A group of four business professionals are seated around a wooden conference table in a modern office setting. A woman with short blonde hair and glasses, wearing a light blue button-down shirt, is the central figure, gesturing with her hands as she speaks. To her right, a man with a beard and glasses, wearing a dark suit and tie, listens attentively. On the far left, the back of a woman's head with dark curly hair is visible. On the far right, the back of a man's head is visible. The table has papers, a pen, and a tablet on it. The background is softly blurred, showing office windows and interior lighting.

Stretch your
Travel Dollar

amtrav⁺

A TravelPerk Company

Introductions



Grant Caplan
President
Procurigence



Elliott McNamee
Marketing
AmTrav

Today's webinar

You need flexibility to do your job, set controls to achieve your organization's goals.

Our job is to help you do your job.

Today's webinar

Go places, see people,
make business happen,
learn things

Conserve cash, protect
the company's bottom
line.



Today's webinar

Part I: Context from the past.

Part II: Actionable steps to control travel spending.

Part III: How to save and set controls in AmTrav (optional!).

👍 Expert advice to control travel spending.

👎 Predictions, politics, selling.

“I'm ready to listen and hope it's not to sell business.”

Context: past slowdowns

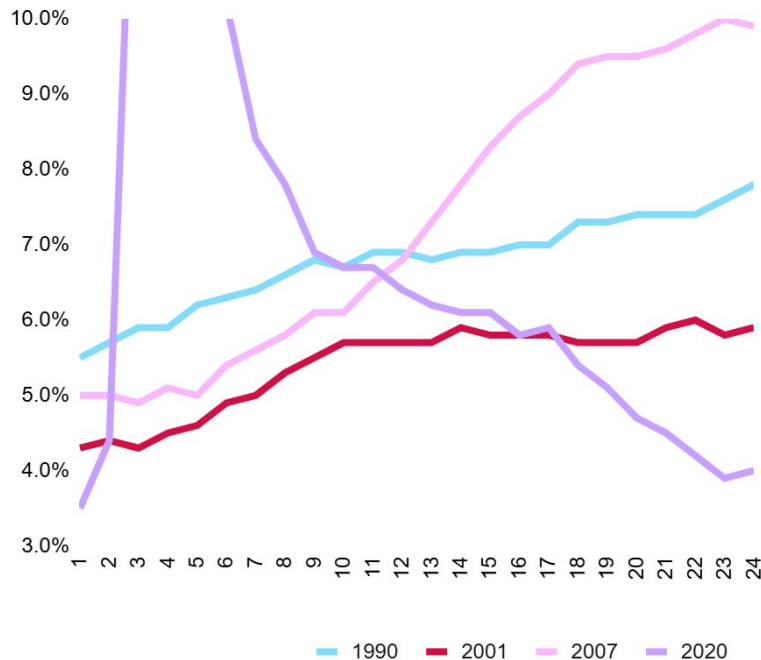


**(Most) economic
slowdowns move slowly.**

[Federal Reserve Bank of St. Louis](#)

