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

# Example of Travel Analyst Job Description

Our company is growing rapidly and is looking to fill the role of travel analyst. 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 analyst

* Assist with creation of ad-hoc reports
* Audit and review expense reports
* Enforce company policy and compliance
* Upload transactions to ERP
* Pay employees and credit card company
* Support internal clients
* Running the audit controls around the process for all in scope processes
* Execution of key program marketing campaigns, promotional placements, and offer process management
* Implementation of strategic partner support strategies
* Management of partner funded lodging marketing programs across digital and print channels

## Qualifications for travel analyst

* Years in a Technical Support role interfacing with customers
* Associate’s Degree required Bachelor’s degree in Business Management preferred
* 3-years work-related experience required, preferably in Accounting, Finance, Information Technology or comparable experience preferred in Corporate Travel with AMEX and Concur Expense Products
* Heightened attention to detail
* Proficiency in Microsoft Office suite and particularly excel
* Effective time and workload management