



tClara 

# Checklist for a Justifiable Business Trip

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Nobody wants  
to waste their  
travel budgets,  
right?



So we need a  
good way to  
tell if a trip  
is **justifiable**.



Here's a quick test.  
Say "Yes" seven  
times, and you've  
got a **well-justified**  
trip ahead.

Is That Business Trip Justified?

## 1. IN-PERSON ADVANTAGE

Is it clearly better to do this trip's mission in person than by a virtual meeting?

- No. Skip the trip.
- Yes. Continue >

Is That Business Trip Justified?

## 2. ACCEPTABLE RISKS

Are this trip's risks to the traveler's health, safety and well-being acceptable to the traveler and their employer?

- No. Skip the trip.
- Yes. Continue >

Is That Business Trip Justified?

### 3. MITIGATED HARM

Will this trip's impact on the climate be sufficiently mitigated?

- No. Skip the trip.
- Yes. Continue >

Is That Business Trip Justified?

#### 4. RELEVANT MISSION

Will this trip's success clearly help achieve an important goal?

- No. Skip the trip.
- Yes. Continue >



Is That Business Trip Justified?

## 5. VALUABLE ROLE

Will the traveler have at least one clear value-adding role on this trip?

- No. Skip the trip.
- Yes. Continue >

Is That Business Trip Justified?

## 6. SPECIFIC GOALS

Have specific goals or success criteria been established for this trip?

- No. Skip the trip.
- Yes. Continue >

Is That Business Trip Justified?

## 7. SUFFICIENT RETURN

Does the traveler expect a good chance of getting a good return on this trip's cost and their time?

- No. Skip the trip.
- Yes. Go!  
You're traveling for all the right reasons.

## THE **JUSTIFIED** BUSINESS TRIP

- ✓ In-person advantage
- ✓ Acceptable risks
- ✓ Mitigated harm
- ✓ Relevant mission
- ✓ Valuable role
- ✓ Specific goals
- ✓ Sufficient return

Fewer trips  
taken, yes,



but for good  
reasons and  
better results.

## How justified is that next trip?

- In-person advantage
- Acceptable risks
- Mitigated harm
- Relevant mission
- Valuable role
- Specific goals
- Sufficient return

YESES	BUSINESS TRIP RATING
0 to 2	Poorly justified
3 or 4	Somewhat justified
5 or 6	Mostly justified
All 7	Strongly justified

## Shouldn't all business trips

- ✓ In-person advantage
- ✓ Acceptable risks
- ✓ Mitigated harm
- ✓ Relevant mission
- ✓ Valuable role
- ✓ Specific goals
- ✓ Sufficient return



**be strongly justified?**

## Best guess, less than 10%

- ✓ In-person advantage
- ✓ Acceptable risks
- ✓ Mitigated harm
- ✓ Relevant mission
- ✓ Valuable role
- ✓ Specific goals
- ✓ Sufficient return



**of all business trips pass this test.**

## Getting to 100% may not be easy,

- ✓ In-person advantage
- ✓ Acceptable risks
- ✓ Mitigated harm
- ✓ Relevant mission
- ✓ Valuable role
- ✓ Specific goals
- ✓ Sufficient return



**but it sure is important.**





**Scott Gillespie**  
tClara's CEO

Rate any trip's justifiability at

# TRIP TESTER

Travel for the right reasons

[www.triptester.com](http://www.triptester.com)

a tClara product

Continue the discussion

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