**TRAVEL MANAGEMENT EVALUATION**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **TRAVEL BOOKING** | **Scale** | **Weight**  **20%** |
| Level of access to Travel Consultants |  |  |
| Expertise and consultant knowledge |  |  |
| Level of Customer Service and enquiry response time |  |  |
| Flexibility and ability to accommodate changes |  |  |
| Type of service provided (implant, phone or internet) |  |  |
| Systems in place to capture traveller profiles |  |  |
| **FINANCIALS** | **Scale** | **Weight**  **25%** |
| Utilisation of Group Booking discounts and benefits |  |  |
| Overall Travel FEE structure |  |  |
| Contract rebates and overrides |  |  |
| Alternatives offered to increase saving benefits to XXXX |  |  |
| ENVIRONMENTAL | **Scale** | **Weight**  **20%** |
| Demonstrated ability to manage an account of the same size |  |  |
| Proven track record of managing similar account |  |  |
| Evidence of strong company revenue |  |  |
| Understanding of XXXX culture and values |  |  |
| Value Added affiliations and Supplier Relationships |  |  |
| Company Infrastructure (No of employee’s, offices, buying power etc.) |  |  |
| **TRAVEL MANAGEMENT** | **Scale** | **Weight**  **30%** |
| Administering of travel policy and employee compliance |  |  |
| Communication of exceptions to policy |  |  |
| Administering of preferred/best rates programs |  |  |
| Process for conducting Quarterly Reviews |  |  |
| Dedicated account Manager |  |  |
| Monitoring of unused E–Tickets |  |  |
| **TECHNOLOGY** | **Scale** | **Weight**  **10%** |
| Internet and on line capabilities |  |  |
| Ability to provide relevant reporting information and KPI’s |  |  |
| Security and controlled access |  |  |

**Comments:**

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