



Simple one page graphical document, meaning every employee can read and understand key travel policy components, quickly and easily.



Promotes policy compliance ensuring all program KPIs are achieved, and approval adhered.



Displays important traveller safety details ensuring duty of care objectives are met.



Consolidation of company booking preferences - meaning reducing out of policy spend



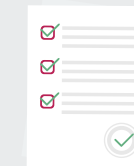
Highlights cost control measures such as spend caps and airline tolerance, to aid in travel budget management.

**BOOKING INFORMATION**



ALL BOOKINGS THROUGH CT OR USING YOUR ONLINE BOOKING TOOL

BOOKING INFORMATION MUST INCLUDE COST CENTRE



YOUR TRAVEL ALLOWANCES ARE \$100 PER DAY

TRAVEL EXPENSE SUBMISSIONS ARE DUE WITHIN 45 DAYS



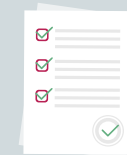
**TRAVELLER SAFETY**



IN AN EMERGENCY CONTACT CORPORATE TRAVELLER



COVERMORE



DL 343552

0800 838 010



**DOMESTIC FLIGHTS**



SELECT BEST FARE OF THE DAY

AIRFARE TOLERANCE OF \$25

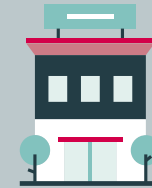


BOOKING POLICY IS MOST LOGICAL FARE

PAYMENT BY COMPANY'S CREDIT CARD



**ACCOMMODATION**



PREFERRED HOTELS TO BE BOOKED ACCOR GROUP

HOTEL RATE CAP IS \$220 AKL, \$250 WLG



BOOKED VIA CORPORATE TRAVELLER

PAYMENT BY INDIVIDUAL CREDIT CARD



SELF-CONTAINED ACCOMMODATION CONSIDERED

**CAR HIRE/ TRANSPORT**



SELECT COMPACT CAR TYPE

DO NOT TAKE OUT EXCESS COVER



REFILL CAR PRIOR TO RETURN

PREFERRED TAXI SUPPLIER IS EITHER STANDARD TAXI OR RIDESHARE



**CSR & SUSTAINABILITY**



SELECT CARBON OFFSETTING WHEN PROMPTED

TRAVELLERS SHOULD SHARE GROUND TRANSPORT WITH COLLEAGUES



TRAVELLERS SHOULD ONLY PREFERENCE ELECTRIC/HYBRID VEHICLES ONLY IF COST ARE COMPARABLE TO OTHER MAKES

CAP ON CARBON FOOTPRINT OF AIRTRAVEL IS: XXXX

