



BACK ON TRACK:
TRAVELLER'S
GUIDE TO
BUSINESS TRAVEL





Let's Get Back to Business Travel

Social distancing. Virtual platforms. Remote Working. No wonder we have all started to feel 'disconnected'.

As Australia's borders reopen, most of us are keen to reconnect face-to-face (or mask-to-mask) with clients and colleagues across the world. But as exciting as the return to travel is, even the most seasoned road warrior is likely to feel a tad overwhelmed. After all, business travel today looks a little different to how it did before a certain virus turned our world upside down.

What has changed? What does the 'new normal' look like? How can I stay safe and healthy on the go? All valid questions. That is why FCBT has created this handy guide filled with travel tips and information to help you get back on the road with confidence.

After all, preparation is key to a seamless, easy and enjoyable business trip. Vital if you want to focus on the true purpose of your trip: growing your business.



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Travelling and Covid-19

The world is opening up again, but that doesn't mean COVID-19 has disappeared. New health and safety requirements are introduced daily – if not hourly. And governments around the world seem to grant and withdraw authorisations at the drop of a hat. Even if you're travelling domestically, it's important to know that each Australian state has its own entry requirements.

Make sure you are in the know when it comes to COVID-19 testing requirements and vaccine guidelines at origin, transit, and destination. Of course, we're always on standby to help but it doesn't hurt to do your own research. The Travel News Hub will keep you updated at all times of the day and night (<https://www.fctgtravelnews.com/>)

Still feeling a bit out of touch? Here's what you can do:

1. Pack smart. Pack safe.

Personal Protective Equipment (PPE) is the 'new black'. Pack extra masks and throw in a pack of sanitising wipes. Many airlines and airports insist on a mask – so it pays to be prepared.

2. Don't skimp on hygiene

We've heard it before – we'll hear it again. Wash your hands with soap and water. Sneeze or cough into a disposable tissue – or your elbow. Basic hygiene is key to keeping the virus at bay. So, keep a bottle of hand sanitiser on you when travelling in case you can't find any water and soap to wash your hands.

3. A passport of a different kind

Vaccination certificates will be your 'passport' to get back to travel. Most airlines require proof of vaccination using the Australian International Covid Vaccination Certificate (ICVC).

4. PCR is the acronym to remember

Depending on your destination, a PCR test is likely to be required and will need to be done within 72 hours of travel. If you're unsure where to go, click [here](#).

5. Cover yourself

Some countries now require you to have purchased travel insurance that includes COVID-19 inclusions. Remember to read the fine print of any policy or call your Travel Consultant if you'd like to know which companies are offering COVID cover.

6. Keep your distance

Social distancing is likely to continue to be part of our daily lives – wherever we are in the world. By now you probably know: 1.5m is the 'magic' distance in most countries.

7. Don't be scared to postpone

If you are feeling sick before travelling or have been in close contact of a confirmed case, you should postpone your trip and seek guidance from your local doctor. Inform your employer about why you are delaying your trip and speak to your Travel Manager about rearranging your flights.

8. Don't panic

If you fall sick during your trip, don't panic. Inform your company and reach out to your TMC. If your destination requires you to quarantine, your TMC can help sort accommodation and travel arrangements.

We've seen the good, the bad and the ugly of business travel and know what makes the difference between an average trip and a truly successful one.



How to get the most out of your business trip

Whether you're meeting with suppliers, partners or pitching to a new client, when planning your next business trip you want to make sure it's a success. Over the years we've seen the good, the bad and the ugly of business travel and know what makes the difference between an average trip and a truly successful one.

THINGS TO CONSIDER

Timings

It's important to consider timings – flight lengths, transit times, departure times, arrival times and meeting times just to name a few. When travelling for work that's exactly the purpose: it's for work. When it's a holiday or leisure trip, flying at an awkward time and arriving unrested is not much of a problem. But when travelling for business you need to arrive refreshed and ready to work – and ready to make the best decisions for the wider business. Consider requesting a better-timed flight or arriving the day before you need to be there so you can readjust and be at your best.

