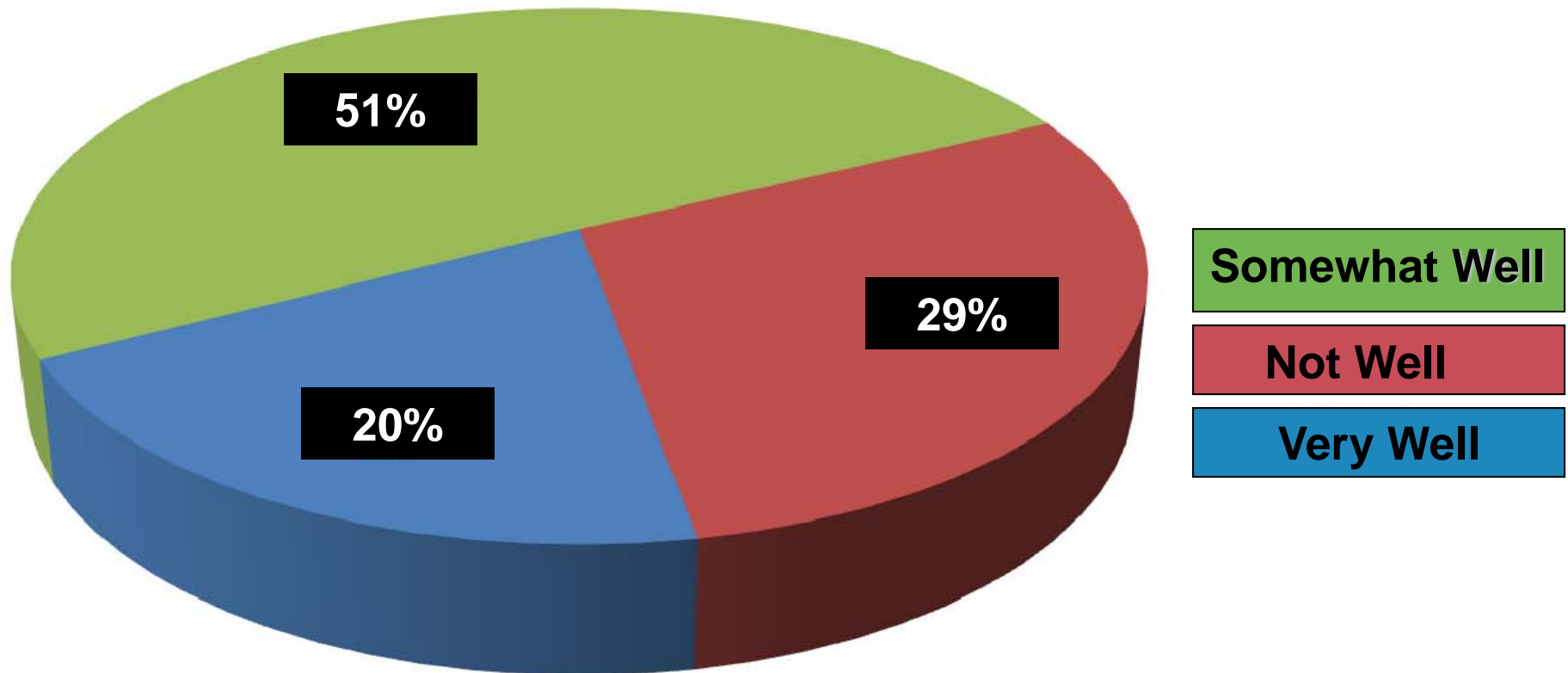


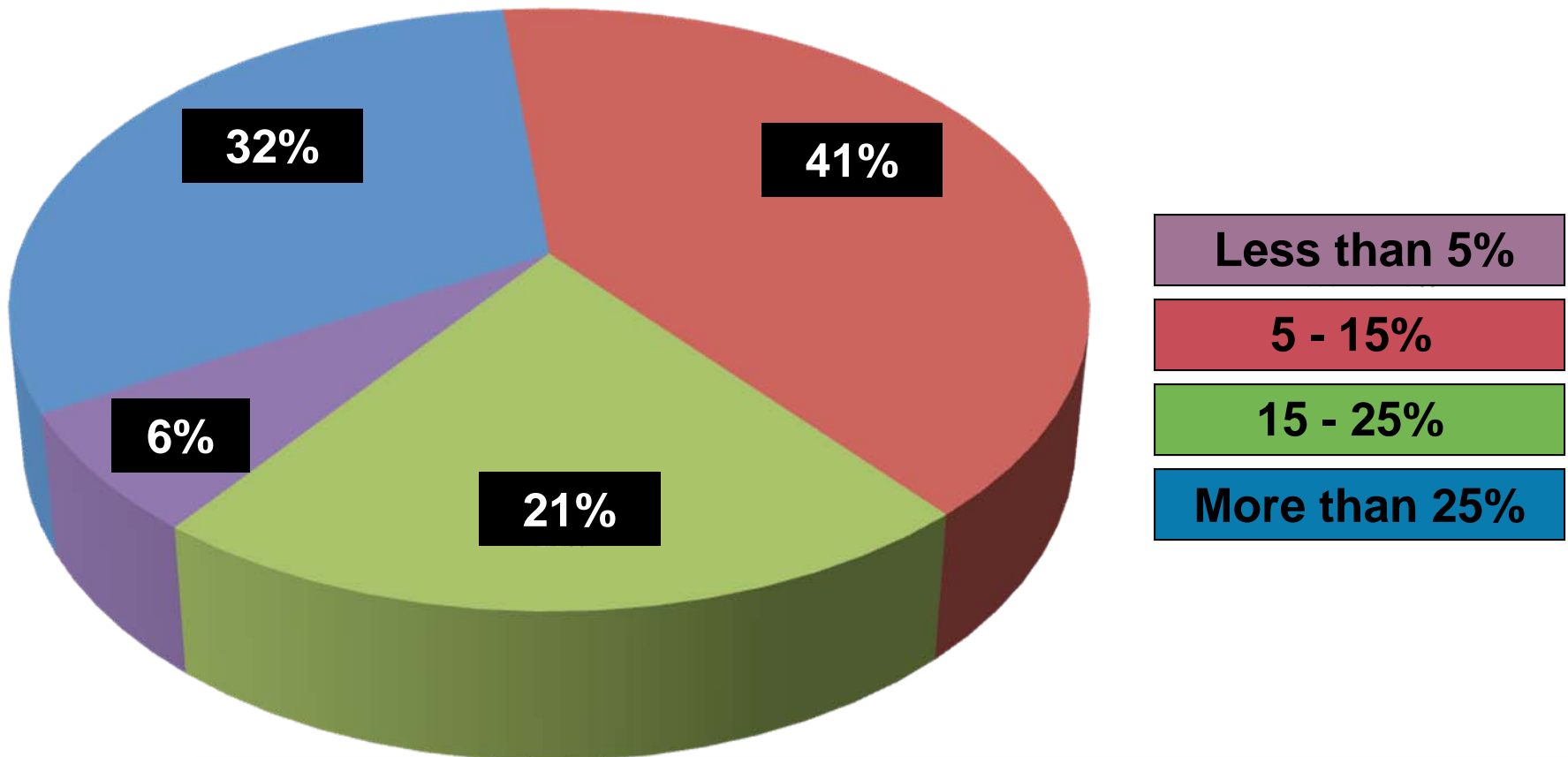
# **How to Manage “ Total Cost of Trip”**

## **An ACTE Survey**

