

Prepare to Travel

It's your Time to Fly



It's been a while since you've hit the road. And while some things have stayed the same... some things look a little different. **If only you had a handy checklist.** We've got you covered. Here's a quick, comprehensive checklist to get you booked, packed and on your way.



1. Dust off those essential papers:

- Passport expiration date.** It's probably been a while since you've needed it, so don't forget to check your passport's expiration date.
- Passport pages.** Running out of blank pages? Even if your passport is still valid for some time, most destinations require that it has between one and six blank pages.
- Visas.** Visa requirements and lead-times may have changed. Make sure you're up to speed.
- Travel policy.** Has your company updated their travel policy?
- Travel insurance.** Travel insurance is more vital than ever. In fact, it's even a requirement for entry into some countries.
- Update traveller profile.** Ensure profile is up to date, to ensure Corporate Traveller books accurately



2. Some extra Covid homework:

- Covid regulations.** Do your homework on your destination's Covid protocols. Is vaccination necessary to avoid quarantine?
- Vaccinations.** Not only should you ensure that you get the COVID jab well ahead of your travels, but it's also important to ensure that other required inoculations.
- Know your PCR from your antigen.** Even if you're vaccinated, some countries will still require a negative PCR test.
- Vaccine certificate.** vaccine.certificate.health.gov.za



3. Take note of these booking guidelines:

- Ts & Cs.** Today flexible fares are king. So are airline or hotel's cancellation policies. Make sure you have familiarised yourself with all the necessary Ts & Cs.
- Lounge access.** Many airport lounges have reduced capacity at the moment, so you can expect entry to work on a first come, first served basis.
- Car hire.** Rental cars are in short supply at the moment, so make sure to book well in advance if you're going the car hire route.
- Traveller profile and ICE contact numbers.** Make sure you've updated all your contact details on your traveller profile.
- Check-in online.** Please don't forget to do this. Most airlines open check-in between 24 hours and 48 hours before departure.



4. Pack like a pro:

- Covid essentials.** Today you can't leave home without:
 - Passport
 - Proof of negative PCR test or vaccination certificate
 - Extra masks
 - Travel-sized bottle of sanitiser
 - Antibacterial wipes
- Phone.** Let's face it your phone is pretty important these days. Make sure you have:
 - Saved your TMC's emergency contact or after-hours number into your phone
 - Downloaded a handy travel app like SAM, to keep you updated with travel information and instant alerts
 - Packed a charger
- Laptop.** Ditto. Pack in extra chargers or a power bank.
- Mask Up.** Reminder that always travel with your mask

Prefer to hand over the reins? Your expert Travel Consultant will be able to help (or offer advice) with all your travel arrangement. But the packing is up to you.