



## Ready for takeoff: Tips for hassle-free business travel



By Seth White, *Business Card Consultant*

Business travel has increased over the past year, and one survey showed about 20% of business travelers expect to take 6–10 trips within the year. Another 10% said they'd take more than 10 trips.<sup>1</sup> So whether you're heading across the globe or just driving a few hours, our team has put together five tips to help make your time away go smoothly.



### **Be prepared for delays.**

While we always hope to avoid flight delays, they're quite common. Whenever possible, book the first flight of the day. Sure, it may mean setting an early alarm, but if you run into a delay or cancellation, you'll have a better chance of making it to your meeting or event on time. Also, download your airline's app. It's the quickest way to get updates, and it may also help you rebook if needed.

Delays with rental cars can be challenging too, so plan ahead knowing you might have to wait at the counter. If you can check in ahead of time with the rental car agency's app or join a loyalty program, you may be able to skip the line.



## Plan ahead.

With apps for everything from rideshare services and international train schedules to local restaurants, planning ahead for your destination is easy. Take the time to do a little research before you head out so you're prepared. It can make arrival – a time when we're often exhausted and rushing to get to a hotel – less stressful.



## Get your tech in order.

Safety's always a priority, personal and cyber. Before you travel, make sure you back up your computer, and check to ensure you have all the passwords, VPN access and other details you'll need to stay connected. Go low-tech too and make a photocopy of your passport and other essential documents if you're traveling abroad.



## Know your goals.

Like any business expense, being able to demonstrate ROI for travel is important. Think about how you'll measure the value of your trip, and evaluate its success afterward. Be sure to keep in mind, though, that while some outcomes may not result in an immediate sale, in-person meetings may be essential to building or maintaining a relationship that can be very important to your business long term.



## Make the most of your credit card benefits.

Many cards come with travel-related extras such as rental car insurance, travel insurance or no foreign-transaction fees. See what yours offers, and know how to utilize those benefits if you need them. While it's always smart to have some cash on hand, remember to use your credit card whenever possible to maximize rewards.

If you're traveling internationally, check to see if a travel alert is required on your credit card so you don't trigger any potential fraud alerts. If you haven't already done so, setting up your card in your mobile wallet is a smart idea too. It can make paying even more convenient. Having your bank's mobile app can also make checking in on purchases, or contacting the bank if necessary, easier.

Travel can be a helpful tool as companies strive to meet sales goals and build relationships. And whether you're reading this at your desk or on a plane, keep in mind that your business credit card can help you make paying for and tracking travel expenses easy. It can also help you turn your travel into rewards – another great tool to help your business succeed.

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1. Business Travel News. Survey: U.S. travel mgrs. seeing 2024 budgets rise.  
[businesstravelnews.com/Procurement/Survey-US-Travel-Mgrs-Seeing-2024-Budgets-Rise](https://www.businesstravelnews.com/Procurement/Survey-US-Travel-Mgrs-Seeing-2024-Budgets-Rise). July 17, 2024.