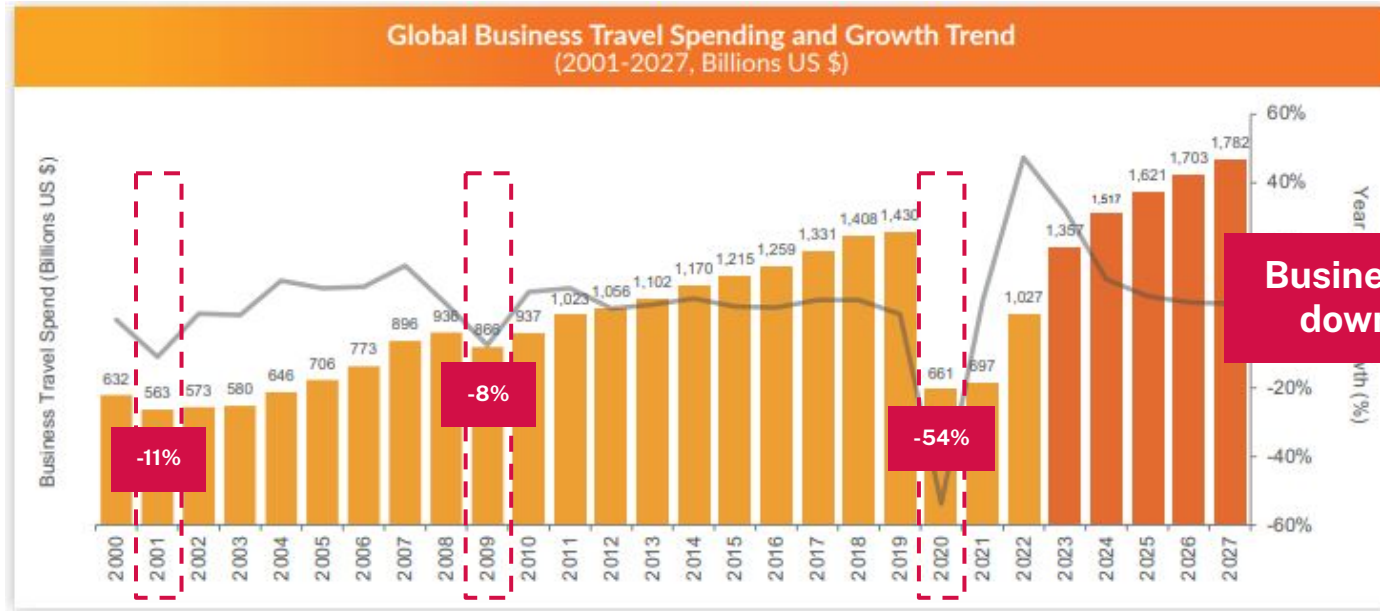
Context: past slowdowns

(Most) economic slowdowns move slowly.



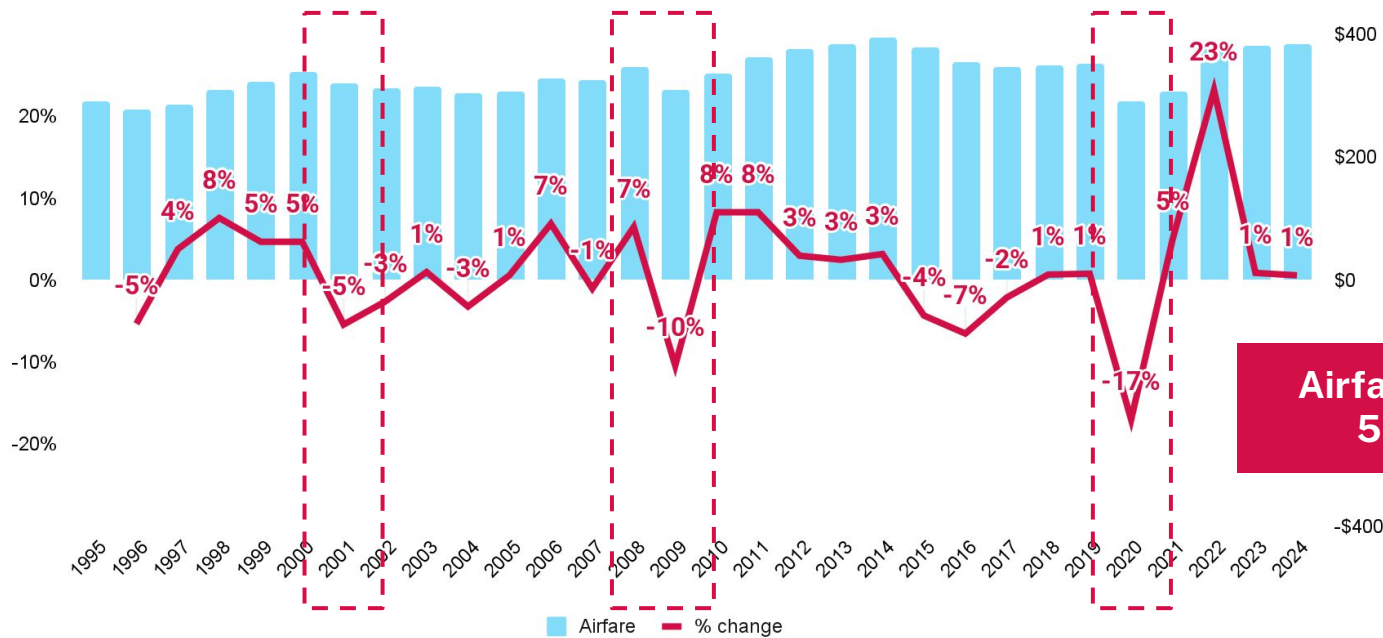
[Federal Reserve Bank of St. Louis](#)

