Downloaded from <https://www.velvetjobs.com/job-descriptions/travel-administrator>

# Example of Travel Administrator Job Description

Our innovative and growing company is looking to fill the role of travel administrator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for travel administrator

* Quality assurance - Subsequent verification and documentation of the results regarding the monthly sample checks of paid travel forms
* Verify, calculate and correct travel expenses, if the specific fiscal three months rule is applicable for paid per diems
* Complete profitability checks for discount cards and archive in the digital personnel file
* Support whole team regarding legal/fiscal changes or rules
* Supports activity of other team member regarding external provider and/or Corporate Audit topics
* Conducts oversight activities for selected global travel and expense suppliers
* Captures travel and expense data for departmental dashboards and creates custom reporting
* Administers the international corporate card programs and performs data analytics
* Develops a deep understanding of travel and expense tools
* Identifies and develops strong relationships with key stakeholders to ensure important travel and expense information is proactively shared and understood, and that Voice of Client (VOC) is regularly collected and analyzed

## Qualifications for travel administrator

* Strong interpersonal skills underscored with courteousness, tactfulness, and professionalism
* Administrative/Travel coordinator experience preferred
* Superior internal customer service skills are required with a commitment to teamwork through relationship building, reliability and collaboration
* Expert Knowledge of Server and Network best practices and healthcare audit requirements
* Expert Knowledge of healthcare datacenter server & virtualization operations
* Intermediate knowledge of Cisco network technologies