



CTREX global expatriate relocation travel project

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changes to the international relocation travel process

Last year, CBRES Global Travel Services initiated a Lean Sigma project with goals to reduce usage of Global Travel's "central card" (corporate travel card) and automate reservations and reconciliations for international relocation travel. A cross-functional team composed of Global Travel, Global Mobility and Finance Shared Services has established an improved process for expatriate employees to request international relocation travel for self and dependents via CTREX, using his/her own corporate travel card to pay for the booking.

Here are some highlights of the new process:

- Excluding locations that do not use CTREX, employees will submit requests for international relocation travel via CTREX.
- Employees will use their own corporate travel card to book relocation flights for self and accompanying family members.
- Employees will be responsible for reconciling their/their family's relocation travel expenses via CTREX Expense.
- The relocation travel booking process for locations that do not utilize CTREX will not change.
- As always, employees will not be allowed to book travel for self or family members until all contingencies are cleared.
- The process for handling of all other relocation expenses will not change. This implementation only focuses on air travel.
- The process for domestic (U.S.) relocation travel will not change.
- While the request will be submitted via CTREX and the traveler will use his/her corporate travel card to cover the cost, CWT will still work directly with the employee on the actual travel booking.

Further communication and guidance will be provided.