Context: business travel volumes



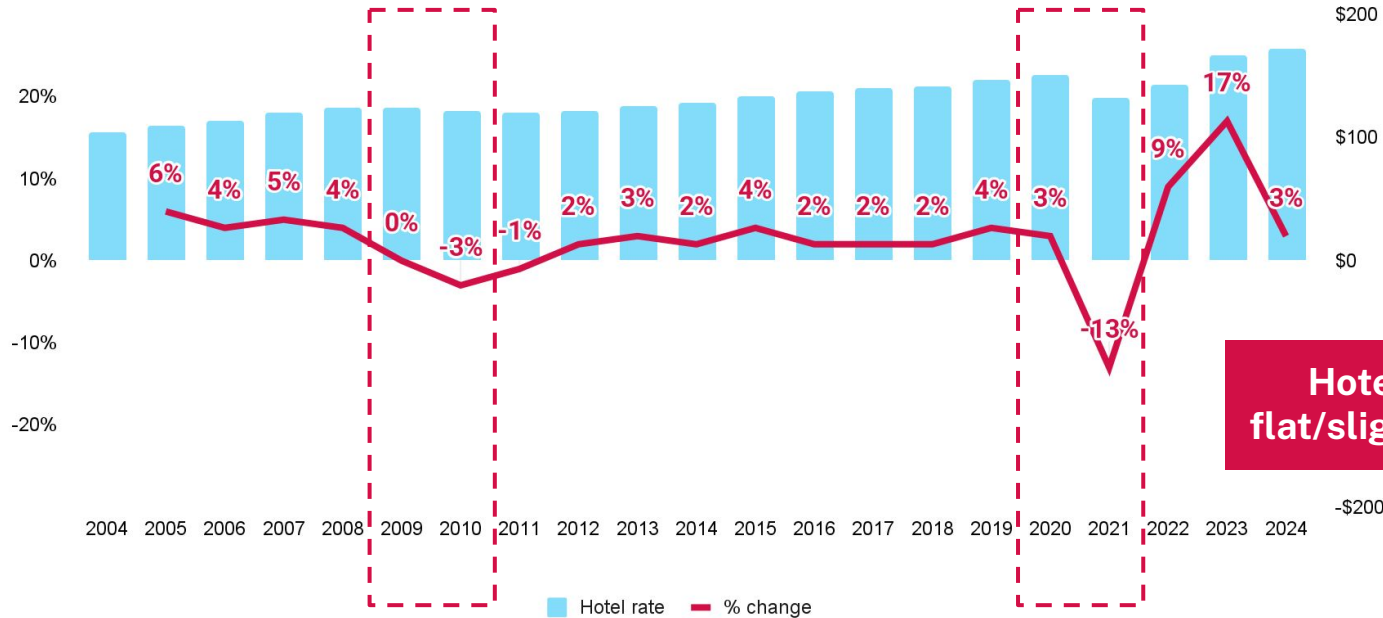
Source: GBTA Business Traveler Survey, Rockport Analytics

Context: historical airfares



[Bureau of Transportation Statistics National Level Fares](#)

Context: historical hotel rates



[Federal Reserve Bank of St. Louis PPI Hotels & Motels](#)

Context: how are we feeling?

