Business Travel Checklist

Are you prepared for business travel?

Whether you are planning individual or group travel, it is essential that you answer these questions before you leave. Use this checklist when making arrangements and preparing for travel. This will increase your chances of travel running smoothly and staying within your company budget.

Ask the car service:

- [ ] What must I do if my flight delayed?
- [ ] Will my car service charge if my flight is canceled?
- [ ] What cost is incurred if I make additonal stops?
- [ ] Is there a charge for the car service to pick me up at baggage claim?
- [ ] Where will my chauffeur be located at the airport?
- [ ] What is the chauffeur's telephone number (to contact him if he can't locate me)?
- [ ] Will my chauffeur handle my luggage?
- [ ] Will gratuity for my chauffeur be included?
- [ ] How will I be informed that my vehicle has arrived if I am in a meeting?

Ask yourself:

- [ ] Did I receive confirmation from my car service?
- [ ] Did I reserve car service at my final destination?
- [ ] Do I have proper identification to check-in and clear security at the airport?
- [ ] Do I have my boarding pass?
- [ ] Did I pack my cell phone, laptop and other mobile device chargers?
- [ ] Have I recently checked for changes in my flight status?

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