

# Staying Within Budget

The main reason that companies suffer high costs and increased budget requirements is due to “inflexibility” when booking travel arrangements. Last minute travel arrangements can be very expensive due to the lack of available seats and inventory; thus, resulting in premium pricing. However, at times, last minute travel is unavoidable.

When booking airfare, accommodations, car rentals, etc. keep these tips in mind:

## Air Travel

- Check airlines often for seat sales and last minute specials.
- Book in advance when possible as low seat availability will cost premium pricing
- Look for providers who offer transferrable tickets in case there is a change to the person who will be travelling
- Cancellation insurance can be inexpensive and save you a bundle when needed

## Accommodations

- Consider furnished apartments as an alternative to hotels. For stays of 30 nights or more, taxes are usually not applicable and the rental rates are more economical.
- Properties that offer full kitchens or kitchenettes can save you a bundle on meal requirements compared to restaurants and take out.
- Book in advance when possible to negotiate a better rate
- Avoid peak seasons and times during festivals or large scale events, if possible which offers lower availability and premium pricing.
- Look for locations as close to your work or place of travel to save on transit or car rental needs.
- When booking more than one person, consider shared accommodations; utilizing two bedroom/two bath rentals as they are more economical than two single units.

## Car Rentals

- Prearrange a national car rental account that offers some level of discount. When a relationship has been established further discounts may be negotiated based on the number of rental days used.
- Avoid the want and book the need; reserve a vehicle that is economical on gas and price.
- Ask about incentives and specials such as book two nights get one free, etc. whereas you can even use acquired nights for the next person to travel.

**\*As with all travel arrangements, ensure that you are fully aware of cancellation and notice period requirements for changes to be made to your reservations. Making changes to any reservation can be your most costly travel need.**