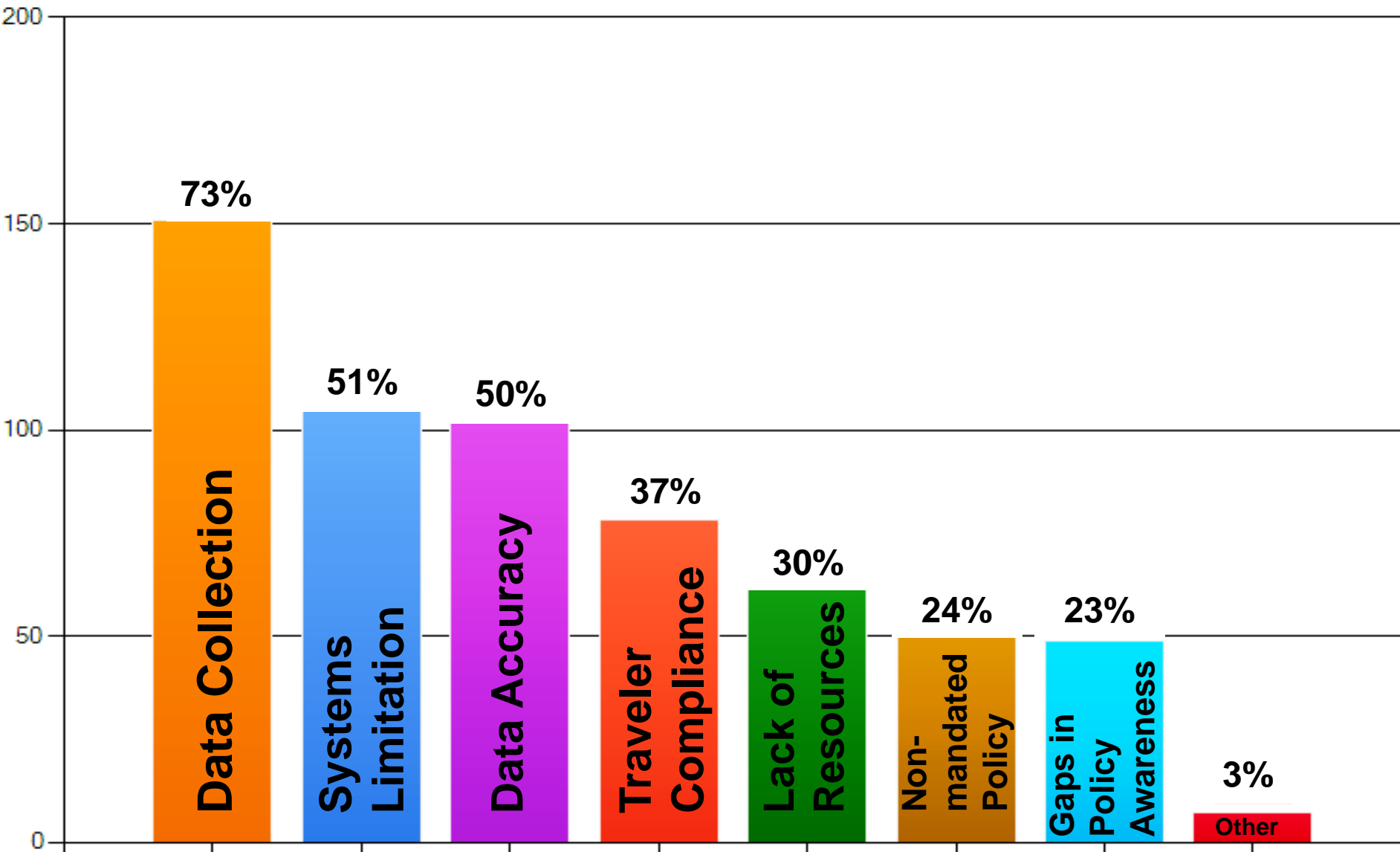
## How well is your organization tracking 'total cost of trip' expenditures?



