business trips, and who leave with a Departmental Travel Plan. Travel is one of the largest controllable indirect costs in many organisations, and travellers expect safe, sensible itineraries at the same time. The course is delivered by Jupiter Prime Training.

Why Corporate Travel Policy and Cost Control Matters Now

Three pressures shape business travel today. Finance leaders want indirect spend that is forecast, justified and visible line by line. Travellers expect itineraries that respect rest and safety. Airlines, hotel groups and booking agencies keep changing fare classes, fees and loyalty terms, so yesterday's deal quietly loses value. Handled well, trips cost less and travellers are easy to reach; handled badly, late-booking premiums and off-policy spend grow.

Who Gains Most from Corporate Travel Policy and Cost Control

- Budget holders who approve trips and answer for departmental travel spend
- Travel coordinators who source fares, hotels and ground transport for colleagues
- Executive assistants who plan multi-city itineraries for senior leaders
- Procurement staff who negotiate airline, hotel and agency agreements
- Office managers who reconcile claims, cards and supplier invoices

Departments that send a budget holder, a coordinator and an assistant together gain most, because they can agree one set of booking rules and approval steps during the course.

Corporate Travel Policy and Cost Control Capabilities

Participants learn to turn scattered booking habits into a written policy, a booking routine and a spend picture that leaders trust.

- Design a tiered travel policy with cabin, hotel and approval rules — department heads and finance partners
- Compare fares, routings and hotel rates on total trip cost — budget holders approving trips
- Build a traveller safety and contact routine for each itinerary — line managers and travellers
- Calculate cost per trip and leakage from travel reports — finance partners reviewing budgets
- Prepare a negotiation brief for airline, hotel and agency suppliers — procurement leads
- Communicate policy changes so travellers follow them willingly — travellers and senior leaders

Key Corporate Travel Policy and Cost Control Terms

- Travel policy — the written rules on who may travel, how to book, which classes and hotels apply, and who approves.
- Advance booking window — the minimum number of days before departure by which a trip should be booked to secure lower fares.
- Lowest logical fare — the cheapest fare that still fits reasonable timings, connections and the traveller's working needs.
- Spend leakage — travel booked outside agreed channels or suppliers, so negotiated rates and spend visibility are lost.
- Duty of care — the organisation's responsibility to plan for traveller safety, health and contact before and during a trip.
- Per diem — a fixed daily allowance for meals and incidentals that replaces itemised receipts for those costs.

Corporate Travel Policy and Cost Control Day by Day

Day 1: The Business Case for Travel Control

- Travel Spend Baseline From Card and Invoice Data — Where Money Goes
- Trip Purpose Categories — Which Journeys Truly Need Travel
- Virtual Meeting Alternatives Test — When a Trip Can Be Replaced
- Stakeholder Map of Travellers, Approvers and Finance — Whose Needs Compete
- Indirect Cost Drivers in Travel — Fees, Changes and Late Bookings

Day 2: Writing a Workable Travel Policy

- Tiered Cabin and Hotel Class Rules — Fairness Across Seniority Levels
- Approval Matrix by Trip Value — Who Signs Off and When
- Advance Booking Window Rules — Balancing Price Against Flexibility
- Per Diem and Allowance Schedules — Simpler Claims and Fewer Disputes
- Policy Exception Log — Handling Urgent and Unusual Trips Consistently

Day 3: Smart Booking and Traveller Safety

- Lowest Logical Fare Comparison — Total Trip Cost Over Ticket Price
- Multi-City Itinerary Sequencing — Fewer Nights and Shorter Connections
- Hotel Location and Rate Assessment — Commute Time Versus Room Price
- Traveller Profile and Emergency Contact Sheet — Reaching People During Disruption
- Destination Risk Briefing — Pre-Trip Advice and Check-In Routines

Day 4: Supplier Deals and Spend Visibility

- Airline and Hotel Volume Agreements — Leverage From Consolidated Demand
- Booking Agency Service Levels and Fees — Choosing the Right Support
- Negotiation Brief and Walk-Away Points — Stronger Supplier Conversations
- Monthly Travel Dashboard — Cost per Trip, Leakage and Compliance Rates
- Claim and Card Reconciliation Routine — Catching Errors Before Month End

Day 5: Practising the Departmental Travel Plan

- Applying the Spend Baseline to Set Departmental Savings Targets
- Applying Policy Rules to Three Real Trip Requests
- Applying the Safety Routine to a High-Risk Itinerary
- Rollout Messages for Travellers and Approvers — Building Willing Adoption
- Departmental Travel Plan — Policy, Booking Routine, Targets and Review Dates

Applying Corporate Travel Policy and Cost Control After the Course

- Run a three-month travel spend baseline for your department and share the leakage findings with finance.
- Test the tiered policy and approval matrix on the next ten trip requests and log every exception.

Corporate Travel Policy and Cost Control Questions FAQ

What is corporate travel policy and cost control, and why does it matter now?

It is the practice of setting clear travel rules and managing what trips cost. It matters now because fares and fees change quickly, finance teams want visible indirect spend, and travellers expect safe, well-planned journeys.

Which roles gain most from corporate travel policy and cost control training?

Budget holders, travel coordinators and executive assistants gain most. Procurement and office staff who negotiate supplier deals or reconcile claims also benefit.

How does corporate travel policy and cost control differ from an events or hospitality course?

It focuses on the organisation as a buyer of travel, not as a host. Event courses cover venues and guests; this subject covers policy, approvals, booking, safety and supplier deals for staff trips.

What do you bring back from corporate travel policy and cost control training?

You bring back a written plan for your department. It sets booking rules, approval steps, a safety routine, savings targets and a monthly report.

Corporate Travel Policy and Cost Control: The Way Forward

The Departmental Travel Plan first informs which trips need approval and how far ahead they must be booked. Budget holders use it to sign off requests, coordinators use it to book, and finance uses its dashboard to track savings. After the first quarter, revisit the advance booking window and supplier terms.