

**Expected Return of Employee Attendance at Meetings and Events**

	<b>Q1 2021</b>	<b>Q2 2021</b>	<b>Q3 2021</b>	<b>Q4 2021</b>	<b>2022</b>	<b>Not Sure</b>
In-person meetings or events with attendees outside your company	14%	34%	41%	5%	2%	3%
Internal company meetings or events held in-person	22%	38%	27%	4%	1%	8%
Hybrid meetings/events (in-person and remote attendees)	48%	27%	14%	2%	0%	9%

**Average Business Travel Spend Allocation by Event Type\***

<b>Event Type</b>	<b>2019</b>	<b>2021</b>
Conferences, trade shows, and industry events	18%	13%
Internal company meetings with colleagues	21%	15%
Sales/account management meetings with current or prospective customers	24%	30%
Service trips (such as repairs, training or equipment installation) with current customers	15%	20%
Supplier meetings	7%	6%
Employee training and development	9%	8%
Other	6%	8%
<b>Total</b>	<b>100%</b>	<b>100%</b>