

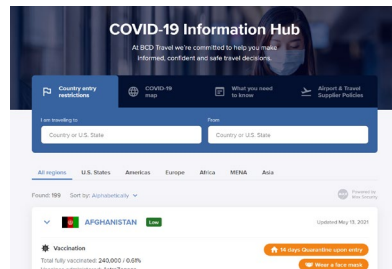
# GETTING BACK TO BUSINESS TRAVEL ADVICE FOR TRAVELERS

MAY 2021

Do you have a business trip coming up? Maybe it's your first trip in quite a while. A lot is likely to have changed since you were last on the road. Do you remember all the preparations you used to make before traveling? What should you be doing to ensure a seamless and safe experience? We've shared some key tips and advice that you may find useful.

## Do your research

- Check your company's **travel policy**.
  - Find out if you need **pre-trip approval**, if certain airlines or hotels are **mandated**, whether you'll need to **drive** for journeys under certain distances, and what level of **insurance** coverage your company offers.
  - Ensure selected suppliers adhere to strict COVID-19 **safety & hygiene** measures.
- Find out the latest on your destination's **entry/exit** requirements, lockdown, **restrictions**, quarantine, etc. You can find this on BCD Travel's **TripSource** platform, which includes the [COVID-19 Information Hub](#).
- Familiarize yourself with the **latest COVID-19 protocols**.
  - Consider all points of your journey: at the airport; in the hotel; using car rental; and taking public transportation.
  - Talk to any **contacts** you have **at the destination** for any further details.



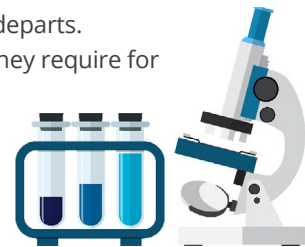
## Travel safely

- Eliminate **touch points**.
  - Check-in in online for flights and hotels and pre-book parking.
  - Use apps to order food and beverages at the airport.
  - Wherever possible, use contactless payment.
- Arrive at the airport **earlier** than usual, as you'll spend more time being processed.
- If returning from an international trip, **schedule** any pre-departure/on-arrival **tests** and arrange any **quarantine**.
- Post-trip, **share your feedback** to help your travel manager make any improvements and support safe future travel by your colleagues.



## Organize

- Schedule any required COVID-19 tests.
  - Take any pre-departure **tests within** the **time limits** set by the destination but allowing enough time to receive the results before your flight departs.
  - Confirm with the authorities at your destination **which tests** they require for entry.
  - Arrange any COVID-19 **tests** needed for your **return** journey.
  - Find out where you can be tested by **approved** medical facilities at your destination.
- Check the **validity** of your passport and/or government ID, credit and other payment cards, loyalty program and other memberships.
- Find out if loyalty programs offer members new benefits, such as discounted COVID-19 tests, fast-track airport processing, touchless offerings, lounge access, upgrades.
- Gather all **travel documents**: COVID-19 test results, vaccine certificates, passport/ID, credit cards. Take photos and print **copies** for yourself and your emergency contact.
- Consider uploading a **digital health pass**, ensuring it's accepted by your destination and all airlines in your itinerary.



## Prepare for emergencies

- Find out your 24/7 **medical or security assistance** contact, local **emergency services** numbers, and location of nearest **embassy or consulate**. Store all numbers in your mobile and print a copy for reference.
- Find out the location of the nearest **hospital**/medical facilities.
- Make sure you pack any **prescribed medication**, allowing more than you need for the duration of your trip.
- Bring your own **COVID-19 health kit**, comprising masks, hand sanitizers, gloves, medication, water bottle.



Image: Freepik.com