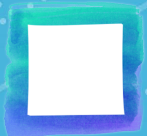


# Getting Back to Business Travel

A short guide from CI Azumano



**CI AZUMANO**  
BUSINESS TRAVEL

## Planning your next trip in a Post COVID-19 World:

For many companies, travel remains an integral function of business. It is important to understand how to safely navigate the travel experience in a COVID-19 world.

Let our CI Azumano Business Travel Advisors take the stress off booking your next trip. Equipped with ample experience and relevant information, our agents are ready to plan and book. We have also prepared some additional materials as you get back to business travel.



# 01

## BEFORE YOU BOOK

**Research your destination** to see what new regulations may be in place for incoming travelers. We have curated a set of updated information sources, including the [US State Department's](#) latest information.

### #1 Take Away:

Maintain a safe distance  
between yourself and others  
throughout your journey



For up-to-date information and travel guidance, check the [state and local health department](#). Prepare to be flexible during your trip as restrictions and policies may change during your travel.

Create a [COVID-19 travel kit](#). Suggestions include at least two face masks, hand sanitizer, disinfecting wipes, thermometer, and travel-sized laundry detergent.

# 02

## TRAVELING BY AIR

**Know your airline's updated COVID-19 Policies:** Take the time to learn about how your airline is updating its cleanliness policies. [Follow this link](#) to see a curated list of airlines and their policies.

### ...Checking in at the Airport

**Plan to spend more time during the check-in process.** Wait times for processing may be longer. Travelers can find information including crowd-sourced airport security wait times with the [My TSA mobile application](#). With this app, you will be able to check and post airport delays, confirm what items you can bring through security, and review other tips for travelers from TSA.

**Check in online** with the airline to note any changes to the flight or the airline's policies.

**Check ahead of time** for any confirmed COVID-19 cases at your originating and destination airports by visiting [TSA.gov](#).



# 02

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### ...in the Terminal

**If traveling outside the continental United States**, be prepared to verify you are healthy enough to travel. You may be required to confirm your health status to different airport and airline officials.

**Your airline may have changed their boarding procedures**, so listen carefully to any announcements.

**Sanitize baggage handles** after picking them up at the baggage claim.

### ...on the Plane

**Carry your own pen** in case you are required to fill out any health declarations or additional forms.

**Bring a snack and drink**, if the airline policy permits it. There may be limited service, or no service at all during your flight.

If possible, **select a window seat** to reduce contact with other passengers and crew

**Clean all surfaces**, seat belts, buckles, armrests, and seatback tables with a sanitized wipe.

# 03

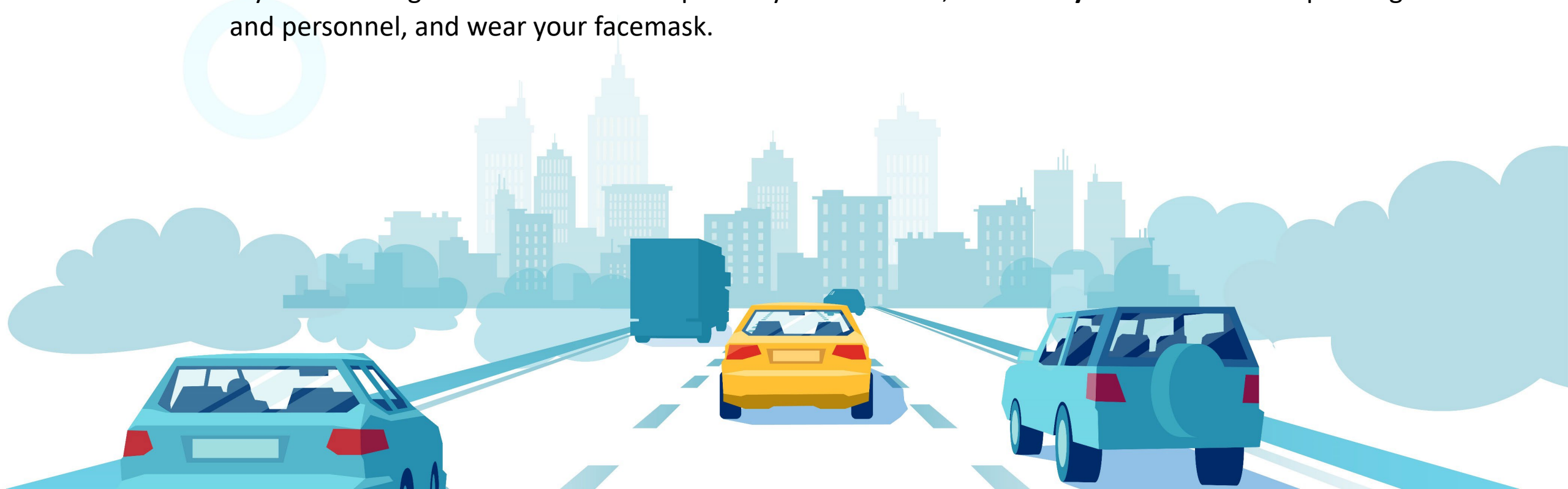
## TRAVELING BY CAR

Many car rental companies have published their **enhanced cleanliness initiatives online**.

[Follow this link](#) to see how suppliers are keeping their cars sanitized and their clients safe.

If you can, **download the rental car company's app** to reserve your car and check-in ahead of time.

If you are taking a shuttle from the airport to your rental car, **maintain your distance** from passengers and personnel, and wear your facemask.



# 04

## STAYING AT A HOTEL

- ✓ Many hotels have now published their **hotel cleanliness initiatives online**. [Follow this link](#) for a list of some of the larger chains and their sanitization policies.
- ✓ If possible, **download the hotel's app** for the latest information, and to see if you're able to check-in remotely and ahead of your arrival.
- ✓ **Wear your facemask** until you are in your room.
- ✓ Be **prepared to carry your bags up to your room**, or if hotel staff does that, sanitize the bag handles when they are done.
- ✓ You may be required to **have your temperature checked** and present documentation certifying you have been tested and are healthy.



# 05

## DINING OUT

Check out this [guide from the CDC](#) outlining the precautions to take if you plan on dining out

Make sure to **call ahead for a reservation**. You will want to understand the restaurant's cleanliness policy and requirements for masks. In addition, note that dining space may be limited.

Be prepared to **wear a face mask** as you enter the restaurant and until you are seated.

**Check online for reviews** to see how other diners are rating their experience with the restaurant.





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**Conclusion:** Preparation is crucial if you want to stay ahead of changes and remain healthy. Reach out to CI Azumano Business Travel today to learn more about how we can help your travelers prepare for the return to travel.

**CI Azumano Business Travel** has a fifty-year track record servicing global businesses. As an SAP Concur TMC Elite Partner, CI Azumano is part of a select group of TMCs utilizing the world's most popular and powerful online and mobile travel booking management platform. In addition, CI also works directly with leading international travel security firms.

Reach out to us to learn more about how CI Azumano Business Travel can help you protect your travelers with the top-level service and support they deserve.

[www.ciazumano.com](http://www.ciazumano.com) | [BusinessTravel@ciazumano.com](mailto:BusinessTravel@ciazumano.com)

CI Azumano Business Travel has conducted careful research to provide you with the latest information on preparing for your return to business travel. We do not guarantee or warrant the accuracy of this information. CI Azumano Business Travel does not accept any liability for any damage or loss as a result of the information contained herein.