Methodological tool: Stick to the budget

Number of methodological Tool	**EUPA_LO_064_M_001**
Work Area Code and Title	**WA7: Business Travel, Diary Systems, Meeting organization and event management**
Unit Code and Title	**3.10 Organise business travel and accommodation arrangements**
Learning Outcome Number and Title	**LO064: Demonstrate ability to prepare travel, accommodation requirements in conformity with budgetary procedures.**
Objective of the methodological tool	After the completion of this activity, participants will be able to: 1. Take into account financial restrictions related to travel 2. Find and book suitable amenities according the budget
Approximate Time needed for the completion of this exercise	20 minutes
Individual or group exercise	☐ Individual ☒ Group
Type of methodological tool	☐ Written exercise ☒ Group exercise ☐ Video analysis ☒ Simulation ☐ Multiple choice ☐ Group exercise with cards ☒ Exercise using ICT ☐ Role play ☐ Group discussion ☒ Case study ☐ Creative Group Work
Description of the exercise/Procedure	Divide learners to groups of 2-3 Case study: You are a PA of the manager who is about to travel to London for a business trip to sign an important deal with new investors, he has just been informed about this and has given you this information: • The meeting date is exactly 13 days from today, you do not know the exact hour yet • It will take place in Four Seasons hotel on Park Lane, London Your task is to: Find suitable travel and accommodation for your manager within the budget of 1600 EUR excluded meals. Present your solutions to the group,

	After the presentations, the group together with the trainer will choose the best option that will later be used as a base for the following MT
Exercise is accompanied by	ICT , computer with the internet should be available
Exercise solution	Hotel should be booked for at least 2 nights as you do not know the exact time of the meeting Learners should plan with the ground travel as well Learners should not book the hotel where the meeting is, as it is very expensive, learners should be able to find a nearby hotel with better price
Other comments to the trainer	N/A