



Suhas Bhairav

AI Corporate Travel Policy Compliance Guide

Automated reviews to flag bookings that exceed price limits and cabin rules.

A practical, AI-driven framework to enforce travel policy with minimal manual review.

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Automation Scope & Data

Define the policy rules, automation scope, and success metrics for the AI review loop. Outline the data sources and human touchpoints required.

Key move Set a 24-hour SLA for exception approvals.

PRACTICAL CHECKLIST

- 01** Automate: flag bookings exceeding price caps by destination and cabin class.
- 02** Automate: enforce cabin rules (no premium cabins without approval).
- 03** Human review: flagged bookings route to approver workflow with notes.
- 04** Data: approved price caps, cabin rules, traveler profiles, booking feeds.
- 05** Tools: policy engine, AI classifier, booking platform integration, audit logs.
- 06** Examples: domestic economy cap \$600; international economy cap \$1,000; exception requires manager approval.

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Policy Rules, Data & Tools

This page maps automation boundaries and the data/tools required to run the AI travel checks. It clarifies what to automate versus human-review.

Key move Pilot with 2 cost centers; aim for a 2-week feedback cycle.

PRACTICAL CHECKLIST

- 01** Automate: detect bookings violating price caps by route and class.
- 02** Automate: flag cabin rule breaches and prompt for approval.
- 03** Human review: reviewers validate flags, add notes, and approve exceptions.
- 04** Data: policy dictionary (caps, cabins), traveler profiles, booking data, approval thresholds.
- 05** Tools: rule engine, AI classifier, travel platform integration, audit logs.
- 06** Metrics: false positives, time-to-approval, policy adherence rate.
- 07** Compliance: ensure data use complies with HR/Finance privacy.

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Weekly Adoption Plan

This page outlines a practical weekly adoption plan, ownership, and governance for Finance. It enables phased deployment with measurable checkpoints.

Key move **Ownership defined: policy owner and approver roles; establish change-control.**

PRACTICAL CHECKLIST

- 01** Week 1: inventory cost centers; finalize caps; connect data feeds.
- 02** Week 2: deploy rule engine; integrate with booking tools; enable flagging.
- 03** Week 3: run dry-run using historical data; adjust thresholds.
- 04** Week 4: pilot with 1-2 departments; require manager approval for exceptions.
- 05** Week 5: expand to more travelers; enable audit logs and dashboards.
- 06** Week 6: measure KPIs; refine policy; document ownership and escalation.
- 07** Governance: assign policy owner, change-control, and periodic reviews.

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ABOUT THE CREATOR

Suhas Bhairav

I build AI systems that combine distributed architecture, retrieval, knowledge graphs, security, and practical workflow design. My focus is AI that can be used repeatedly by real teams: understandable, reliable, and grounded in the work people already do.

EXPERTISE

- Principal systems architecture and applied AI engineering
- Production-grade AI systems, agentic workflows, RAG, and knowledge graphs
- Full-stack workflow applications across AWS, Google Cloud, Azure, on-premise, and hybrid environments
- Practical AI implementation patterns for automotive, manufacturing, finance, logistics, cybersecurity, sales, and customer operations
- Security, governance, observability, approvals, and failure-mode thinking for operational AI systems

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