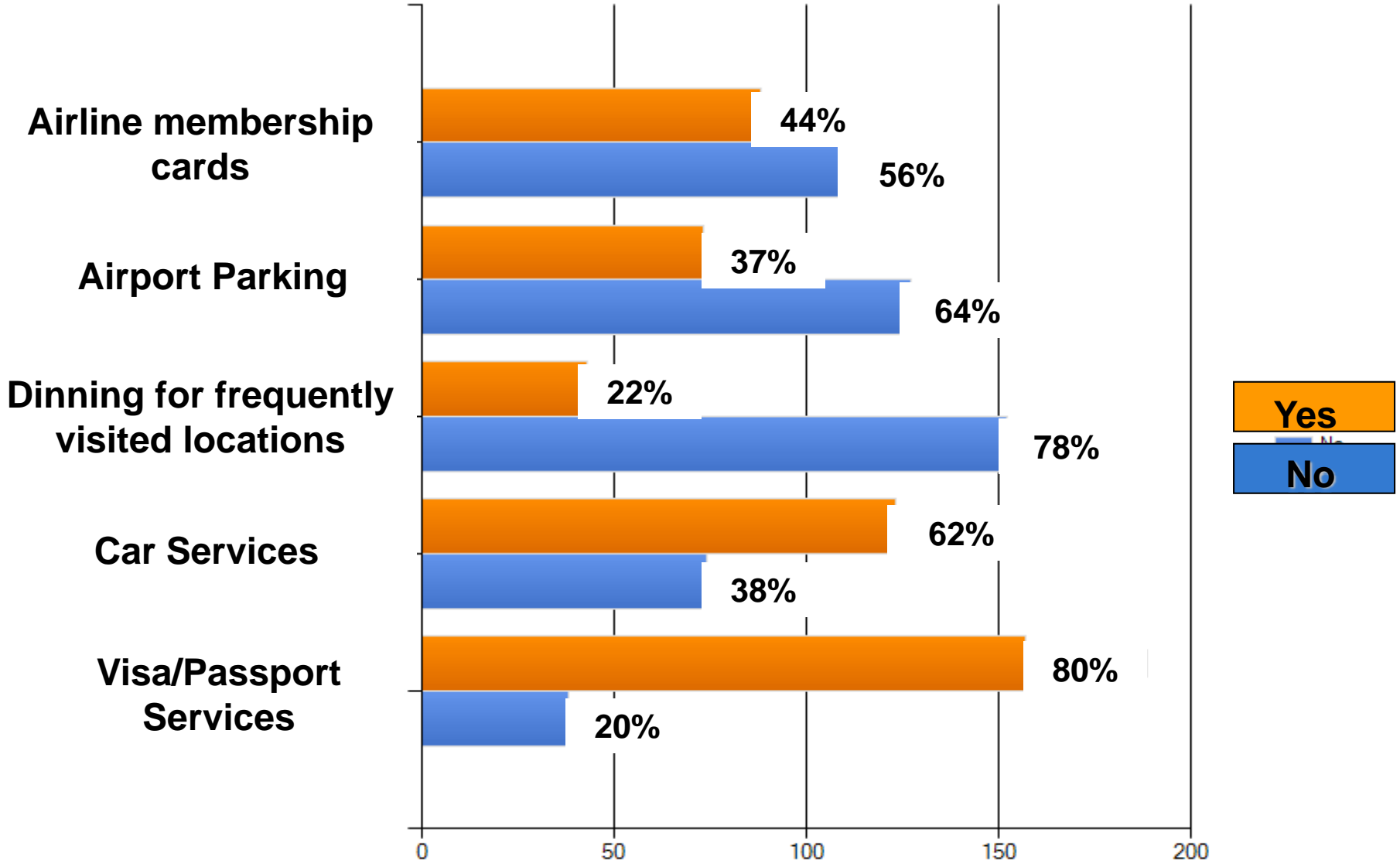
# What percentage of travel expenditures spent on 'unmanaged' ancillary fees?



