

# Travel Cost Reduction and Rationalization

## Project Summary

### Problem

MSF offices manage travel independently which increases administrative costs and reduces transparency on global costs and environmental impact of MSF-travel. This approach also limits our ability to negotiate better supplier prices.

### Proposed Solution

**Reduce costs and administrative burden** by analyzing and recommending a travel management solution for MSF's global travel needs.



### Potential Impact

- Reduce costs by **10% in 2 years**
- Streamline processes; increase transparency and accountability
- Reduce MSF's carbon footprint and promote sustainable transport options

### Viability

- Presents **actionable recommendations**
- Uses external efficiency gains fact-base methods
- Leverages internal MSF knowledge and data

### Risk Mitigation

- Engages key internal stakeholders in HR / Finance

### Scalability

- Targets “low hanging fruit” for efficiency gains
- Uses an approach that is easily replicable across all MSF sections; provides shared data to all sections

**Area/Type:** Efficiency Gains; Incubator

**Sponsor/Support:** MSF Germany

**Length/Project Status:** 4 months; **COMPLETE**