Arrival Transport

This relates to timings but it's important to think about separately. When you arrive at your destination airport, how are you getting to your hotel or meeting? Will you be renting a car and driving? If so, it's important to make sure that you are comfortable driving there. Secondly, it's important to consider your alertness; have you just arrived off a night flight, or have you landed in the middle of the night? These will impact your safety, so consider getting a taxi or arranging a transfer to take the pressure off yourself. If you're arriving at a meeting flustered and tired after having to drive, this could impact your effectiveness.

Returning

It's not all about getting there, it's about getting back and resuming your normal routine too. The same considerations around timing and transport are therefore

important here, you may have driven yourself to the airport for a convenient departure, but is your return as well timed? Also consider how ready you will be to drive home after a long trip, whether alternative transport arrangements would be preferable and whether you require some down time before returning to the office. It's important to remember that travelling and working in new locations can take its toll. Consider asking for a day off before returning to the office, or request that your first day back is a work from home day. You can update your team or action points from your trip away on email or a video call.

Working

Of course while you're travelling for work you're technically working but how much of your usual workload are you expected to do while you're away? Preparing for this or at least planning on when you can get your work done will help. Does your travel policy allow for you to travel in premium economy or business class for flights over a certain duration? Having the space to work while on a flight or train can really maximise your time and take the pressure off when you arrive. Consider your hotel too; while most hotels offer good business facilities, some more budget friendly hotels don't include a desk area or unlimited Wi-Fi. Ensuring you have these in place before you go will make getting work done outside of meetings so much easier. Ask your travel manager about what facilities are available and check what is bookable within your policy.

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FIRST AID

Pack for health

A basic travel health kit is important no matter where you travel or how long you're travelling for. First aid supplies and medications may not always be readily available in other countries or may be different from those available at home. A good travel health kit contains enough supplies to prevent illness, handle minor injuries, and manage pre-existing medical conditions for longer than the duration of your trip (just in case you're delayed for any reason).

WHAT TO INCLUDE?

A first aid kit doesn't need to be bulky or take up too much space, consider potential issues and if you could quickly solve them yourself. Basics include: antiseptic, painkillers, plasters, blister pads, tweezers, scissors, rehydration sachets and off course now more than ever hand sanitiser sterile dressings and anything to help with keeping the area around you clean. Sharp objects may not be permitted in your carry-on luggage, and have to be checked in. Refer to your carrier for more info.

TRAVELLING WITH MEDICATIONS

Discuss the use of medications with your health care provider before departure and carefully follow the directions for use, including dosage and when to seek medical care. Bring more than enough medication to last your entire trip.

Tips When Travelling



WASH HANDS REGULARLY

A simple and effective way to protect yourself and others from coronavirus is thoroughly washing your hands with soap and water for at least 20 seconds. Constant use of hand sanitiser can irritate your skin, however if soap and water are not available to clean your hands, use a hand sanitiser which is at least 60% alcohol.



IF YOU'RE UNWELL, DON'T TRAVEL

If you are feeling unwell you shouldn't travel, even if you feel that it is just the beginning of something or the tail end of a bad cold. It's best to not travel and risk spreading a virus to multiple people you may come into contact with.



COVER UP

Cover your mouth and nose with a tissue when you cough or sneeze, using your elbow if you don't have one to hand. Ensure you wear a facemask to protect your fellow travellers and go home as soon as possible if you begin to feel sick while at work.



CLEAN UP

While many airlines are very hygienic and have introduced stringent cleaning measures, there is no guarantee that every surface will get the full treatment. Carry antibacterial wipes to clean your seat armrest, tray table, seat-back pocket, air vent, seat touch screen, headrest and window blind. The same advice is sensible for other items frequently used by travellers, such as hotel television remote controls. Also make sure to clean your hands after travelling on shuttles or taxis, holding handrails and using lifts. Buy pocket-sized antibacterial wipes or sanitiser that's easy to pack in your hand luggage.



BREATHE EASY

Almost all modern aircraft have HEPA (High Efficiency Particle Arrester) filters that will filter 99.999% of dust particles and airborne contaminants such as viruses and bacteria, ensuring the highest possible quality of cabin air. However infection specialists suggest a window seat, away from passenger foot traffic, could offer you a bit more protection. So if you've been left feeling more anxious about air travel, then opt for a window seat on your next flight to ease your concerns.