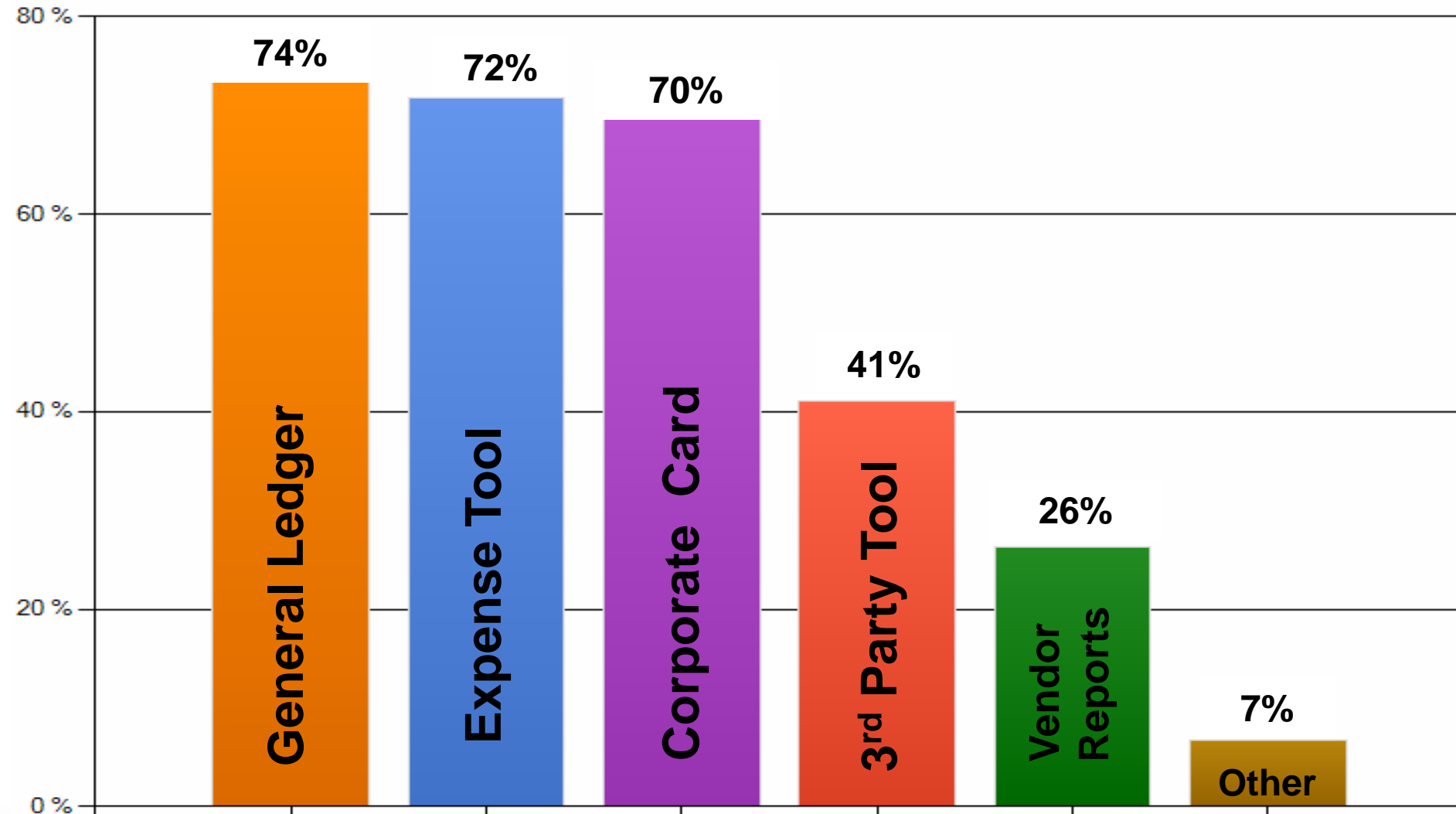
## Top 3 Challenges for effectively tracking 'TCOT'



