



# TRAVELER CHECKLIST

## for Safely Returning to Business Travel

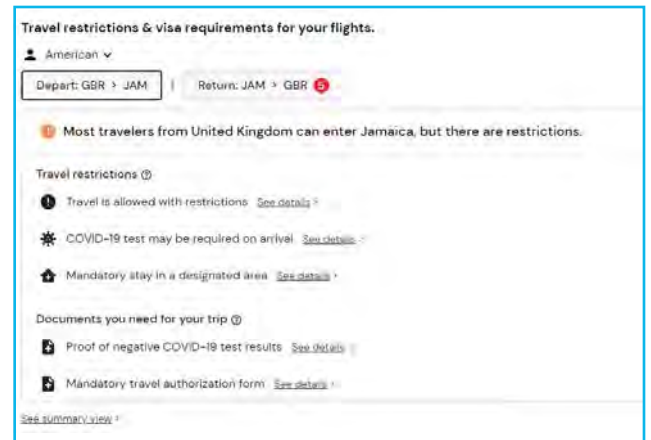
As you return to **business travel**, the pandemic has made it essential to understand the changing landscape we're all navigating.

Airlines and other travel suppliers are rigorously taking **your safety into account** and putting policies in place that might change rapidly. Being prepared and understanding your company's new travel policies and requirements will put you in the best position to travel **safe and smart**.

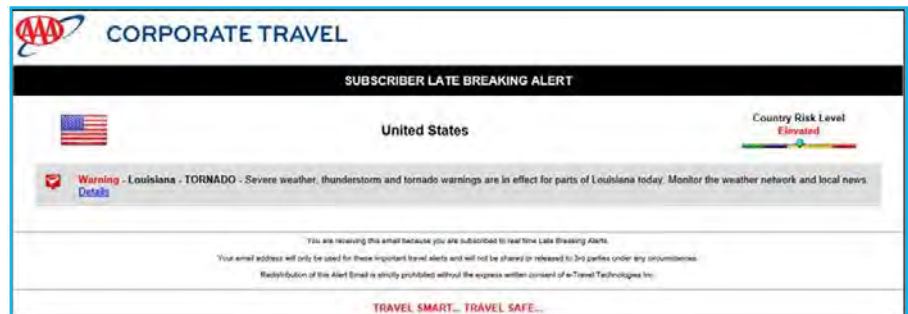
Using your Travel Management Company for booking, as well as their **tracking and alert tools** will ensure you are not left without **assistance and support**. Here are a few tools and tips as you begin to venture out in the world again for business travel.

### Technology & Tools

We have a new searchable tool called, **KNOW BEFORE YOU GO**, that will help you quickly find the latest State and Country travel restrictions and requirements for your future or upcoming trips. To search, visit: [aaacorporatetravel.com/travel-restrictions](http://aaacorporatetravel.com/travel-restrictions).



Our **traveler alert safety system** communicates via email alerting you of any **warnings in the areas** you are traveling to (disasters, weather issues, pandemics, terrorist threats, etc.). This allows you to quickly make **travel changes or adjustments** based on this important and timely information.



## Pre-Trip Checklist

- Review your company's travel policy as it has likely been amended due to the pandemic. Many companies are mandating the use of your Travel Management Company for your safety.
- Ask if you need approval to travel. Decide with appropriate managers whether your trip has a solid return on investment, or instead could be handled via a virtual meeting.
- Update your travel profile, especially emergency contact information.
- Check with your Travel Manager/ Arranger to see which travel suppliers are approved or preferred.
- Consider enrolling in preferred supplier programs to take full advantage of contactless payment methods.
- Ask your Travel Manager/ Arranger if any new documents are needed to travel: medical wellness documents, negative COVID-19 test verification, etc. You can also get this information from your AAA Corporate Travel Consultant.
- Ask your employer what you should do in the event you get sick while on your trip, or local conditions deteriorate.
- Visit the AAA Corporate Travel website to search city, state and country travel restrictions; entry and exit requirements/ risks based on destination.
- Reconfirm your airline's boarding requirements, carry-on limitations, and wellness check processes. Have your vaccination card with you if you have been fully vaccinated for COVID-19 and other required diseases. The [CDC](#) recommends you take a photo of your card. We recommend that you make a copy and laminate it, and keep the original in a safe place at home.
- Check to see if your company covers the cost of PPE and pack safety necessities in your carry-on and checked luggage:
  - Masks and other PPE (gloves, sanitizer, wipes). Many airlines now allow up to 12 ounces of hand sanitizer in your carry-on but all other liquids/ gels are still limited to 3.4 ounces.
- Take an extra supply of any medications in case of unexpected delays returning home.
- Check hotel/ rental car hours of operation, as they may have changed due to COVID-19.
- Check hotel and rental car COVID-19 policies and procedures. For instance, some hotels may not offer dining room access or may require contactless payment.
- DO NOT travel if you feel sick, have a fever or have been exposed to COVID-19 within two weeks of traveling. Airlines will not allow passengers to fly with a fever of 100.4 or higher.



### During Trip Checklist

- Arrive early at the airport. Expect delays due to new check-in and safety procedures. Have your face mask available and put it on prior to entering airport.
- Carry food and drinks on the plane in case of no inflight service. Consider carrying extra snacks in your carry-on since many airports have very few food options.
- Wipe door handles and touch screens with antibacterial wipes.
- Use contactless options whenever possible and consider checking in online.
- Follow ALL **CDC** travel health and safety guidelines, such as masking, social distancing, etc.
- Familiarize yourself with hotel cleaning measures and report any issues or concerns to hotel management and your Travel Manager/ Arranger.
- Avoid sharing elevators. Ask for keyless entry if available for your hotel room.
- Wipe down all high-contact areas in your rental car and while getting gas. Social distance on any shuttles or rideshare options.
- Use caution when dining out. Utilize drive-thru, delivery and take out options if available.

### Post-Trip Checklist

- Determine if you must quarantine according to your state or city requirements when you arrive home. Find out if your company requires you to work from home for a period of time after traveling.
- Let your HR department know about any illness or symptoms you have soon after your trip.
- Give any feedback about your trip to your HR team or Travel Manager/ Arranger to help keep them abreast of the current state of travel.

### Questions?

Do you have questions or comments? Contact us anytime via our website at [aaacorporatetravel.com/contact](https://aaacorporatetravel.com/contact), or call one of our **Travel Consultants** at 1-800-354-4514.