Do you expect your company to change spending levels in the coming months?	
Don't know	32%
Yes, decrease spend	19%
No, maintain the same spend	31%
Yes, increase spend	18%

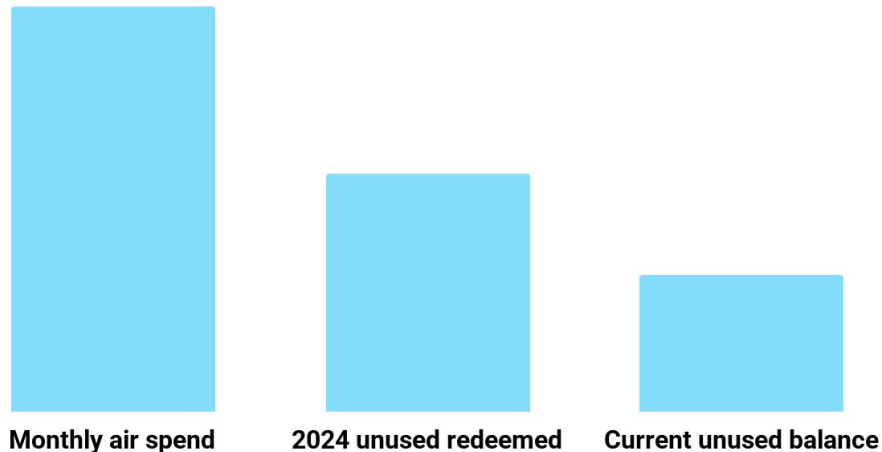
What is your company's expectation for business travel spend in 2025 vs. 2024	Response Date: Jan/Feb 2025	Response Date: April 2025	Up: 53% 43% Same: 30% 27% Down: 16% 30%
Up more than 10%	23%	24%	
Up less than 10%	30%	19%	
About the same	30%	27%	
Down less than 10%	11%	5%	
Down more than 10%	5%	25%	

Step 1: unused tickets

Unused tickets are the largest savings category for most travel programs.

For all of 2024, travel programs **funded 18 days of airfare** with their unused tickets.

Currently AmTrav accounts hold enough unused ticket value to **fund 10 days' airfare**.



Step 1: unused tickets

How to save with unused tickets:



First: check your unused ticket balance.



Second: assess your tickets.



Third: remind your travelers.



Fourth: refund & name change options.

Booking ID	Ticket #	Traveler	Airline	Date	Quantity	Status	Issue Date
760000001	014700000000	Thompson, Brandon	Airbus	2023-08-01	1	Unused	10/10/23
760000002	014700000001	Rutherford, Kelly	Airbus	2023-08-01	1	Unused	10/10/23
760000003	014700000002	Evans, Helen	Airbus	2023-08-01	1	Unused	10/10/23
760000004	014700000003	Smith, Michael	Airbus	2023-08-01	1	Unused	10/10/23
760000005	014700000004	Johnson, David	Airbus	2023-08-01	1	Unused	10/10/23
760000006	014700000005	Williams, Michael	Airbus	2023-08-01	1	Unused	10/10/23
760000007	014700000006	Moss, Andrew	Airbus	2023-08-01	1	Unused	10/10/23
760000008	014700000007	Clark, Lawrence	Airbus	2023-08-01	1	Unused	10/10/23
760000009	014700000008	Hill, David	Airbus	2023-08-01	1	Unused	10/10/23
760000010	014700000009	Reynolds, Michael	Airbus	2023-08-01	1	Unused	10/10/23
760000011	014700000010	Evans, Helen	Airbus	2023-08-01	1	Unused	10/10/23
760000012	014700000011	Thompson, Brandon	Airbus	2023-08-01	1	Unused	10/10/23
760000013	014700000012	Montgomery, James	Airbus	2023-08-01	1	Unused	10/10/23
760000014	014700000013	Salinas, Mike	Airbus	2023-08-01	1	Unused	10/10/23
760000015	014700000014	Long, Hannah	Airbus	2023-08-01	1	Unused	10/10/23
760000016	014700000015	Piper, Douglas	Airbus	2023-08-01	1	Unused	10/10/23

More on refunds & name changes on the next slide!

