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**SNAPSHOT**

Top Methods for Reducing Travel Costs

Top 10 worldwide	North America	Europe	Asia/Latin America
Adjust travel policies	2	2	1
Advance purchase of airline tickets	1	5	4
Online booking system	4	3	3
Tracking and evaluating travel expenditures	3	4	2
Travel alternatives (e.g., videoconferences)		1	5
Limit employee travel	5		
Electronic expense reporting			
Pre-trip authorization and approval			
Move to lower-cost suppliers			
Consolidate suppliers			

Adjusting the travel policy ranks first overall among the methods used by companies worldwide to reduce travel costs, according to the 2007 Association of Corporate Travel Executives (ACTE)/ProMedia Executive Travel Survey.

By region, the most popular methods are: adjusting travel policy (Asia and Latin America), recommending or requiring advance purchasing for air tickets (North America) and using alternatives to travel such as videoconferences (Europe). Also mentioned, but not in the overall top five, were electronic expense reporting, pre-trip authorization and approval, moving to lower-cost travel suppliers and consolidating suppliers.

Other key findings from the survey, which were presented at the ACTE Global Education Conference in Munich last October, include:

- Travel budgets increased by more than 8 percent on average in 2007, driven mainly by increases in supplier costs and the number of trips.
- Online booking provides cost savings for more than 80 percent of respondents and “significant” savings for 34 percent in North America, 27 percent in Asia/Latin America, and 26 percent in Europe.
- Failing to receive timely, accurate data from their suppliers is a concern for 72 percent of respondents.
- Controlling overall travel spend is the greatest challenge for respondents, followed by policy compliance and developing global programs.

This fifth annual survey was conducted in August 2007 by an independent market research company and sponsored by ACTE, ProMedia, GetThere, Sabre Travel Network and Travelocity Business. The survey generated 305 qualified responses from senior executives, procurement managers and corporate travel managers in companies based in Asia, Europe, North America and Latin America.