



CORPORATE  
TRAVEL  
PLANNERS

**E&I** Cooperative  
Services  
Sourcing. Strategy. Savings.®

# Travel Management Services Travel Policy Review

Hello,

As the COVID-19 pandemic continues to rage, many of us continue to wonder **what will the “New Normal” look like?** While we cannot predict with certainty what the future may hold, CTP (preferred E&I travel management company) is helping our higher education clients plan as effectively as possible – especially with updates to their current travel policies.

With travel bans in full effect, many institutions are using this time to revise policies which will ensure travelers are safe and protected under an enhanced duty of care program. Just a couple of questions your University might want to consider when travel bans are lifted:

- Will your institution allow your travelers to use ride share programs with concerns of cleanliness and previous passenger contagion?
- Should travelers consider car rentals over short haul flights due to social distancing worries?
- How will the institution monitor “essential” travel over “non-essential” travel and ensure compliance to travel policy?
- Does the institution know at a glance which employees are traveling, where they are going, where they are staying, for how long, and how to reach them at any given time?
- Is the University pursuing the idea of a mandated travel environment?

I would like to schedule a call within the next several weeks to; firstly, provide you an update on our analysts projection of future travel and trends; and secondly, learn more about your institution’s current travel policy and provide suggestions for enhancement.

Please let me know what date/time works best for you. I look forward to connecting more shortly.

Take care, and be well!

Morgan Hoyt

Vice President of Business Development

Local: 210-293-8697 | Toll Free: 800-523-9036 Ext: 38697

Cell: 603-361-9792 | Email: [mhoyt@ctptravelservices.com](mailto:mhoyt@ctptravelservices.com)