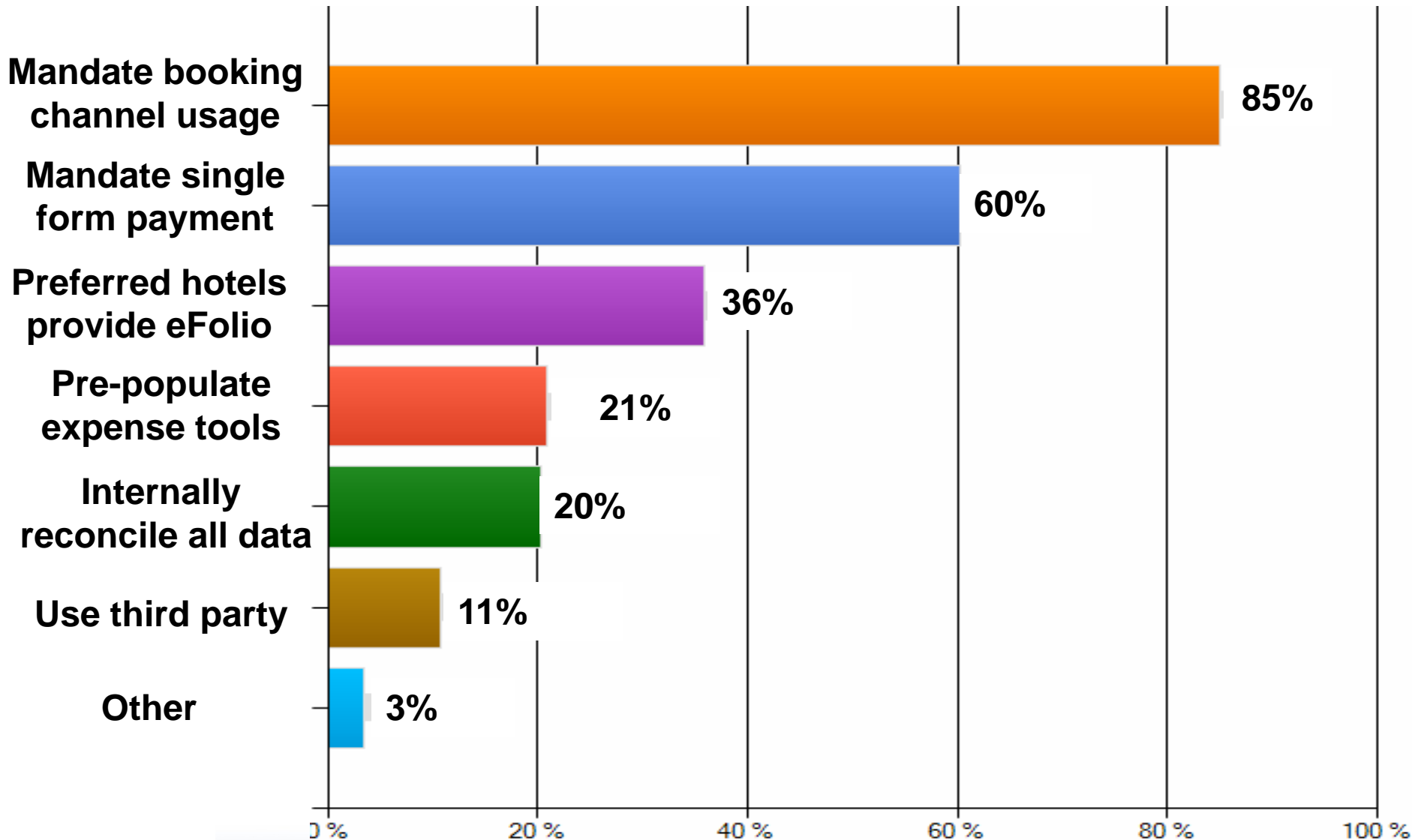
# Do you have preferred vendor agreements?



