

# Planning, Booking, and Travelling as the World Reopens

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Travel bookers, finance teams, and travellers have all shifted their strategies as they've faced countless challenges like safety and changing protocols, all while focusing on remaining cost-efficient as they start, or continue, to travel as the world shifts to reopening.

We know it's like aiming at a moving target, even as restrictions drop, so we've outlined a few checklists to keep you and your teams confident and organised.

In our guide we'll highlight these three steps of the travel journey:



Plan and Book



In trip



Return and Analyse



# Plan and Book

Use this checklist when updating your travel policy as well as preparing your teams to travel



Establish if vaccines are required by the destination or the site or job the traveller is heading to



Update travel policy where travellers can reference requirements for testing and vaccines



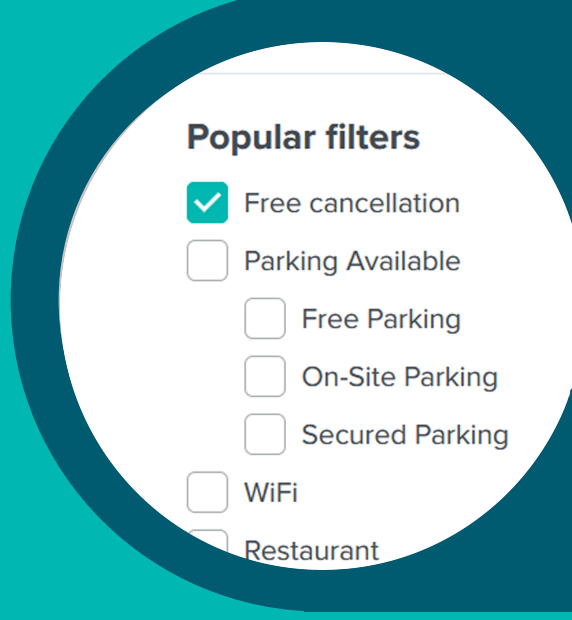
Determine if there are any pre-booking requirements like a COVID-19 test or waiver



Outline the preferred process of pre or post-trip testing and quarantine if necessary



Understand the impact of the company's stance on vaccines



Filter search by free cancellation to be prepared if plans quickly change





Review if expenses for things like PPE and COVID-19 tests are reimbursed



Decide on a process of traveller care in the event of COVID-19 exposure



Inform employees about any new documentation or technology for COVID-19 tracking is in place at destinations such as the EU Digital Passport



Educate employees about what they should consider when booking accommodation from policy to parking options



Decide if the company will have employees pay out of pocket or opt for an alternative option such as RoomexPay



### Physical Reloadable Card

Gain instant visibility into all in-trip spend

No more out of pocket expenses

Get back time spent submitting and processing expenses

Secure payments and simple set up

[Learn more here](#)

### Virtual Expense Card

Add to bookings and use in hotel restaurant or on takeaway apps

Impossible to exceed allowance on card

Only valid for the duration of the reservation

Company can monitor where card is used

[Learn more here](#)





# In Trip

Stay safe no matter where work takes you



Prepare and communicate the company's Duty of Care policy in the case of an ill traveller



If public transport is necessary for the trip, update the team on what restrictions are in place and what rules need to be followed



Review support documents for the company and travel booking platform

[Learn more here](#)

[Learn more here](#)



Review meal plans, confirm if you have access to meals at the hotel or a reloadable debit card like RoomexPay



Inform travellers about where and who to reach out to should something come up

[Learn more here](#)



Download the RoomexStay App to make changes to bookings or reach out to support while on the road