KEEP VACCINATIONS UP-TO-DATE

The COVID-19 vaccine is your passport to a relatively 'normal' business trip. Most airlines require proof of vaccination using the International Covid Vaccination Certificate (ICVC). Of course, having all other essential vaccinations up-to-date will help you stay healthy and prevent your immune system from being compromised.



STAY UP-TO-DATE WITH TRAVEL ADVICE

If travelling internationally, make sure to check the Smartraveller website for the latest information and advice. Travellers are also advised to refer to the FCTG COVID Travel Hub for the latest on restrictions, airline routes and traveller information, worldwide. Staying informed about what is happening in the world can help prevent unnecessary travel to infectious destinations.



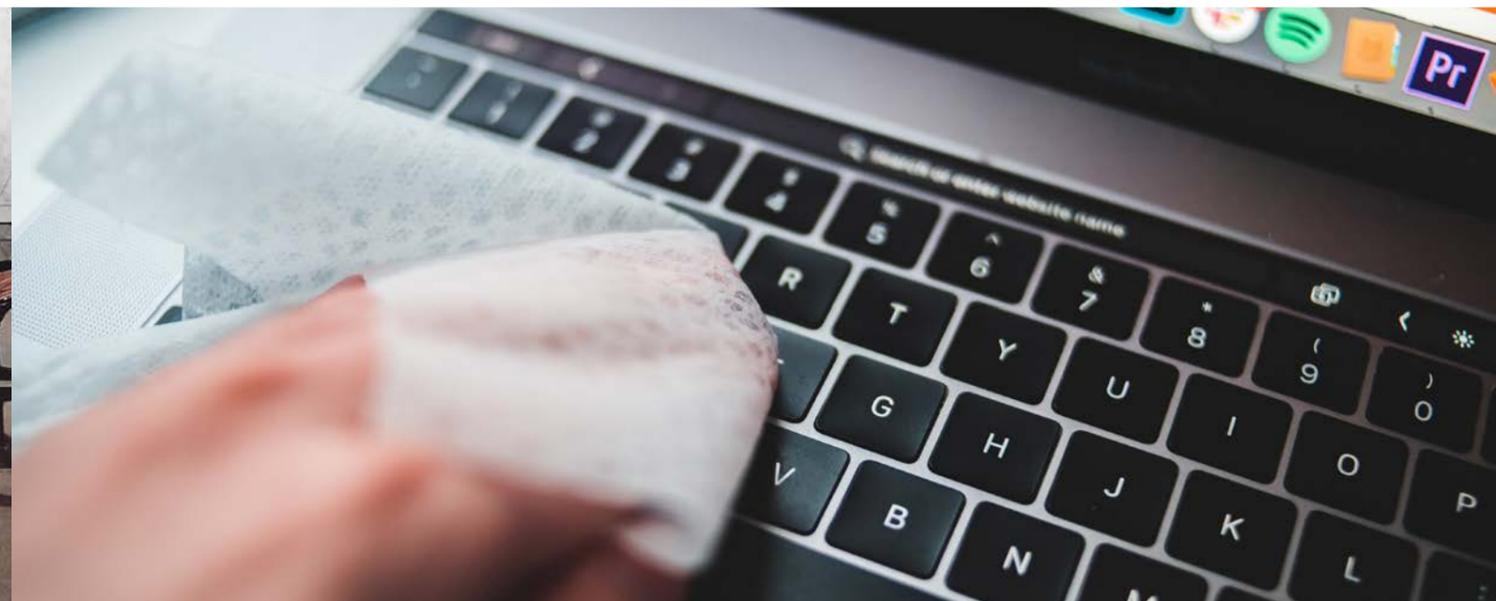
TRAVEL INSURANCE

Make sure the insurance you purchase covers any special medical needs or risks you anticipate on your trip. Carefully check for the inclusions around epidemics and pandemics like COVID-19. Insurance policies vary greatly, so it's best to contact the insurance company directly or enquire via your Travel Consultant.



USE YOUR TRAVEL MANAGER

Having a dedicated Travel Consultant and a travel provider with 24/7 emergency assist (not just an answering service) is priceless. In emergencies they can be your most helpful resource. Should you ever get quarantined or denied entry to a country your FCBT Travel Consultant can help with accommodation, flight changes, cancellations and alternative routing. Stay up-to-date with travel alerts and changing conditions on your trips by downloading an itinerary app such as TripCase.





