

## **Business Travel Survey**

**Thank you for taking the time to complete this survey. Your feedback is important to us as we strive to continuously improve your business travel experience.**

### **General Information**

- 1. What is your role in the company?**
- 2. How often do you travel for business in a year?**
- 3. What is the typical duration of your business trips?**
- 4. What are your primary destinations for business travel?**
- 5. What is your preferred method of travel for business trips (e.g., airplane, train, car)?**

### **Booking and Planning**

- 6. How satisfied are you with the current process for booking business travel?**
- 7. Do you find the online booking tool easy to use?**
- 8. How helpful are the travel coordinators in assisting you with your travel arrangements?**
- 9. Do you feel you have enough flexibility in choosing your flights and accommodations?**
- 10. How satisfied are you with the information provided about your travel arrangements (e.g., itineraries, confirmation emails)?**

### **Experience During Travel**

- 11. How satisfied were you with the comfort and convenience of your accommodations?**
- 12. How satisfied were you with the in-flight experience (e.g., seat comfort, food, service)?**
- 13. Did you encounter any problems during your trip (e.g., flight delays, lost luggage)?**
- 14. If you encountered any problems, how were they handled by the travel agency or airline?**
- 15. Do you feel you have the resources and support you need while traveling for business (e.g., Wi-Fi, access to a phone)?**

### **Overall Satisfaction**

- 16. Overall, how satisfied are you with your business travel experience?**
- 17. Would you recommend our company's travel program to others?**
- 18. What are the most important factors for you in a positive business travel experience?**
- 19. What suggestions do you have for improving our business travel program?**
- 20. Is there anything else you would like to share about your business travel experience?**

**Thank you for your feedback!**

