

# R.D. Brown Company

## Travel Review and Improvement Plan

### Travel Review

R.D. Brown Company offers a service that allows you to benchmark and improve your company's corporate travel program. Our **TRIP** service uses an online survey and personal interview process to gather information about your travel program and provides a comparison to other companies similar in size, region, and/or industry. R.D. Brown Company has used this methodology to ensure client savings for over 12 years.

R.D. Brown's service offers the following:

- A comparison of corporate travel management practices against "best practices" and other companies that have participated in the process.
- Direction for action needed to close the "gap" between current and best practices and maximize cost savings.
- A validation of current practices, supplier contracts & fees, configuration, and service delivery.

The evaluation process includes the following six major travel management components:

- Travel Management Strategy
- TMC Contract and Services
- Travel Policy
- Strategic Sourcing
- Information and Data Management
- Payment and Expense Reporting

Each participant's results are compared to other companies' practices, and R.D. Brown provides a thorough analysis that evaluates your company's performance in the six major travel management components, as well as in 35 subcomponent areas.

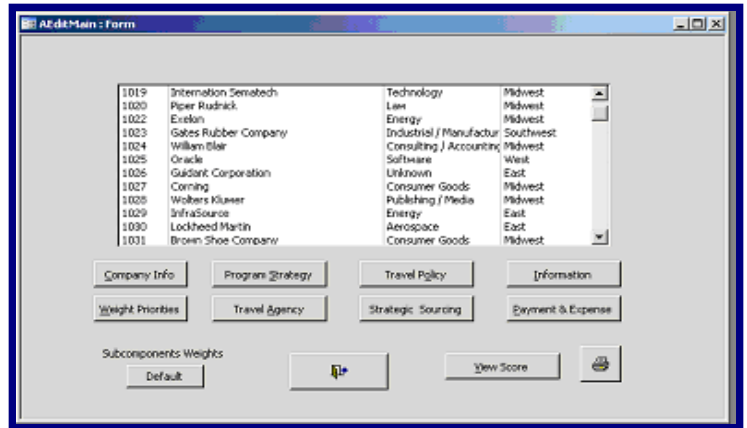
The report includes a management summary with a **Travel Management Index**, the company's strengths and weaknesses, examples of best practices, and recommendations for savings and service improvement.

R.D. Brown can also work with your organization to implement changes that provide savings and service solutions in this challenging economic environment.

For additional information about R.D. Brown's **Travel Review and Improvement Plan**, please contact us at [rdbrownco@aol.com](mailto:rdbrownco@aol.com) or 847-854-5432.

Please visit our Website at [www.travel-consultants.net](http://www.travel-consultants.net).

R.D. Brown Company is an Illinois corporation formed in 1983 to provide corporate and government consulting services related to the travel industry. The company provides consulting and outsourced project services for corporations on a national and international basis.



### Improvement Plan

The **TRIP** service identifies issues and gaps in your current travel management program. It provides a plan of action and direction for implementing best practices, and it allows you to utilize R.D. Brown's experience and knowledge to help you move the program to a higher level and maximize cost controls.

- Validate current practices – if your program is already strong, the analysis will reflect the strong practices that validate your efforts. Potential cost reduction will be identified.
- Gaps identified - additional cost savings, supplier contract enhancement, policy changes, and process improvement will be identified. Recommendations will be developed with a plan of action.
- Database - the source used to compare your travel management practices contains data from companies that have gone through the benchmarking process with R.D. Brown Company, including multinational global organizations.