Step 1: unused tickets

Refund & name change options



Alaska: \$125 for name changes, fee waived if the original traveler is Gold or above.



American: free name changes on AAdvantage Business tickets with BEAN/CART numbers (maybe others too*).



Delta: corporate contracted accounts get name changes for \$100 (maybe others too*). New option coming soon for corporate contracted accounts.



JetBlue: free name changes on any ticket.



Southwest: name changes available on WGA+, Anytime, Biz Select; refunds available on Anytime & Biz Select (maybe others too*).



United: refund to original FOP net of cancel fee (\$125+) until 6/30. \$100 name change for corp. contracted accounts (maybe others too*).

**Contact your AmTrav Relationship Manager for further information.*

Step 2: travel policy

Two flavors of policy to guide your travelers:

Dynamic limits:

- Lowest logical fare/rates
- GSA per diems for hotels
- Itinerary-based cabin restrictions
- Varying policy by department/level

Hard limits:

- Set fare and rate caps
- Cabin and class restrictions
- Advance purchase restrictions

What about pre-trip approvals? We'll discuss those soon!

Step 2: travel policy

How to save with travel policy:



First: check your travel policies today.



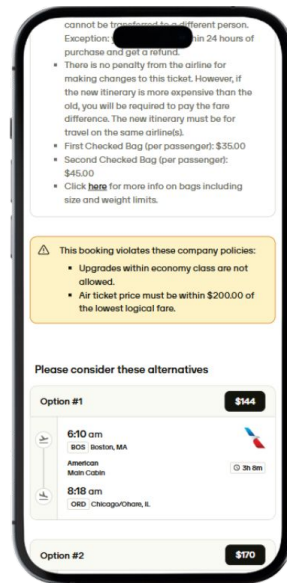
Second: review with leadership, decide to adjust.



Third: make travel policy adjustments.



Fourth: communicate policy changes to key users.



Step 3: pre-trip approvals

Additional control with pre-trip approvals:

Have bookings held for approval after booking.

Additional layer of oversight for you, leadership or department leaders.

Approve all bookings or just out-of-policy, vary policy by department.

Your travelers are (usually) adults, but this allows for more review.

Step 3: pre-trip approvals

How to save with pre-trip approvals:



First: review your current approvals setup.



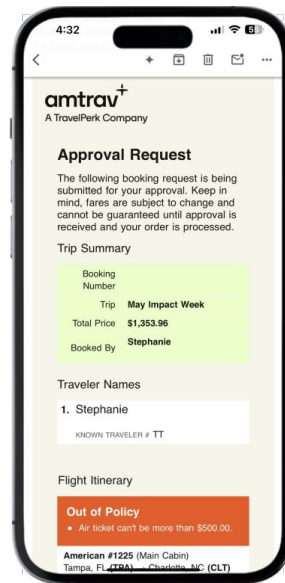
Second: discuss with your leadership.



Third: set pre-trip approvals as decided.



Fourth: communicate approval changes to key users.



Check on how your travel tool handles pre-trip approvals.

Step 4: data

You can't manage what you don't measure!



Set up **notifications** on bookings.



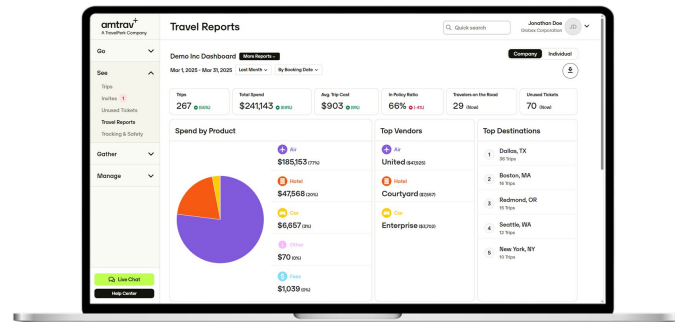
Monitor bookings & spending.



Benchmark your savings.



Share this critical insight.



