

THE FOLLOWING DATA ANALYZES THE EFFICIENCY OF MERCK'S CURRENT TRAVEL POLICY OF ACCEPTING THE LOWEST FARE AND BOOKING 14-20 DAYS IN ADVANCE WHEN ADDRESSING TRAVEL COSTS, PRODUCTIVITY, AND EMPLOYEE SATISFACTION.

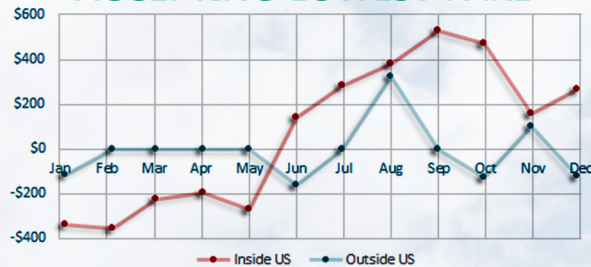
Change in Trip Cost

refers to the average differentiation of company costs per trip for each month when compared to the baseline amount of booking trips 14-20 days in advance. Negative numbers represent saving, while positive numbers represent additional costs.

Change in Probability of Decline/Conflict

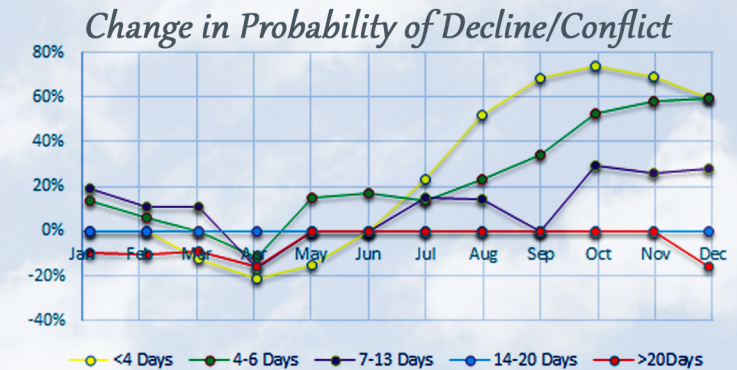
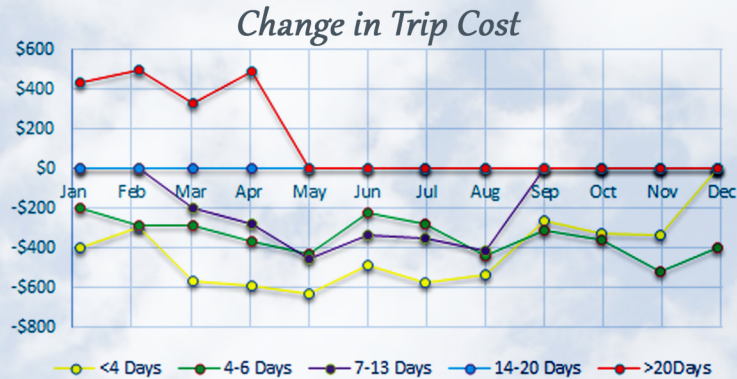
refers to the chance of an issue arising during a trip between the time of booking and departing, depending on the days in advance the trip was booked, based on monthly averages. The greater the percentage, the greater the chance of a conflict occurring, which will disrupt the trip.

ACCEPTING LOWEST FARE



Accepting Lowest Fare refers to the average differentiation of company costs per trip for each month when a trip is booked at the lowest fare when compared to the lowest possible price available for all booking times. Negative numbers represent savings, while positive numbers represent additional costs.

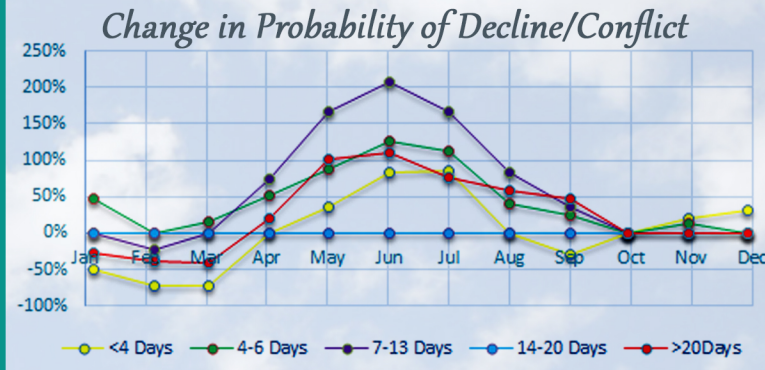
INSIDE US TRAVEL



INSIDE US FINDINGS

Trips are best booked less than four days before departure from January to May. From June to December, the current policy of at least fourteen days advance booking yields the lowest probability of conflict.

OUTSIDE US TRAVEL



Note: All insignificant data is represented at zero on graphs.

OUTSIDE US FINDINGS

Trips are best booked less than four days before departure from January to March. From April to December, trips are best booked between fourteen and twenty days in advance, as to minimize cost and probability of conflict.