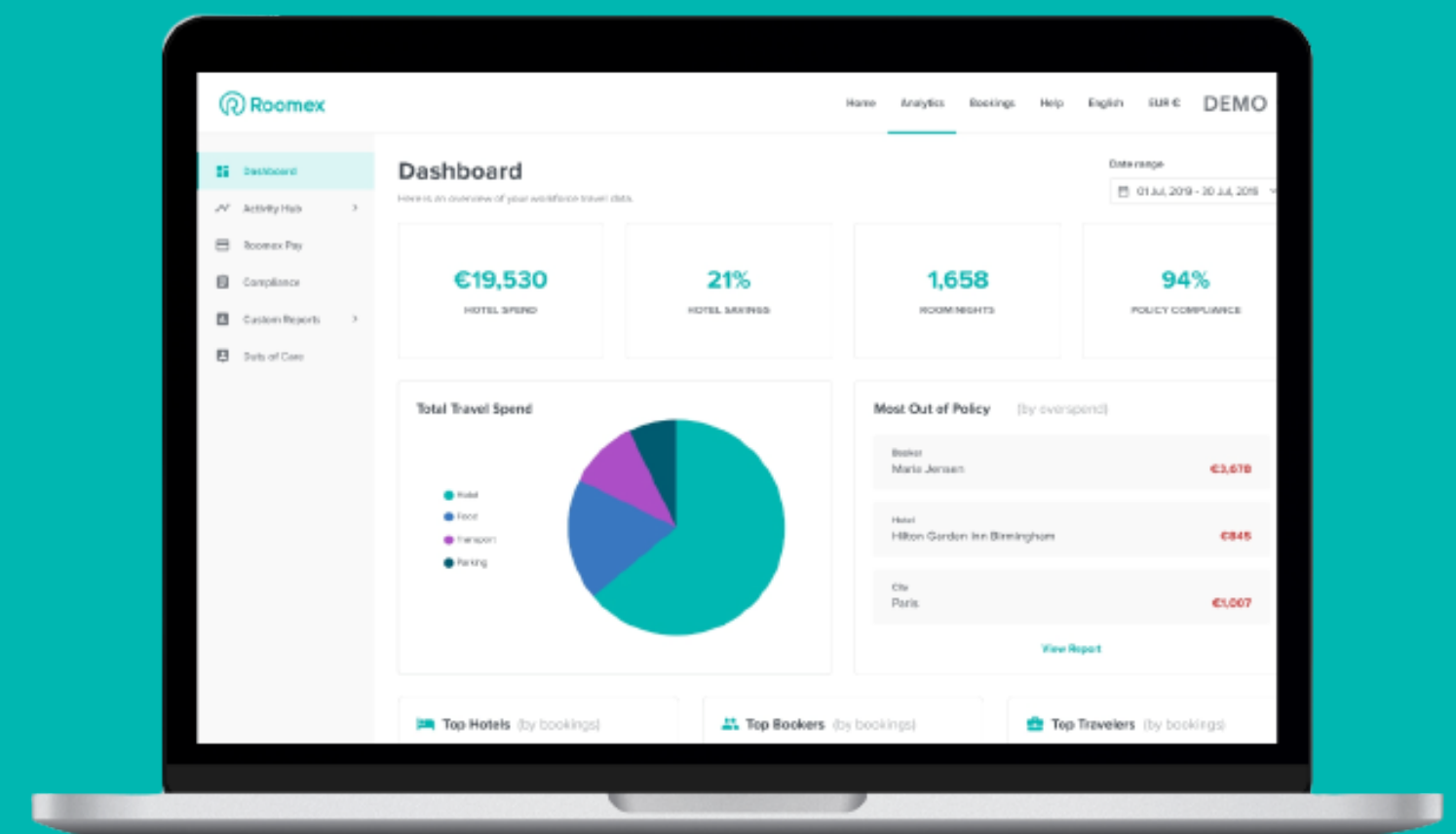




## Return and Analyse

Stay on top of savings and safety well after the team returns

Review Roomex Analytics from a past trip, months, or quarters to see how much was spent and saved on accomodation, in-trip expenses and trains



Establish if travellers will be required to take a COVID-19 test after arrival or before returning to work

Determine if travellers should return immediately or to a new project



Create a survey that can be filled out post-trip to give feedback on the experience



Assess if there is anything else the organisation can do to provide stronger resources to support travellers (i.e. a new traveller payment system or telehealth)





# How can Roomex help?

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Add a travel policy directly into your platform so staff always know if they are booking out of policy

Utilise the Workforce Tracker to keep in touch with employees in the case of an outbreak or an ill traveller

Work with our team of travel experts to inform you on best practices for traveling post-COVID

**Interested in learning more about how Roomex can support your company's travel post COVID?**

[Get in touch with us here.](#)

Use RoomexPay to gain control of and visibility over your travel expenses

Use Roomex Analytics to break down costs and savings from past trips

Never leave employees out of pocket again with RoomexPay