Travel Diet and Lifestyle

We've put together our top 10 tips for getting the balance right for overall diet and lifestyle stability when travelling. Even if you struggle to follow all 10 tips, knowing a bit more about how diet and lifestyle impacts you, can help you make the best choices for you.

1. START THE DAY OFF RIGHT

Breakfast truly is the most important meal of the day. A lot of hotels have done away with buffets, which could be seen as a blessing in disguise. After all, healthy choices and portion size are still important regardless of where you are. Keep it simple with options like eggs or granola with fruit; both will leave you with energy all morning long.

2. MODERATION

Travel doesn't mean that all routine has to be thrown out the window. Try and stick to the portion sizes you'd normally have at home, even if you might be eating out three times a day while you're away. The same goes for alcohol, you may be entertaining clients, or being treated by those you are visiting. Enjoy yourself but remember to stay within your limits, especially in a professional environment.

3. SLEEP

It's important to make sure you get enough sleep. Tiredness can really impact your mental health and your decision making, so for both personal and professional reason you need to ensure you get enough rest. The night before you leave try to get plenty of sleep and allow for some recovery time to rest once you're home again. It's hard to guarantee how well you'll cope with conditions on a plane or in a new room so ensure you pack eye masks or ear plugs if this will help you sleep.

4. EAT

Have you been in and out of meetings all day on a domestic trip? Or has your flight thrown out your usual snack or mealtimes? The easiest way to keep your energy up is to eat small amounts spread throughout the day. If you're a snacker, try to have your snacks planned and even bring some with you from home if you're worried about buying any. On-the-go granola bars, nuts, dried fruit, or pre-packaged cheese and crackers all make great options for in-flight sustenance. Keeping up mealtimes or regular eating routines can also really help offset jetlag on your return.

5. PLAN AHEAD

When you're travelling or in a new destination it can be harder to know where to find foods or grab a quick snack at different times. So plan ahead and look up what's available at your destination. Does your hotel have a restaurant or bar, and when are they open? Ask your hotel concierge or front desk for restaurant recommendations near to where you're staying – they will be able to point you in the right direction.

6. HYDRATE

The humidity onboard planes can often be a lot lower than what we find comfortable, quickly leaving us feeling dehydrated and lethargic with an oncoming headache. We would even recommend trying a hydration tablet full of electrolytes to ensure your body absorbs your intake. If you're indulging in a mid-flight alcoholic drink or dosing up on caffeine, remember to regularly consume water to maintain hydration.

7. STRESS LESS

We know it's sometimes easier said than done, especially when travelling for work but make sure you relax! Have a good night sleep the night before your flight and make sure you have a plan in place to avoid last minute stress with a late rush to the airport. Try and take some time to yourself while you're away, practise some mindfulness or do something for you that helps you switch off from work like reading a book or filling out a crossword.

8. MID-FLIGHT MOVEMENTS

Back pain? Shoulder stiffness? Tight hamstrings? Make sure you are regularly out of your seat to ensure optimal circulation along with releasing any tight muscles. Locking yourself into one spot can place your muscles and ligaments under strain for a long period of time. Let them relax by changing your position and allowing for regular movement around the plane and even during any meetings you may have during your work travel.

9. ARRIVAL RESET

If it's been a long flight, you've been regularly washing your hands and taking on and off your face mask, then make sure you moisturise your face and hands, and wash your eyes to relieve any dry skin and eyes after your flight. When you get the chance, try a daytime walk as this will help you adjust to any time zone changes and refresh your body. An arrival routine can help kick-start your trip and get you in the right mindset.

