



Return to Travel Checklist

As you and your company think about returning to travel, here are topics you'll want to consider for your travel program.

Your Travelers

How to keep them safe, informed, and happy

- ❑ COVID-era travel is different in many ways. Educate travelers on [what to expect](#) so there'll be no surprises. Invite them to view or attend our ["Ask Me Anything"](#) webinar series with leading airlines, hotels, and car vendors to hear details straight from the sources.
- ❑ Let them know, when traveling, [what they should bring](#) and give them guidelines for [how to stay safe](#).
- ❑ Decide how PPE and other protective gear should be procured. Will the company buy and distribute, or should travelers buy on their own? If so, will they be reimbursed?
- ❑ Come up with a policy for employees who are in a high risk category or otherwise uncomfortable with traveling. Consider a "Do Not Travel" list.
- ❑ Decide if and when you will require post travel quarantines and how those will be administered and enforced. For example, you might want to say that after traveling to [list of destinations], employees must work from home for 14 days.
- ❑ Set up a feedback loop where travelers can share the good and bad of their experiences and potentially influence policy updates. AmTrav can help with our new "How Was Your Trip" surveys.

Greenlighting Trips

How to decide which trips are worth taking

- ❑ Consider what types of travel will be permitted. If your policy is "essential travel only", define "essential".
- ❑ Determine who should decide which trips meet the essential test. Consider changing (either temporarily or permanently) your pre-trip approval flow if you





want to require explicit approval from a certain individual. Your AmTrav Client Service Manager can help with that.

- ❑ Have a means to verify trips are practical, given government restrictions, potential quarantines, and potential quarantines upon return. We created the [AmTrav Covid Resource Center](#) to help with this kind of research, but you can also reach out to our Traveler Services team.

Safety

How to keep travelers safe while on the road

- ❑ Come up with a plan to make sure you know where your travelers are at all times. If your travelers book through a2b, we will be able to [track them](#). If they book hotel stays elsewhere, we will also be able to track them if they use our [off-channel booking capture](#) tool.
- ❑ Decide if you want to prohibit travel to certain locations. You can add these locations to your travel policy and easily update them in a2b.
- ❑ Craft a policy to address the question, [what if an employee gets sick while traveling?](#)
- ❑ Review [the differences between the major airlines safety initiatives](#) and decide if you should alter your policies to favor or require certain ones.
- ❑ Consider different lodging options. Will you prefer hotels or AirBnB/private homes? Will travelers be allowed to stay with family or friends? Do you want to establish minimum property-level safety requirements? See AmTrav's [guide to COVID-era lodging](#) for more info. and ideas.
- ❑ Decide your policy on [ground transportation options](#) and whether you have preferences between rental cars, ride shares, or private car services.

Financial

How to manage your budget smartly

- ❑ [Reconsider Basic Economy tickets](#), if you're not already using them, because many benefits of buying up no longer apply.
- ❑ Make sure your travelers are using unused ticket credits wherever policy. AmTrav can help you [take advantage of airline waivers](#).





- ❑ If you have employees who have departed with unused tickets, contact your Client Service Manager so we can work to transfer those credits.
- ❑ Consider where it might make sense to relax travel policy. To minimize exposure, maybe one-stop flights that save money aren't worth it, or, with social distancing in mind, maybe you want to allow more leeway in upgrading to extra legroom seats or a higher cabin.

We're ready to help you. If you would like to walk through this together with an AmTrav expert please contact AmTrav and schedule a Return to Travel discussion with your Relationship Manager.