

Cost-saving business travel tips

With lower cost options like video, web and telephone conferences, travel is no longer your only choice for meetings. However when only a face-to-face session will serve, these cost-saving tips can help you keep expenses under control.



Do it yourself

If your organization does not have a travel department or travel agent, you have great flexibility using your computer and the Web to book travel. All the airlines provide online booking with instant pricing so you can make the best choice. Often, if you're willing to make connections, you can save compared to more direct flights.

Find the best rates

Booking air travel well in advance used to be smart, but may not be the best deal in today's economy. If you have any flexibility, you may get the best fare by booking at the last minute, when the airline is struggling to fill seats. Just be sure you don't mind the risk of missing the flight.

Shop with someone else

If your organization doesn't require specific procedures for booking flights, compare pricing online with travel aggregators (they search multiple sites for you). Shop for bundled pricing including rental car and hotel.

Stay alert for additional savings

Check your booking often to see if the price has been reduced. You may be able book at the lower rate. Here's where asking questions up front can save you later. Make sure you understand the airline's change policies, the difference between refundable and nonrefundable tickets and what the airline charges for changes. Discount airlines may offer advantages you can't get from other airlines.

Cost-saving business travel tips

Pick the best airport

When planning a trip, you may only think in terms of the biggest airports like O'Hare or Los Angeles International. But, many metropolitan areas have more than one airport. Comparison shop fares to nearby airports. You may even find it will be easier to get to your ultimate destination.

Be a day tripper

Hotel and meal costs add significantly to travel expenses. With increasing budget pressures limiting travel, look for creative ways to reduce trip length and maximize face to face meeting time. Distribute background materials electronically using a universal file format, like PDFs. Consider online meetings to work through basics and save the face to face for sealing deals.

Drive yourself and save more than money

If you're open to a more hands-on approach, you may find that driving, or a combination of rail, rental car or taxi may save you money. Consider the amount of time you'll spend at the airport, the cost of airport parking and airfare. The "value proposition" of an alternative travel method may work in your favor.

Book bigger and save

You may find cost saving as well as convenience by staying at a location that offers suites. Adding kitchen facilities opens options to lower cost meals and food storage for longer stays. After a day of meetings, taking a break with a simple meal in your temporary home may be the ticket to relaxation.

Ask first, report later

A business trip should not be a personal money-loser. It's no fun filing an expense report only to discover you've exceeded a daily maximum or bought something that wasn't covered. Learn your organization's reimbursement policies before you leave. Don't trust it to memory: keep good records and get receipts while traveling. You'll need them when you file your expense report.

Be smart with a smartphone

If your company hasn't provided you with a smartphone, consider getting one yourself. It can help you solve any number of last minute travel issues as well as empower you to take advantage of last minute airline reservation, room rate and car rental deals.



Xerox Mobile Express Driver®

Reduce travel hassles. Download the Xerox Mobile Express Driver and you're ready to print wherever your work takes you. It's a universal printer driver you download to your PC one time and use to print to virtually any network PostScript device, including printers made by other manufacturers. No need for individual printer drivers for each product in each office you travel through. With the single, simple, Mobile Express Driver, you're covered.

Download the free driver [here](#).

For more tips and information on the award-winning line of Xerox products and solutions please call [866-495-6764](tel:866-495-6764) or visit www.xerox.com/office

