

**Please send us your Travel Policy by Jun 15th,
The sooner the better! Send it even if you can't
make the June 22nd MBTA Meeting**

**The best way to become a great golfer is:
Practice and focus on your game.**

**The best way to bring your travel policy "Up To Par" is to:
Share with our presenter, Neil Hammond.**

Neil has requested that all members share their travel policy, which he will keep in confidence, as he does an analysis to aid in his presentation.

1. Members should know that he will present statistics and nothing attributable to any individual corporation.

2. He is happy to include the policies of the allied members too. That often makes interesting reading.

3. He would like to have the documents **this week**, in order to fully prepare the information. Policies may be submitted to:

1. Jack.reynaert@meritor.com (Education Committee Chair)

or

2. neil@goldspringconsulting.com

4. Also when submitted please state if your policies cover;

a) the Risk Management policy, insurance policy and/or Expense reimbursement policy are separate documents or if the content is included.

b) State if the company has one global travel policy or multiple policies

5. Finally, one request. If submitting the document in pdf format, save it from a document (word) as opposed to an optical scan. Optical scans are near impossible to convert back into MS Word and therefore it makes searching for information so much harder.

Of course a native "MS Word" document is fine too.