10. DON'T JUST PACK FOR WORK

There's so much to include in your packing. You need to make sure you have appropriate work outfits and footwear, as well as clothes to wear on your downtime. But there are some extra items you should consider packing that don't take up too much room and should be added as an essential to your packing lists to help you stay well and healthy:

- Headphones to block out travel sounds or listen to some music or a podcast; having something to listen to can really aid your mental health and wellbeing as well as sometimes aide sleep.
- Trainers or comfy shoes in case you want to take a walk or run. Comfort is key and getting out and about helps your physical and mental health.
- A reusable water bottle is handy to have next to your bed at a hotel, or to top up while you're commuting through an airport. It also saves on plastic and helps you avoid touching anything that isn't yours.
- Easy lightweight fitness equipment if you want to do some stretches in when you check in. Folding up a resistance band in your case takes up no room, or consider a skipping rope to get your heart rate up quick.
- Something for you. If exercise is not your form of escapism, make sure you pack something that helps you switch off from work for a while. It could be a book or magazine, or something to get your brain ticking on a different topic like sudoku or crosswords.

Fitness on the go

Exercise can be the last thing on your mind during a trip away but it is possible, even in a small space like a hotel room after a day of meetings. It does however mean you may need to make extra effort to find the time to fit in a workout

SHORT ON SPACE?

High Intensity Interval Training (HIIT) is our number one recommendation for a Travel Workout for a reason. The benefits of this style include increasing metabolism, endurance, strength and power, while offering a great variety to your training. It's easy to incorporate a fitness routine like HIIT in small spaces like a hotel room, ensuring that even when you're on the go, you can still make time for fitness.

LOOK AFTER YOUR BODY

Ensuring your body, and particularly your muscles and ligaments, are restored and relaxed after travel is essential. Any tightness from sitting in the one position for too long can quickly cause an onset of pain and unwanted stiffness. That stiffness can often be caused by knots within the muscles, or "Trigger Points". Spend at least one minute on each tender point and gradually apply more pressure as it releases, and you can guarantee your muscles will be feeling better than ever. Create further muscular Zen with our top six Stretches and Yoga Poses and your body will be thanking for your entire trip.



Our favourite workouts

To get you started here are ten of our favourite exercises that you can easily incorporate into your workout absolutely anywhere – from local parks and hotel gyms or even your hotel room! There is either no equipment, or lightweight easy to pack gear like a resistance band or jump rope.

1. SQUATS



- Keep chest up looking forward
- Bend at hips keeping core tight
- Push through heels breathing out

2. SKIPPING



- Tuck elbows close to body
- Small jumps

3. WALKING LUNGES



- Keep chest up looking forward
- Keep core tight, knee in line with toe
- Push through heel breathing out

4. PUSH UPS



- Position chest over hands
- Control down to elbows 90°
- Breathe out pushing up



5. BURPEES



- Step out to push-up position
- Complete a push-ups
- Jump up and go back into standing position

6. MOUNTAIN CLIMBERS



- Keep neutral spine and breathe
- Position shoulders over hands
- Raise knees toward chest, alternate fast

7. PLANK TO PUSHUP



- Position elbows below shoulders
- Breathe and maintain posture
- Alternate arms as you push up into a push-up position and back to a plank

Wanting to
increase strength
and muscular
endurance?

Try using our resistance band to take the workout to the level you need.

1. SQUAT & PRESS



- Stand on RB and keeping a slight tension in palms
- Squat down & keep chest up
- Bend at hips keeping core tight
- Push through heels breathing out while raising palms above head

2. LUNGE & LATERAL RAISE



- Front foot stand on RB and keep a slight tension in palms
- Chest up and keep core tight
- One motion lunge and raise hands to shoulder height
- Knee in line with toe

8. TRICEP DIPS



- Position hands shoulder width apart
- Maintain posture, bend at elbows
- Breathe out pushing up

9. TUCK JUMPS



- Keep chest up looking forward
- Squat down and explode using arms
- Tuck knees to chest
- Land softly maintaining posture

10. BICYCLE CRUNCHES



- Lying down, engage core
- Alternate elbow to opposite knee
- Extend leg out and crunch down/up

3. PUSH UPS



- Place RB around back and under palms with slight tension
- Position chest over hands
- Control down to elbows 90°
- Breathe out pushing up

4. GLUTE BRIDGE



- Tie RB around both knees and keep tension tight
- Lying on back engage core
- Push through the heels while forcing knees out
- Squeeze bottom and breathe out

5. DOUBLE ARM ROW



- Stand on RB and keeping a slight tension in palms
- Bend at hips keeping core tight
- Raise both arms while keeping elbow tucked
- Squeeze back and breathe out