CONCEPT

# Corporate Travel Management and Event Logistics for Administrators

7 – 11 June 2027
London - Central London four-star



# Corporate Travel Management and Event Logistics for Administrators

**Ref:** 1239_7280 **Date:** 7 – 11 June 2027 **Location:** London - Central London four-star **Fees:** 23000 SAR

**Technical depth:** Practitioner · **Practical mode:** Case study

## Introduction

Business travel and events consume a large share of administrative budgets, yet in many organisations they are arranged trip by trip and event by event. Bookings bypass policy, travellers leave without a risk check, venue contracts carry unnoticed penalties and event costs are known only after the invoices arrive. This Core Concept course gives administrative staff a structured method for travel administration, duty of care and event logistics. Working on case material from several sectors, participants produce an Event Logistics Plan and Travel Administration Procedure for their own organisation.

## Course Objectives

- Apply a travel policy and approval workflow consistently from trip request to expense reconciliation
- Prepare itineraries, entry documentation and duty of care arrangements in line with ISO 31030
- Source and contract venues, hotels and suppliers using weighted RFPs and contract clause checklists
- Specify event logistics with function sheets, room blocks, run sheets and budgets
- Respond to travel disruption, cost overruns and supplier failure using prepared procedures
- Produce an Event Logistics Plan and Travel Administration Procedure for the participant's own organisation

## Target Audience

- Administrative officers who book and process business travel for their departments
- Executive assistants who arrange travel and itineraries for senior managers
- Event and conference coordinators who manage venues, suppliers and attendee logistics
- Office services staff who handle accommodation, ground transport and visa arrangements
- Finance and administration staff who process travel advances, per diems and expense claims

# Course Outline

## Day 1: Travel and Event Administration Foundations

- Business Travel Programme Components: Policy, Booking Channel, Payment and Data
- Travel and Event Spend Baseline Analysis
- Travel Policy Structure: Class of Travel, Advance Booking and Approval Rules
- Event Formats: Internal Meetings, Conferences, Hybrid and Incentive Events
- Current Administrative Workflow Mapping with SIPOC

## Day 2: Standards, Risk Frameworks and Supplier Models

- ISO 31030:2021 Travel Risk Management Programme Elements
- ISO 20121:2024 Event Sustainability Management Requirements
- Travel Management Company and Online Booking Tool Service Models
- Hotel and Venue Contract Clauses: Attrition, Cancellation and Force Majeure
- Supplier Selection with a Weighted Request for Proposal Scorecard

## Day 3: Core Travel and Event Administration

- Trip Request, Approval and Itinerary Workflow
- Visa, Passport and Entry Documentation Checklist
- Per Diem, Travel Advance and Expense Reconciliation Procedure
- Venue Site Inspection Checklist and Room Block Management
- APEX Event Specifications Guide and Function Sheets

## Day 4: Risk, Cost Control and Problem Cases

- Pre-Trip Risk Assessment and Traveller Tracking Procedure
- Travel Disruption Response: Cancellations, Missed Connections and Medical Incidents
- Event Budget Variance Tracking and Cost Control Log
- Event Materials Shipping with ATA Carnet and Incoterms 2020
- Travel and Event KPI Set: Policy Compliance, Savings and Attendee Satisfaction

## Day 5: Case Work and the Event Logistics Plan

- Regional Conference Case Study: Venue, Travel and Budget Decisions
- Delegation Travel Case Study: Disruption and Duty of Care Response
- Event Run Sheet and Logistics Timeline Build
- Event Logistics Plan and Travel Administration Procedure Drafting
- Peer Review Panel and Plan Defence

## Skills You Will Gain

- Travel Policy Application
- Itinerary and Documentation Management
- Duty of Care Coordination
- Venue Sourcing
- Supplier Contract Review
- Event Budget Control
- Logistics Scheduling
- Disruption Response

## Why Attend This Course

- Return with an Event Logistics Plan and Travel Administration Procedure tested on realistic cases and reviewed by peers
- Spot costly clauses in hotel and venue contracts before they are signed
- Know exactly what to do when a traveller is stranded, unwell or caught up in an incident abroad
- Compare travel and event practice with administrators from other sectors and countries

## Conclusion

Well-run travel and events look effortless because the decisions were made in advance: who may book what, which risks were checked, which clauses were negotiated and what happens when a flight is cancelled. This course moves from policy and spend foundations, through travel risk and event sustainability standards and supplier contracting, to daily booking, documentation and event specification work and the disruption and cost problems that test it. The final day turns that material into an Event Logistics Plan and Travel Administration Procedure ready for use in the participant's own organisation.