

## CORPORATE TRAVEL CHECKLIST

### World Public Holidays

Check world public holidays) before planning itinerary.

<http://www.qppstudio.net/>

### Travel Advisories

Check for travel advisory warnings before booking flights.

[http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)

### Inoculations

Make sure inoculations are completed as soon as possible because inoculations can take several weeks to become effective.

<http://wwwn.cdc.gov/travel/destinationList.aspx>

### Health Advisories

<http://wwwn.cdc.gov/travel/destinationList.aspx>

### Passport

Check validity of traveller's passport – passports should be valid for at least 6 months after date of arrival in destination country. Consider obtaining a second passport for convenience if the traveller is a frequent flyer. Both passports will be simultaneously valid.

### Visas

Check the embassy/consulate's website for visa requirements, instructions and forms, or use the link below to find visa requirements by country. Remember that an inoculation certificate may be required when applying for a visa.

<http://www.skyteam.com/EN/travelPlanner/timatic/index.jsp>

### Export license(s)

Find out if a trade license/permit is needed.

### International Driving license

Find out if an international driving license/permit is required.

[http://www.theaa.com/motoring\\_advice/overseas/idp-requirements-by-country.html](http://www.theaa.com/motoring_advice/overseas/idp-requirements-by-country.html)

### Flights

- Compare prices using a flight comparison website
- Check travel policy for traveller's approved class of travel
- Before booking, compare prices using a flight comparison website like Expedia.co.uk
- Be aware of time zone impact on date/time of arrival
- Check traveller's seating preference, dietary requirements, air miles details.
- Obtain tickets/boarding pass in advance if preferred

<http://www.expedia.co.uk/>

### Hotel

- Check hotel reviews
- Make sure the hotel has service amenities (ie. WiFi, incoming/outgoing fax/voicemail)

- Specify the type of room required (ie. standard, single occupancy double, etc)
- Specify smoking/non-smoking preference
- Check if customer parking is available
- Note booking reservation number
- Send traveller's flight details to hotel upon confirmation
- Request that the room is held for late arrival (arrival after 1800 hrs), if applicable.

Hotel price comparison: <http://www.expedia.co.uk/>

Hotel reviews: <http://www.tripadvisor.com/>

### **Translator/escort**

- Check with the applicable tourist board for translators/escorts

### **Hire car**

- Find out what type of hire car the traveller prefers (subject to travel policy), and any extras such as satellite navigation, air conditioning, luggage capacity, manual/automatic.
- insurance requirements
- Find out if chauffeur drive is required because of country regulations
- Verify location of collection/drop off point
- Find out if corporate vouchers are available
- Find out if maps are provided

<http://www.expedia.co.uk/>

### **Taxis/Courtesy Car**

- Note pickup time and exact location of collection point
- If driver will be carrying a sign, find out what the sign will say.
- Note the driver's mobile number

### **Trains**

- Note train times
- Obtain train tickets
- Find out if seat reservation is required
- Find out if connecting train(s) leave from the same station
- Get directions from station to venue

Train Schedule: <http://www.thetrainline.com>

### **Driving/Car parking**

- If possible, keep a record of traveller's registration no., make and model of car, mechanic, garage, breakdown cover.
- Check if international breakdown cover required?
- Find out if you need to reserve a parking space
- If parking is arranged at client's premises, provide traveller's registration no., make, model and colour of car.

### **Health insurance cover**

- Make enquiries about health insurance

### **Spending Money**

- Check the Lonely Planet website under 'Destination' for daily budget suggestions.  
<http://www.lonelyplanet.com/>

### **Worldwide Restaurant Search**

<http://www.tripadvisor.com/>

### **Itinerary**

Include the following details

- Name and location of airport
- Date of travel, check-in times, flight times, flight nos.
- Airline terminal no. for all arrivals and departures
- Hotel arrival time, room reservation no., name, address, telephone no., fax no.
- Taxi pickup times, contact/account details (name written on sign)
- Train times, station, platform, rail enquiry desk no.
- Timing/location of meetings and entertainment
- Name and telephone nos. of overseas contacts
- Hire car collection/drop off time, company name, address, contact details, reservation no.

### **Travel Pack**

- Passport
- Inoculation certificate
- Flight Tickets/boarding pass
- Hotel booking reservation number
- Travellers cheques
- Car rental voucher
- Train tickets
- Insurance documents
- Stationery (headed paper, compliment slips, envelopes)
- Business cards (with reverse side in country specific language)
- Meeting papers
- Weather report for week ahead
- Advice on dress code for events
- 'Hints for Exporters' booklet
- Hardcopy of diary for the travel period
- Photocopy of passport/important docs/credit cards
- Country specific information, guidebook, phrasebook, advice on local etiquette
- Extra copy of the itinerary for his household
- Contact details of others travelling to the same meeting
- Area map (Google maps) and map/directions to venue, hotel, hire car pickup/drop off location
- Details of local currency and suggested daily budget

Reconfirm details one week before departure and send a copy of the itinerary to your overseas contact.