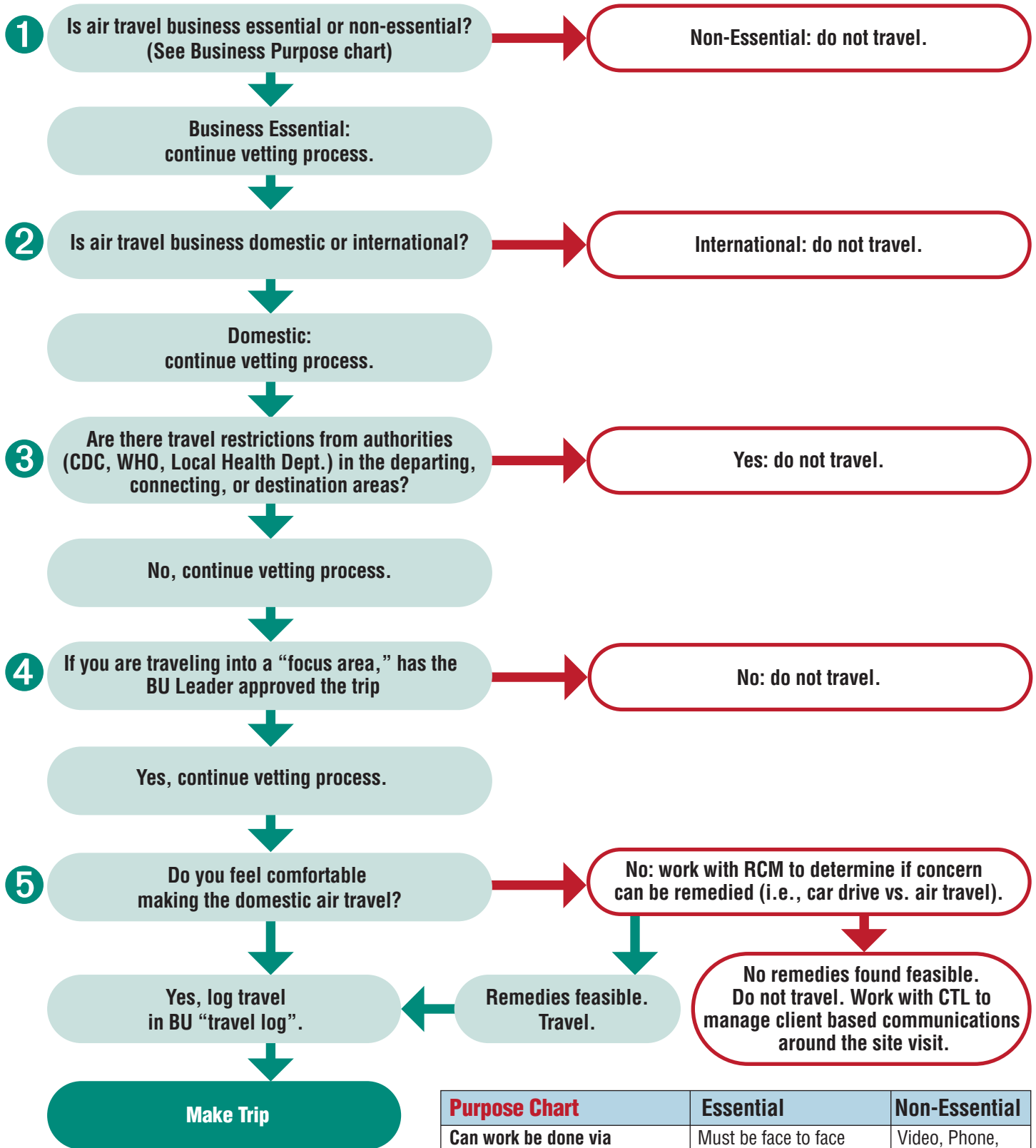


Business Air Travel Decision Guide



Purpose Chart	Essential	Non-Essential
Can work be done via technology?	Must be face to face	Video, Phone, Skype
Will not making the trip cause measurable damage?	Client business critical?	No
Will not making the trip create higher long term cost/effort?	Risk of cost/effort > risk of travel	Equal or less
Timing	Urgent	Eliminate or defer
Client Protocol	Travel or Travel exceptions	No visits/travel