

[Download ebook] The American Express Guide to Corporate Travel Management

The American Express Guide to Corporate Travel Management

Jeffrey B. Lang

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Jeffrey B. Lang : The American Express Guide to Corporate Travel Management before purchasing it in order to gauge whether or not it would be worth my time, and all praised The American Express Guide to Corporate Travel Management:

In this book, companies can realize substantial savings with the help of one of the industry's experts. The book shows how to develop a travel policy and "get a handle" on spending. Readers discover how much they currently overpay in travel expenses as well as how to: select a vendor and negotiate the lowest possible rates; take advantage of money-saving travel opportunities; decide whether or not to set up an in-house travel service; collect and report travel management data; and design the ideal reporting and payment methods.

From BooklistLang, AmEx's director of consulting services, recommends policies and activities to reduce the third-largest controllable corporate expense, travel. Though some might feel his suggestions are simply common sense, he buttresses his points about cost savings through case histories, which include Young Rubicam's travel policy, Owens Corning's crackdown on meal receipts, and Goldman Sachs' automated system for expense reports. Topics range from the philosophical (defining and communicating a company travel policy) to the eminently practical (the different payment methods for travel and entertainment). Perhaps the only drawback to Lang's text, other than dry writing, is the shortness of his chapter on total quality management, a subject that deserves more thought. Barbara Jacobs