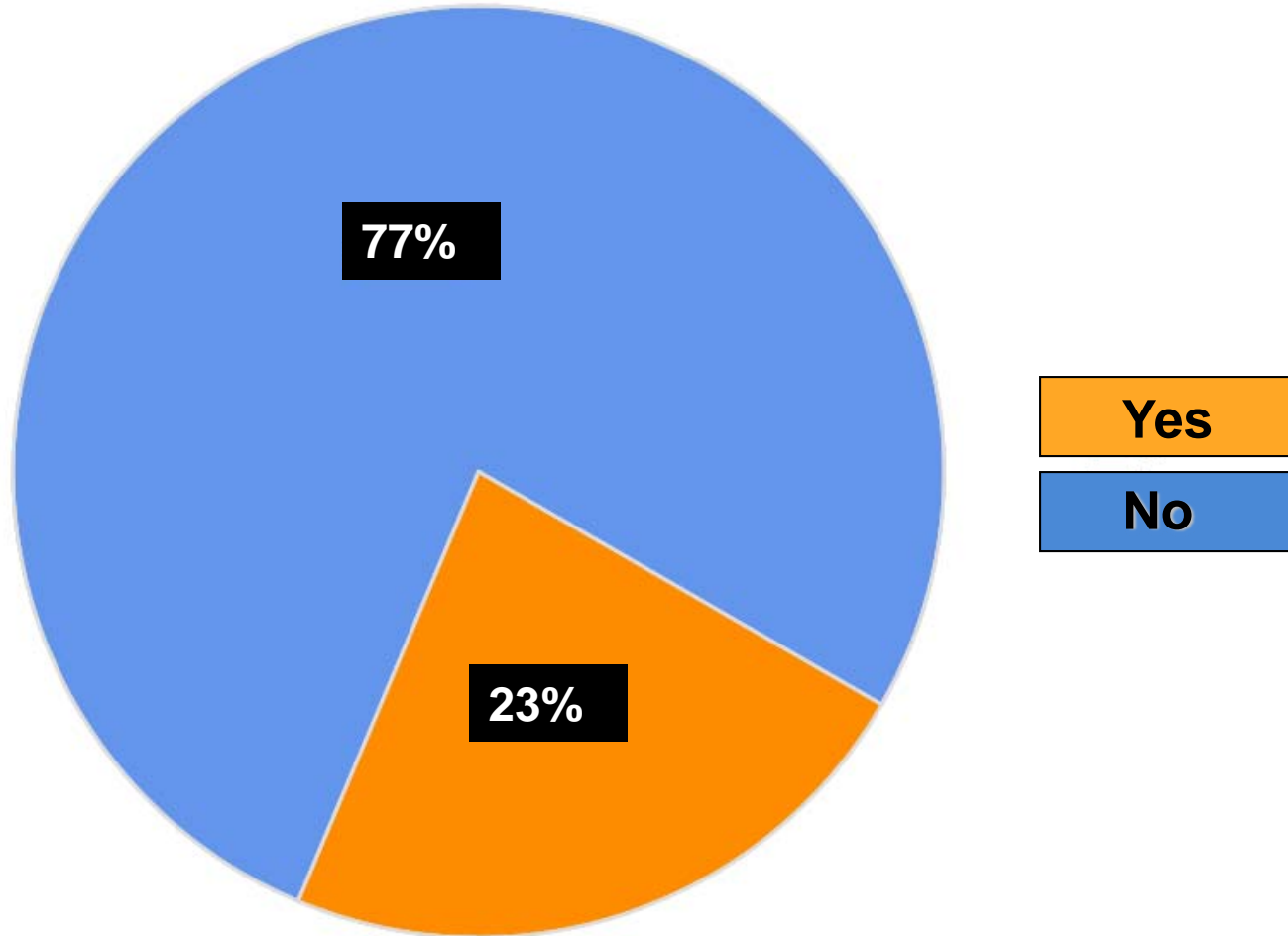
# Where do you capture travel data?



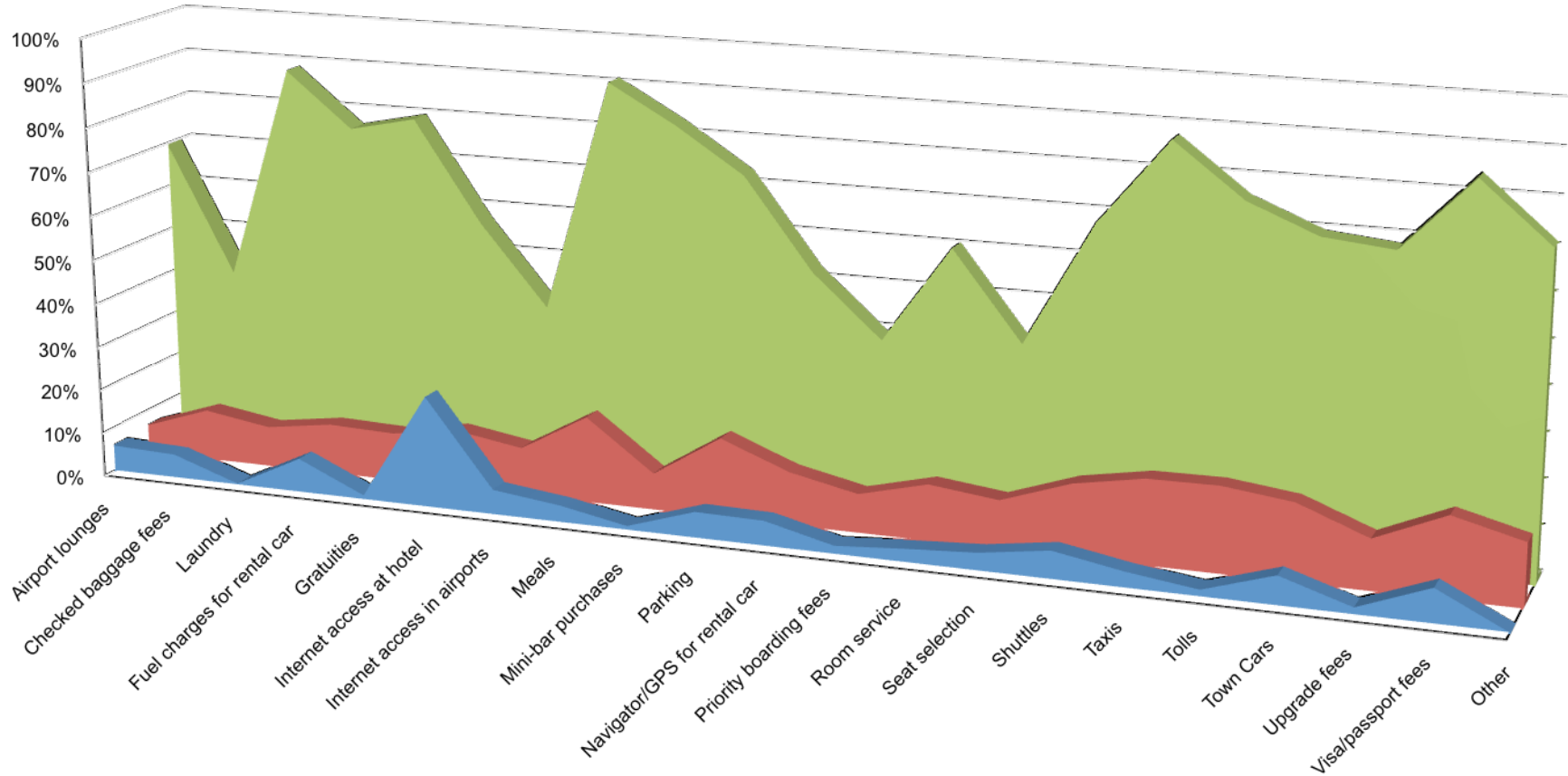
## What steps to ensure data accuracy?



## Do you tabulate total trip costs for top destinations?



# Practices Related to Spend



**Currently addressed in travel policy**

**Currently capturing data**

**Have negotiated in preferred vendor contracts**