

THE ULTIMATE BUSINESS TRAVEL CHECKLIST



YOUR JOURNEY

- Check your flight details and allocated seat are correct.
- Do you need assistance with booking rail, transfers or car parking? We can help.
- Do you need any guidance with your visa?
- Have you booked accommodation? If not, we can help.
- Check the entry and exit rules at your destination. Do you need a locator form?

SAFETY & SECURITY

- Do you have travel insurance?
- Does your flight require a mask? Don't forget to take multiple masks with you.
- Be sure to take some lateral flow tests with you.
- Check the testing requirements of your arrival destination.
- Are there any COVID-19 requirements for the office you are visiting?
- Ensure you have your QR codes or hardcopy for proof of vaccination certificates.
- Check the implications of your destination should you test positive for COVID-19.

DUTY OF CARE

- Make sure to keep our contact details handy for emergencies. We are here 24/7.

BREXIT

- Check you have your entry and exit stamps for Europe.