

# Business Travel Checklist

## Ask the car service:

- What must I do if my flight delayed?
- Will my car service charge if my flight is canceled?
- What cost is incurred if I make additional stops?
- Is there a charge for the car service to pick me up at baggage claim?
- Where will my chauffeur be located at the airport?
- What is the chauffeur's telephone number (to contact him if he can't locate me)?
- Will my chauffeur handle my luggage?
- Will gratuity for my chauffeur be included?
- How will I be informed that my vehicle has arrived if I am in a meeting?

## Ask yourself:

- Did I receive confirmation from my car service?
- Did I reserve car service at my final destination?
- Do I have proper identification to check-in and clear security at the airport?
- Do I have my boarding pass?
- Did I pack my cell phone, laptop and other mobile device chargers?
- Have I recently checked for changes in my flight status?