

SOP: Procedures for Booking Travel and Accommodations via Calendar

This SOP details **procedures for booking travel and accommodations via calendar**, covering the steps for scheduling trips, selecting appropriate travel dates, coordinating with team members, reserving flights and lodging, managing calendar invitations, handling changes or cancellations, and maintaining accurate travel records. The goal is to ensure efficient, organized, and transparent travel planning that aligns with company policies and optimizes resource use.

1. Purpose

To provide a standardized process for booking business travel and accommodations utilizing the company calendar, ensuring clarity, compliance, and efficiency.

2. Scope

This SOP applies to all employees responsible for managing or requesting business travel arrangements on behalf of themselves or team members.

3. Responsibilities

- **Employees:** Initiate travel requests, provide necessary information, and respond promptly to calendar invites.
- **Travel Coordinator/Admin:** Arrange and confirm bookings, update calendar events, and maintain records.
- **Managers:** Approve travel requests and ensure alignment with budget and policy.

4. Procedure

1. Initiate Travel Request

- Employee submits a travel request form or sends an email with trip details (purpose, location, dates, attendees).
- Manager reviews and approves the request.

2. Schedule Travel on Calendar

- Travel coordinator proposes travel dates and times on the shared company calendar, inviting all relevant participants.
- Include proposed departure/arrival dates, purpose of travel, and meeting/event links if applicable.

3. Coordinate with Team Members

- Confirm availability and adjust dates as necessary to accommodate key stakeholders.
- Document confirmations and note any restrictions on the calendar invite.

4. Book Flights and Accommodations

- Research and select travel options following company travel policy and budget limits.
- Book flights, hotels, and ground transportation; capture all confirmation numbers and relevant details.
- Enter booking details into the calendar event (confirmation codes, addresses, flight numbers).

5. Manage Calendar Invitations

- Send or update calendar invitations to all relevant stakeholders (â€œacceptâ€ or â€œdeclineâ€ as required).
- Attach all booking information and travel documents to the calendar invite.

6. Handle Changes or Cancellations

- Promptly update the calendar event and inform all participants if changes are made.
- Coordinate with vendors to modify or cancel bookings as needed; document changes in the calendar.

7. Maintain Travel Records

- Store copies of invoices, confirmations, and other documentation in the designated travel management system.
- Update travel logs and reconcile expenses post-trip.

5. References

- Company Travel Policy Handbook
- Travel Request Form Template
- Expense Reporting SOP

6. Revision History

Date	Version	Description	Author
2024-06-13	1.0	Initial release	Admin