

# Fundamentals of Business Travel

**Start Date: Dec 1, 2020 10:00 AM**

**End Date: Dec 1, 2020 11:30 AM**



Fundamentals of Business Travel Management&trade;

The deadline to register was Tuesday, November 24 at 12:00 PM ET.

Dates:

Tuesday, December 1<sup>st</sup>

Tuesday, December 8<sup>th</sup>

Wednesday, December 16<sup>th</sup>

Course Time: 10:00 - 11:30 AM ET Each Day

\*Participants will need to complete a recorded session and prep work prior to each virtual session

Time:

10:00 AM - 1:00 PM EDT

Virtual Event

Designed as a comprehensive guide to the key areas of managed travel, GBTA's Fundamentals curriculum includes a full range of topics including safety, policy, trends, performance, and more. Participants in this course gain a better understanding of business travel management and make themselves indispensable to the business travel needs of their organization.

Core Curriculum:

Overview of Travel Management

Travel Policy

Creating a Service Model

Strategic Sourcing / Vendor Management