

# Standard Operating Procedure (SOP)

## Pre-trip Planning and Booking Procedures

This SOP details the **pre-trip planning and booking procedures**, covering itinerary preparation, transportation arrangements, accommodation reservations, budget estimation, risk assessment, and confirmation protocols. Its goal is to ensure organized, efficient, and error-free trip management by following standardized steps for planning and booking.

### 1. Purpose

To outline a clear process to efficiently plan and book trips, minimizing errors and optimizing travel arrangements.

### 2. Scope

This SOP applies to all staff responsible for organizing official travel for individuals or groups.

### 3. Responsibilities

- **Travel Coordinator:** Overall in charge of planning and booking.
- **Traveler(s):** Provide required information and approvals.
- **Supervisor:** Review and approve plans and budgets.

### 4. Procedure

1. **Gather Trip Requirements**
  - Obtain travel dates, destinations, and purpose from the traveler.
  - Collect preferences (e.g., airline, accommodation, class).
2. **Itinerary Preparation**
  - Draft a preliminary itinerary including schedules, stops, and key activities.
  - Review for feasibility and optimization.
3. **Budget Estimation**
  - Estimate costs for transportation, accommodation, meals, and incidentals.
  - Prepare a budget proposal for approval.
4. **Risk Assessment**
  - Identify potential risks (e.g., travel warnings, health concerns).
  - Develop mitigation plans as needed.
5. **Obtain Approvals**
  - Submit itinerary and budget for supervisor approval.
6. **Transportation Booking**
  - Book flights, trains, or other transport according to approved itinerary.
  - Ensure bookings align with traveler preferences and organizational policies.
7. **Accommodation Booking**
  - Reserve hotels, hostels, or other accommodations in line with budget and needs.
8. **Confirmations and Documentation**
  - Collect and organize all booking confirmations and receipts.
  - Share full itinerary, tickets, and booking details with traveler(s) and relevant stakeholders.
9. **Pre-trip Review**
  - Conduct a final check of all bookings and documents before departure.

### 5. Documentation

- Approval forms and signed budgets
- All travel and accommodation confirmations
- Risk assessment report (if applicable)
- Final itinerary shared with traveler and supervisor

### 6. Review and Update

This SOP should be reviewed annually or as needed to ensure ongoing accuracy and efficiency.

