AS30 Travel Management Code Set

The planning, management and support of travel activities.

AS30.10 Travel Planning

The coordination of travel arrangements such as hotel, airline, vehicle rental, airport ground transportation, car services, bus chartering, etc.

AS30.15 Rewards Program Management

The establishment and maintenance of group travel reward programs (including business credit card reward points programs, corporate reward programs for hotels, airlines and vehicle rental companies, and coordination of benefits to redeem corporate rewards for administrative or other non-reimbursable travel).

AS30.20 Preferred Travel Vendor Management

The management of memberships in travel-related organizations (corporate housing vendors, extended-stay facilities, expatriate housing services, corporate time-share vendors, charter flight services, etc.). Management of the negotiation of rates at area hotels. Relationship management with outsourced travel agencies, travel services, and corporate travel brokers.

AS30.25 Group Travel Management

The procurement of hotel room blocks, group airfare rates, rental vehicle pricing or other travel-related expenses.

AS30.30 Travel Readiness Management

The coordination of travel-related pre-check programs (e.g. TSA PreCheck, Global Entry), management of passport and visa related services, management of travel-related insurance programs, oversight of interoffice travel information (e.g. temporary amenities, lodging, directions, office access, parking), and management of information related to foreign travel (e.g. immunization, identification requirements, customs, culture, currency, language, and translation services).

© 2018 Association of Legal Administrators.
All rights reserved worldwide.