

5 STEPS TO PREPARE YOUR EMPLOYEES WHO TRAVEL FOR WORK

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With current job turnover rates hovering around 10%, chances are you always have a new group of employees that have to be acclimated to your travel program. They need to know and understand policy guidelines as well as your company's unspoken culture when it comes to travel and expenses. Consider these suggestions when you're gathering information to share with your traveling employees. Business travel can become a way to prevent employee attrition if handled with care.

Clear Travel Policy

Simplify the travel policy into a single page. You may have a 25-page document, but highlight the key points in case they don't read it. Spoiler: they won't. Make your travel policy available on the company intranet, keep the language simple and understandable, add a list of FAQs, and provide points of contact for travel-related questions.

On-the-Road Support

Your employees should know that they have a safety net in case something happens on the road. Transportation assistance from your travel agency to manage flight disruptions should be easily accessible by text. Enroll them in your Duty of Care solution to provide another layer of protection. And, remind your staff to download relevant [mobile apps](#) for a smooth business trip.



Health Checks

[Studies](#) have shown that road warriors who travel weekly experience a host of health issues such as sleep deprivation, deep vein thrombosis and even stroke in rare cases. Airlines have no mandate to sanitize their fleet, which results in nasty germs and viruses that cause illness to passengers. To ensure their business trip ends on a positive note, encourage your staff to get regular health check-ups and to always bring along their medications.

Loyalty Points

If your travel policy allows for employees to keep and use loyalty points for their trips, give them some guidance on the programs. Chances are your preferred airline and hotel partners will align with their largest loyalty program point balances. Since they're often spending time away from home and missing family events, this perk goes a long way in maintaining morale and work-life balance.

REAL ID Enforcement

The federal government's REAL ID Act requires secure driver's licenses and identification documents in order to board commercial aircraft. Travelers wishing to use their driver license for domestic air travel will need to update their driver licenses prior to Oct. 1, 2020. Travelers should check with their state Department of Motor Vehicles to see when they can obtain a compliant ID. For more information, visit the Department of Homeland Security's [Real ID website](#) and the [TSA website](#) to learn about the various documents that are accepted as a form of ID at the current time.

Remember: Your Protravel International Corporate Travel Advisor is there to help.