

## USE CASE

By Pat, the CEO of a medium-sized construction company that puts teams in the field several times a month

### MY CHALLENGE

A disorganized process that was contributing to unexpected costs

Our business depends on the jobs we do on the road, and we've grown by finding new opportunities in new places.

But putting my teams in the field was contributing to unexpected costs that were hidden behind our policy of having our people book their own hotels. Our company guideline is to book on price and convenience, but the reality is that people don't always make decisions that save the company money. Not to mention, arranging travel this way meant that my accounting team was dealing with hundreds of individual hotel invoices and a lot of errors.

A chaotic process was hurting my business, making reporting and reconciling expenses almost impossible. I needed to find a way to make the most of my investment in travel by controlling my lodging costs and improving visibility into what we spend.

### MY SOLUTION

A predictable lodging program

Corpay Lodging helped me cut down the costs of travel by streamlining our booking process and providing transparency. They helped me define a directory of pre-negotiated hotels for our people to choose from so we're always getting consistently low rates wherever we travel.

My team still has the flexibility to book their own rooms. Corpay Lodging allows us to set up customized guidelines to help ensure bookings adhere to our travel policies. Comprehensive reporting allows my finance and administrative teams to easily monitor compliance and act quickly if someone doesn't follow our rules.

Having our team book all of their lodging in one place simplifies our accounting and gives me total visibility to monitor our stays and identify trends related to hotel choices and costs. Instead of worrying about each transaction, I can focus on making the most of our travel investment as we grow the business.

### WHAT HELPED US CONTROL OUR COSTS:

- 1 A defined directory of pre-negotiated hotels with consistently low rates
- 2 Travel policy compliance that supports our program needs
- 3 Billing audits and hotel authorizations to track and prevent unauthorized charges
- 4 Total visibility to monitor our stays and identify trends related to hotel choices and costs

Simply better workforce travel

Corpay<sup>^</sup> | Lodging