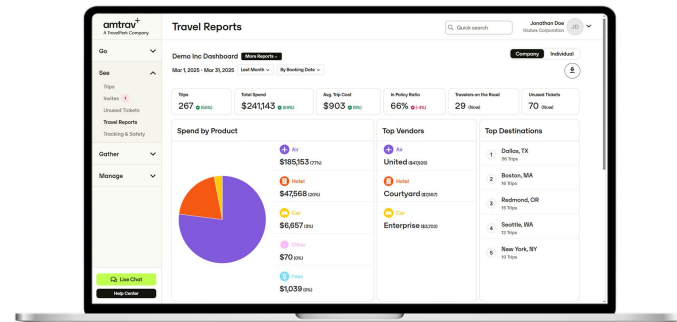
Next slide: what can you measure?

Step 4: data

What can you measure & monitor?

- Spend by department (employee IDs)
- Spend by job level (employee IDs)
- Spend by trip purpose (billing fields)
- Policy compliance
- Who's approving what travel
- Travel savings, unused ticket savings

Advanced: leakage (expense data vs. TMC data), benchmarking, what-if analysis



Check on how your travel tool handles pre-trip approvals.

Communication 101

Communicate the why and the what:



Internal messages to key users (or everyone!).

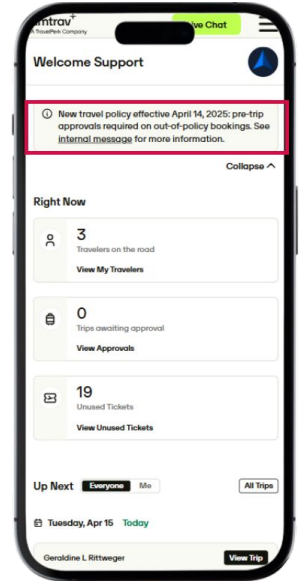


In-app notifications, let your TMC know too.







Update documentation, be ready to discuss.

Work with your leadership & your internal comms folks on this!




Supplier discounts

Benchmark your savings:

-  3% with lowest fares & air discounts.
-  Unused tickets: 6% on airfare.
-  Hotels: 26% property-level, 11% consortia.
-  34% overall, higher with corporate deals.

Does a slowdown mean more supplier savings?



amtrav⁺
A TravelPerk Company

2025 business travel savings insights.

Maximize savings with a business travel platform that your bookers and travelers will love.

Your choices as a travel administrator determine your travel savings. Does your business travel platform make it easy to save money & time – or not?

AmTrav is a platform that bookers, travelers and bottom-liners all love. Based on millions of real 2024 business travel bookings, here's how much you can save when your team uses a great business travel platform.

Flights: 8% savings overall

Insights: AmTrav clients saved 6% on airfare with unused tickets, up to 5% with access to the lowest fares (NDC), and got preferred carrier discounts between 2-10%. Clients who converted unused credits saved another 4% with UATP cards.

Maximize your savings: Maximize fare savings with a platform that makes it easy to apply unused tickets online (90%+ of the time), delivers the same low fares that airlines offer on their websites and apps, and provides expert help to navigate airline agreements and UATP conversions.

Hotel savings: 5% overall

Insights: AmTrav clients saved 26% with AmTrav-negotiated property-level rates tailored to their programs' needs, plus 11% with AmTrav-provided rates including consortia rates, chainwide, AAA and credit card rates.

Book smarter: The key to hotel savings is booking the great discounted rates. Once rates are negotiated and loaded, steer bookers and travelers to preferred properties with in-platform communication, banners and badges.

Clearly-displayed travel policy to guide bookers and travelers

Travel policy is critical for savings. No matter your policy, make sure your bookers and travelers can clearly see and pick options that work for them and the company.

Speak with an AmTrav expert today.
We're ready to help with a travel consult.

Start Saving

all-U.S. Travel Advisor service.

That's how AmTrav clients save more, that's why AmTrav bookers, travelers and bottom-liners report 94% satisfaction with AmTrav.

on fees and low modern, all-

savings made by the discounted customer savings.

amtrav⁺

2025 business travel
savings insights (AmTrav)

amtrav⁺

Part II: How-to in AmTrav

Your questions?

Contact us



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Thank you!