GetGoing

Back to travel checklist:

How to prepare for your business trip

Nearly 2.5 years after the start of the pandemic, it goes without saying that we're all a bit rusty on traveling. Especially as business travel resumes, it's nice to have a little reminder of what's needed to prepare for your business trip. This is why we've developed a Back to Travel Checklist, so you can plan and improve business travel.

✓ **Research your destination and travel options**

Will you be traveling by flight, train, bus or car?

✓ **Choose the travel option that provides the most direct route possible**

The more direct your trip, the less possibilities for trip interruption. Use the GetGoing all-in-one business travel platform; its Go Safe Feature uses Artificial Intelligence to offer the safest travel routes.
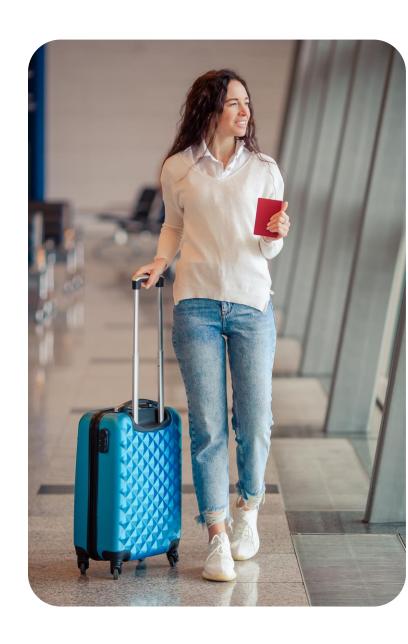
✓ **Book your accommodations**

Choose accommodations with breakfast; it's more convenient and oftentimes more cost-efficient.

✓ **Check the Covid restrictions and policies in the destination you will be traveling to**

Check for rules about quarantine, negative PCR tests, antigen tests, vaccine passports and waivers. For more details check out GetGoing's Covid-19 Info Hub for the most up-to-date travel information.

✓ **Purchase extra health insurance coverage**

if you're traveling outside of the EU, be sure to check if your health insurance covers you. Otherwise, consider purchasing extra health insurance coverage that includes Covid and emergency assistance. It's always better to play it safe.

✓ **Make sure you have cell phone coverage**

Activate roaming if you are traveling within Europe or purchase a cell phone plan for international travel.

✓ **Pack your business travel essentials**

Make a list of your essentials for business travel. This way you can check off as you go and avoid forgetting anything. Some essentials are:

- *Laptop and charger*
- *Passport*
- *Business cards*
- *Business cell phone and charger*
- *Pen*
- *Notepad*
- *Toiletries*
- *Change of clothes for the number of days you'll be gone*
- *Spare face masks*
- *Hand sanitizer*

✓ **Don't forget your Covid safety essentials**

Pack your FP2 mask for extra safety, hand sanitizer and a change of mask for each of your flights.

✓ **Stay connected**

Unlike travel for pleasure, on a business trip you want to be sure to stay connected. Sign up for Covid-related travel alerts, and make sure you have a reliable internet connection and phone coverage.

✓ **Prepare for your business meetings**

Make sure you research who you will be meeting with, and if you have to give a presentation, use the travel time to perfect it. You can never over-prepare.

✓ **Stay safe**

Follow local requirements and visit the Covid-19 Info Hub to monitor the travel panorama while at your destination and when it's time to travel home.

With this checklist to prepare for your business trip, we hope that you will be more prepared and stay safe while slowly getting back to travel.

Visit our travel safety page for more information about how GetGoing can get you safely back to travel or schedule a demo to see how it works.

[TRAVEL SAFETY] [SCHEDULE A DEMO]